CABINET

Date: THURSDAY, 12 NOVEMBER 2020
Time: 7.00 PM
Venue: COMMITTEE ROOM 6 - CIVIC CENTRE, HIGH STREET, UXBRIDGE

Meeting Details:
For attending this Cabinet meeting, please read overleaf on the agenda.

This meeting will also be broadcast live on the Council’s YouTube Channel.

You can view the agenda at www.hillingdon.gov.uk or use a smart phone camera and scan the code below:

To all Members of the Cabinet:

Sir Ray Puddifoot MBE (Chairman)
Leader of the Council

Jonathan Bianco (Vice-Chairman)
Deputy Leader / Finance, Property & Business Services

Susan O’Brien
Education, Children and Youth Services

Keith Burrows
Planning and Transportation

Jane Palmer
Social Care, Health & Wellbeing

Philip Corthorne
Housing and the Environment

Douglas Mills
Community, Commerce & Regeneration

Richard Lewis
Central Services, Culture & Heritage

Published:
Wednesday, 4 November 2020

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Putting our residents first

Lloyd White
Head of Democratic Services
London Borough of Hillingdon,
Phase II, Civic Centre, High Street, Uxbridge, UB8 1UW
Useful information for residents and visitors

Attending this meeting

IMPORTANT UPDATE:

Please note that due to COVID-19 there will be a restriction under safety guidance on the number of members of the public and press that can attend to observe this meeting.

You are, therefore, strongly advised to contact Democratic Services on 01895 250636 prior to the meeting if you wish to attend to observe proceedings.

As an alternative, this meeting will be broadcast live (and available afterwards) on the Council’s YouTube channel: Hillingdon London.

Entrance is via main reception and please visit the security desk to sign-in and collect a visitors pass. You will then be directed to the Committee Room.

Accessibility

For accessibility options regarding this agenda please contact Democratic Services. For those hard of hearing an Induction Loop System is available for use.

Emergency procedures

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Those attending should be aware that the Council will film and record proceedings for both official record and resident digital engagement in democracy.
Notice

Notice of meeting and any private business

The London Borough of Hillingdon is a modern, transparent Council and through effective Cabinet governance, it seeks to ensure the decisions it takes are done so in public as far as possible. Much of the business on the agenda for this Cabinet meeting will be open to residents, the wider public and media to attend. However, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. Such business is shown in Part 2 of the agenda and is considered in private. Further information on why this is the case can be sought from Democratic Services.

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to confirm that the Cabinet meeting to be held on:

12 November at 7pm in Committee Room 6, Civic Centre, Uxbridge

will be held partly in private and that 28 clear days public notice of this meeting has been given. The reason for this is because the private (Part 2) reports listed on the agenda 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. An online and a hard copy notice at the Civic Centre in Uxbridge indicates a number associated with each report with the reason why a particular decision will be taken in private under the categories set out below:

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

Notice of any urgent business

To ensure greater transparency in decision-making, 28 clear days public notice of the decisions to be made both in public and private has been given for these agenda items. Any exceptions to this rule are the urgent business items on the agenda marked *. For such items it was impracticable to give sufficient notice for a variety of business and service reasons. The Chairman of the Executive Scrutiny Committee has been notified in writing about such urgent business.

Notice of any representations received

No representations from the public have been received regarding this meeting.

Date notice issued and of agenda publication

4 NOVEMBER 2020
London Borough of Hillingdon
Agenda

1 Apologies for Absence

2 Declarations of Interest in matters before this meeting

3 To approve the minutes of the last Cabinet meeting 1 - 14

4 To confirm that the items of business marked Part 1 will be considered in public and that the items of business marked Part 2 in private

Cabinet Reports - Part 1 (Public)

5 Older People's Plan Update (Cllr Sir Ray Puddifoot MBE & Cllr Jane Palmer) 15 - 36

6 Proposed lease of Ruislip Golf Course to HS2 Limited and a proposed Agreement for lease of part of Ruislip Golf Course for the site of a new secondary free school (Cllr Jonathan Bianco & Cllr Susan O'Brien) 37 - 50

7 Hillingdon's Elective Home Education Policy (Cllr Susan O'Brien) 51 - 78

8 Monthly Council Budget Monitoring Report - Month 6 (Cllr Sir Ray Puddifoot MBE & Cllr Jonathan Bianco) 79 - 130

9 Cabinet Delegations to the Deputy Chief Executive and Corporate Director of Residents Services (Cllr Sir Ray Puddifoot MBE) 131 - 134
The reports in Part 2 of this agenda are not for publication because they involve the disclosure of information in accordance with Section 100(A) and Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended), in that they contain exempt information and that the public interest in withholding the information outweighs the public interest in disclosing it.
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Minutes

CABINET
Thursday, 22 October 2020
Meeting held at Committee Room 6 - Civic Centre, High Street, Uxbridge

Decisions published on: 23 October 2020
Decisions come into effect from: Friday 30 October 2020

Cabinet Members Present:
Sir Ray Puddifoot MBE (Chairman)
Jonathan Bianco (Vice-Chairman)
Philip Corthorne
Douglas Mills
Keith Burrows
Richard Lewis
Susan O’Brien
Jane Palmer

Members also Present:
Duncan Flynn
Henry Higgins
John Riley
Wayne Bridges (in part - by teleconference)
Simon Arnold
Nick Denys

1. APOLOGIES FOR ABSENCE
All Members were present.

2. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING
No interests were declared in matters before this meeting.

3. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING
The decisions and minutes of the Cabinet meeting held on 24 September 2020 were agreed as a correct record.

4. TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS OF BUSINESS MARKED PART 2 IN PRIVATE
Items to be considered in public and in private were confirmed as set out on the agenda.
5. RESIDENTS’, EDUCATION & ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE - REVIEW INTO LITTERING AND FLY-TIPPING

The Chairman of the Residents’, Education and Environmental Services Policy Overview Committee, Councillor Wayne Bridges, joined by teleconference to present the Committee’s in-depth review into littering and fly-tipping. Cabinet welcomed the insightful report and recommendations.

RESOLVED:

That the Cabinet welcomes the Committee’s findings from their review into littering and fly-tipping and the recommendations outlined below, noting that their implementation will be taken forward with officers by the Cabinet Member for Housing & The Environment:

Policy Overview Committee Recommendations

Greater Landlord & Tenant Awareness:

a. That Waste Services promotes the Council’s waste collection services in a targeted way to key landlords, letting agents, the Landlords Forum, Housing Associations on their and their tenants responsibilities;

b. To include consideration of ‘welcome information’ for new tenants on waste and recycling procedures, via letting agents and key landlords.

Beautification and Civic Responsibility

a. That officers increase the scope of roadside beautification through the planting of wildflowers to instil greater civic pride in areas, visually helping to deter littering from cars and by pedestrians;

b. That a new ‘warning letter’ regime be instigated, with letters issued to suspected offenders as recommended by officers following receipt of complaints;

c. That the Council develops its relationship with external organisations such as Keep Britain Tidy and participates in national civic awareness campaigns;

d. That officers investigate the possibility of introducing a unique reference number for each bin to enable Waste Services to easily identify patterns (via reports/requests from residents) where particular bins overflow regularly or indeed are underused, and in turn, allow them to deploy limited resources more strategically and effectively.

Hard-hitting Communications Campaign:

a. That Cabinet note some of the detailed ideas and creative approaches (not recommendations) suggested by the Committee in the report for consideration as part of the Council’s wider communications campaign, including poster campaigns to highlight the impact, cost, and potential fines resulting from littering and fly-tipping;
b. That Corporate Communications produces a catchy online clip showing how to report fly-tipping and to book the bulky waste removal service, sharing online and across social media platforms;
c. That officers further investigate, and report back to the Cabinet Member with proposals, on the potential for “CCTV appeals” on video and social media, for residents to help identify offenders caught on CCTV in an effort to promote greater public engagement and a new avenue of information for securing successful later prosecutions;
d. That ASBET officers, in conjunction with the Legal officers and the Corporate Communications team, roll out a regular programme to publicly ‘name and shame’ offenders once prosecuted, communicated widely including to Councillors, Street Champions and Neighbourhood Watch.
e. That the Council publicise all successful prosecutions from the preceding 12 months through the Communications team.

Engaging Volunteers and Young People:

a. That the Council provides free litter picking equipment to established local groups, residents associations, schools, Ward Councillors or street champions, upon request;
b. That the Waste Services Team establish a programme of liaison with Hillingdon Schools, including environmental awareness and training, pupil led poster campaigns; and regular litter-picking activities;
c. That the Council steps up its use of Community Payback to help clear litter and fly-tipping in parks, as well as ‘hotspots’ such as alleyways.

Embracing National Changes

a. Following the Motion approved at Council on 16 January 2020 and national changes expected from the 2020 Environment Bill, notes that the Committee will revisit what additional steps can be taken by the Council should new powers and the ability to impose larger fines be granted upon local authorities to provide a stronger deterrent, reporting back to Cabinet as appropriate.

Reasons for decision

Cabinet received and welcomed the report of the Committee with recommendations to enable the Council to further address the problem of littering and fly-tipping across the Borough, through the use of innovative approaches to public engagement and awareness, and additional tools for officers to pursue increased prosecution of offenders.

The Cabinet Member for Housing and The Environment thanked the Committee for its sound and comprehensive report, noting that some recommendations, in terms of later implementation, may have challenges ahead. The Cabinet Member also paid particular tribute to the unsung work of local residents and groups who keep their local streets and neighbourhoods clean.

Alternative options considered and rejected
The Cabinet could have decided to reject some or all of the Committee’s recommendations.

**Officer to action:**

Perry Scott / Cathy Knubley – Residents Services (implementation)  
Neil Fraser – Corporate Resources & Services (monitoring)

**Classification: Public**

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

6. **THE ANNUAL REPORT OF ADULT AND CHILD SAFEGUARDING ARRANGEMENTS**

**RESOLVED:**

That the Cabinet notes the content of the report.

**Reasons for recommendation**

Cabinet received an update on the work undertaken by the Hillingdon Safeguarding Partnership to safeguard Hillingdon’s residents and the strategic priorities for safeguarding in 2020-21, which included tackling modern slavery.

The Cabinet Member for Social Care, Health and Wellbeing introduced the report, welcoming the joint partnership working and personalisation of safeguarding to vulnerable adults, in particular those suffering domestic abuse.

The Cabinet Member for Education, Children and Youth Services set out the importance of the recent Ofsted report about communication, cooperation and collaboration to identify vulnerable children early so that preventative services are offered quickly.

The comments of the Social Care, Housing and Public Health Policy Overview Committee on the annual report were welcomed.

**Alternative options considered and rejected**

None.

**Officers to action:**

Alex Coman, Claire Solley, Suzi Gladish – Social Care

**Classification: Public**
7. PROPOSED LICENSING SCHEME FOR OUTDOOR FITNESS INSTRUCTORS AND TENNIS COACHES IN PARKS AND OPEN SPACES

RESOLVED:

That the Cabinet:

1) Note the proposal to introduce a licensing scheme for outdoor fitness instructors including tennis coaches using Hillingdon’s parks and open spaces on a commercial basis, including the terms and conditions and code of conduct as set out in the report.

2) Authorise the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Members for Finance, Property & Business Services, Central Services, Culture & Heritage and Commerce, Community and Regeneration, to undertake the necessary statutory consultation required before changes can lawfully be made to existing Public Space Protection Orders and to then decide whether to give effect to the proposed changes, having conscientious regard to the consultation responses and also determining whether the statutory test required to make these changes is fully satisfied.

3) Subject to the outcome of the statutory process above, delegate authority to the Leader of the Council and Cabinet Members for Finance, Property & Business Services, Central Services, Culture & Heritage and Commerce, Community and Regeneration, in consultation with Deputy Chief Executive and Corporate Director of Residents Services, to approve the licensing scheme and make all necessary decisions to give effect to this proposal, including setting the associated fees and charges.

Reasons for decision

Cabinet agreed to consult on a new licensing scheme, and associated Public Space Protection Order, for outdoor fitness instructors and tennis coaches using Hillingdon’s parks and open spaces on a commercial basis, which had increased during the pandemic. The Cabinet Member for Finance, Property and Business Services outlined how the Council would intend to take a balanced approach to control such activities, whilst ensuring that the Borough’s parks and open spaces were preserved for all residents and visitors alike.

Alternative options considered and rejected

Cabinet could have proposed to leave existing means in place but as the number of outdoor fitness instructors and tennis coaches had increased in recent months this was not deemed an appropriate option.
Officer to action:
Priscilla Simpson, Residents Services

Classification: Public

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

8. SELF-BUILD & CUSTOM-BUILD HOUSING: CHARGING AND ELIGIBILITY CRITERIA

RESOLVED:

That the Cabinet:

1. Approve the introduction of local eligibility criteria so that Hillingdon’s self-build and custom housebuilding register can be split into two parts.

2. Approve the following local eligibility criteria for joining Part 1 of the Register:
   a. Residency in the Borough for at least five years prior to the date of application with flexibility for non-continuous residency for study or temporary work; or
   b. Currently in the service of the regular armed forces or have served in the armed forces in the past five years.

   and

   c. Able to provide evidence of “sufficient resources” to purchase land of £225,000.

   d. For associations of individuals wishing to be added to Part 1 of Hillingdon’s Self-build and Custom Build Register, at least three-quarters of the members of the association must meet the local connection criteria above and be able to demonstrate that the association collectively has sufficient financial resources to purchase a plot large enough to accommodate its members.

3. Approve the introduction of the following fees:
   i. Fee for Part 1 of the register: £90 for entry and an annual retention fee of £30.
   ii. Fee for Part 2 of the register: £45 (no annual retention fee).

4. Approve the national eligibility criteria for Part 2 of the register, which requires the applicant to be:
   a. Over 18 years old; and
   b. A British Citizen or national of an EEA State*; and
   c. Seeking to acquire a serviced plot of land to build a house to occupy as a sole or main residence.
5. Approve the maintenance of existing entries on the register until 1st December 2020 after which date they will be re-assessed against the new eligibility requirements and subject to payment of the appropriate fee.

*This would only continue to apply in accordance with future legislative provisions implemented at the end of the Brexit transition period.

Reasons for decision

Following consideration of the consultation responses and equalities assessment, Cabinet agreed the new local eligibility criteria to ensure that the self-build and custom housebuilding register better reflected local demand for land for custom and self-build housing. It was noted that the criteria approved would also assist the Council in better and more accurately meeting its obligations under the Self-build and Custom Housebuilding Act 2015.

The Cabinet Member for Planning and Transportation brought to Cabinet’s attention that the eligibility status would be amended following the end of the Brexit transition period.

Alternative options considered and rejected

Cabinet could have decided to continue with the eligibility criteria initially proposed in the May 2020 Cabinet Report whilst introducing exemptions for specific groups in response to the EqIA findings and consultation responses.

Officer to action:

Prag Shah, Residents Services
Julia Johnson, Residents Services

Classification: Public

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

That the Cabinet:

1. Approves the proposal to undertake further design work on a new build option for the redevelopment of the estates, in consultation with residents.

2. Approves that a residents ballot should be undertaken in relation to the proposals once they have been finalised.

3. Approves all necessary expenditure leading up to the residents' ballot including architectural fees and surveys and the appointment of an Independent Tenant and Leaseholder Advisor.

4. Grants delegated authority to the Leader of the Council, the Cabinet Members for Finance Property and Business Services and Housing and the Environment, in consultation with the Director of Infrastructure, Procurement, Business Improvement, Communications, Waste Services & ICT, to make all necessary decisions in the lead up to the residents ballot including agreeing the final Landlord offer which is to be the subject of the ballot.

5. Agrees to receive a further report on the next steps if the outcome of the ballot is positive.

Reasons for decision

Cabinet agreed to move forward with the next step in relation to major regeneration proposals for the Austin Road and Avondale Estates in Hayes, which were intended to improve standards of residential provision for the future.

Cabinet agreed to develop designs, in close consultation with residents and subject to a resident ballot, as recommended in Options Appraisal Reports. The Cabinet Member for Finance, Property and Business Services noted the fundamental importance to achieve resident support for the proposals.

The Cabinet Member for Housing and The Environment also highlighted robust community engagement and the consultation on the Residents Charter.

Alternative options considered and rejected

Cabinet considered alternative options as set out in the Options Appraisal Reports.

Officer to action:

Perry Scott – Residents Services
10. RESPONSE TO GOVERNMENT CONSULTATION: PLANNING FOR THE FUTURE

RESOLVED:

That the Cabinet:

1. Notes the content of the ‘Planning for the Future’ White Paper and endorses, in principle, the Council’s proposed response attached at Appendix 1 of this report.

2. Grants delegated authority to the Deputy Chief Executive and Corporate Director of Residents Services to make any final changes to the response before submission, in consultation with the Leader of the Council and the Cabinet Member for Planning and Transportation.

Reasons for decision

Cabinet noted that the Government’s ‘Planning for the Future’ White Paper proposed a radical reform to the existing UK planning system and that it had the potential to dramatically change how the Planning Service in Hillingdon was delivered, impacting negatively on residents, businesses and other service users.

Cabinet, therefore, agreed that it was important to respond robustly on behalf of the local community to this significant Government consultation and agreed the Council’s response in principle.

Alternative options considered and rejected

Cabinet could have decided not to submit a consultation response.

Officers to action:

Tom Campbell and Julia Johnson, Planning Policy

Classification: Public

The report and any background papers relating to this decision by the Cabinet are available to view on the Council’s website or by visiting the Civic Centre, Uxbridge.
11. COUNTER FRAUD STRATEGIC PLAN

RESOLVED:

That the Cabinet:

1. Approves the Business Assurance Counter Fraud - Counter Fraud Strategic Plan for 2020-21 as set out in Appendix A

2. Approves the following counter fraud related policies:
   a. Prosecutions & Sanctions Policy - Appendix B
   b. Anti-Bribery Policy - Appendix C
   c. Anti-Money Laundering Policy - Appendix D
   d. Surveillance Policy - Appendix E
   e. Whistleblowing Policy - Appendix F
   f. Corporate Investigations Protocol - Appendix G

Reasons for decision

Cabinet approved an updated Counter Fraud Strategic Plan to ensure residents’ confidence in the Council and its protection of the public purse. The Leader of the Council noted the robust activity planned to pursue the prevention and detection of fraud and corruption along with taking appropriate sanctions and prosecutions where necessary. Cabinet approved six counter fraud related policies, including the Corporate Investigations Protocol, which had been updated to provide a framework to underpin planned operations in relation to bribery, money laundering, whistleblowing, prosecution and enforcement.

Alternative options considered and rejected

None.

Officer to action:

Zac O’Neil - Finance

Classification: Public

The report and any background papers relating to this decision by the Cabinet are available to view on the Council’s website or by visiting the Civic Centre, Uxbridge.
12. MONTHLY COUNCIL BUDGET MONITORING REPORT: MONTH 5

That Cabinet:

1. Note the budget position as at August 2020 (Month 5) as outlined in Table 1.
2. Note the Treasury Management update as at August 2020 at Appendix E.
3. Continue the delegated authority up until the October 2020 Cabinet meeting to the Chief Executive to approve any consultancy and agency assignments over £50k, with final sign-off of any assignments made by the Leader of the Council. Cabinet are also asked to note those consultancy and agency assignments over £50k approved under delegated authority between the 24 September 2020 and 22 October 2020 Cabinet meetings, detailed at Appendix F.
4. Approve acceptance of gift funding in relation to a Planning Performance Agreement in accordance with the provisions of Section 93 of the Local Government Act 2003 for;
   a. Douay Martyrs School, Cardinal Hume Campus - £16,250
   b. Nanaksar Primary School (Discharge of Conditions) £7,500
   c. Paddington Packet Boat (1st Payment) - £10,000
5. Accept a grant award of £3,863k from the Department for Business, Energy and Industrial Strategy in respect of the Green Homes Grant
6. Accept the Next Steps Accommodation Programme funding award from the Ministry of Housing, Communities and Local Government of £535,925.

Reasons for decision

The Cabinet Member for Finance, Property and Business Services informed Cabinet of the latest revenue and capital position for the financial year 2020/21.

The Leader of the Council detailed the recommendations in the report, drawing to Members' attention the latest treasury position. The Leader updated Cabinet on the in-year COVID-19 costs and how the Council was mitigating this exceptional pressure, whilst notwithstanding the Council’s sound financial position in such times.

Cabinet made a number of financial related decisions, including the acceptance of gift funding for key future developments in the Borough and acceptance of Government grants relating to Green Homes and the Next Steps Accommodation Programme to continue to support rough sleepers during the COVID-19 response.

Alternative options considered and rejected

None.

Officer to action:

Paul Whaymand, Finance Directorate

Classification: Public
13. DISPOSAL OF GARAGE SITES

RESOLVED:

That Cabinet:

1. Declares the two sites surplus to requirements;
2. Authorises the sale of the sites on the open market with planning consent for a residential scheme. The method of sale to be by auction, subject to prevailing market conditions. The sales are to be leasehold with an option to sell the freehold for £1 on the satisfactory completion of the development and;
3. Delegates authority to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services, for all subsequent decisions regarding the sale of the sites.

Reasons for decision

Cabinet agreed to dispose of two garage sites as part of an ongoing programme to optimise and make the best use of any under-utilised Council assets, especially those that were attracting anti-social behaviour and fly-tipping.

Alternative options considered and rejected

The development of these sites by the Council was considered but rejected as uneconomic.

Officer to action:

Julie Markwell, Residents Services

Classification: Private

Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).
RESOLVED:

That Cabinet agrees the rent set out in the report, which is subject to negotiation with the voluntary sector organisation detailed in this report, and instructs Property and Estates to complete the Rent Review Memorandum.

Reasons for decision

Cabinet agreed an updated rent review for the Hillingdon District Guides, Mayfield Close, Hillingdon, superseding that agreed at Cabinet in July 2020. Cabinet’s decision enabled the organisation concerned to benefit from a heavily discounted rent as part of the Council's Voluntary Sector Leasing Policy and wider commitment to a vibrant local voluntary sector.

Alternative options considered and rejected

None.

Officer to action:

Michele Wilcox / Mike Paterson; Residents Services

Classification: Private

Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).

15. ANY OTHER ITEMS THE CHAIRMAN AGREES ARE RELEVANT OR URGENT

No additional items were considered by the Cabinet.

The meeting closed at 7:33pm.

*Internal Use only - implementation of decisions

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

5pm, Friday 30 October 2020.

Officers to action the decisions are indicated in the minutes.
The public part of this meeting was broadcast on the Council’s YouTube channel [here](#). Please note that these minutes and decisions are the definitive record of proceedings by the Council of this meeting.

If you would like further information about the decisions of the Cabinet, please contact the Council below:

**democratic@hillingdon.gov.uk**  
Democratic Services: 01895 250636  
Media enquiries: 01895 250403

To find out more about how the Cabinet works to put residents first, visit [here](#).
OLDER PEOPLE'S PLAN UPDATE

Cabinet Member(s)  Councillor Sir Ray Puddifoot MBE  
                 Councillor Jane Palmer

Cabinet Portfolio(s)  Leader of the Council  
                     Social Care, Health and Wellbeing

Officer Contact(s)  Kevin Byrne – Residents Services

Papers with report  Older People’s Plan update Q1 & 2 2020/21 Appendix A

HEADLINES

Summary  To provide Cabinet with an update on the progress in delivering the actions in the plan for older people.

Putting our Residents First  The Older People’s Plan assists the Council to deliver its plans to put residents first. Supporting older people to live independent, active, healthy lives and providing opportunities to improve well-being is key to Hillingdon's Health and Wellbeing Strategy

Financial Cost  There are no additional cost implications for the Council in respect of this report. The projects detailed in this report are financed from within existing resources across the Council including the ‘Leader’s Initiative for Older People’ Fund.

Relevant Policy Overview Committee  Social Care, Housing and Public Health

Relevant Ward(s)  All

RECOMMENDATIONS

That Cabinet notes the successes to date and continued progress to deliver the Older People’s Action Plan during the first half of 2020-21 to improve the quality of life, health and wellbeing of older people in Hillingdon.

Reasons for recommendation

The Older People’s Plan endorses the commitment from the Council and its partners to the continued improvement of services and support designed to create a better quality of life for older people in Hillingdon. The plan supports the Council to put residents first and contributes to improving the health and wellbeing of Hillingdon’s older residents.
Alternative options considered / risk management

None considered.

Policy Overview Committee comments

None at this stage.

**SUPPORTING INFORMATION**

Supporting older people to live independent, active lives, to make a positive contribution to local communities and helping older people to feel safer in their homes and in the wider community and contributes directly to the priorities of the Health and Wellbeing Strategy.

In Hillingdon, there are well-established arrangements to hear from older people and keep Hillingdon’s older residents informed and involved across the Borough on important matters. This includes their involvement through Hillingdon’s Older People’s Assembly.

Hillingdon’s Older People’s Plan, led by the Older People’s Champion (Cllr Sir Ray Puddifoot MBE, Leader of the Council) sets out a range of actions that the Council and its partners are undertaking in response to issues that older people in Hillingdon have said are important to them. The key themes in the plan remain: safety and security; preventative care; keeping independent and healthy; supporting older people in the community; and housing. The action plan is regularly updated and monitored by the Older People’s Champion.

The Covid-19 pandemic has inevitably curtailed a number of activities, but services have risen to the challenge and there have been a number of achievements during 2020-21. Several are highlighted in the summary below, with a fuller update attached at Appendix A. The update reflects Quarters 1&2 of 2020-21.

This includes service improvements supported by the Leader’s Initiative developed within the community, with partners and across Council services to enable older people to remain independent, active and healthy.

**Safety and Security**

**Free burglar alarms**

In March 2020, our contractor suspended installation of alarms in the homes of older residents because of the pandemic.

In the period January to end September 2020, 130 alarms were installed in Phase 12, leaving 368 to be installed in older residents’ homes. Funding for Phase 13 for a further 1000 alarms has been approved.
A free service is now offered 12 months after the initial installation. In the period January to end September 2020, 278 services were carried out, leaving 586 services to be carried out in the current phase.

Since the beginning of the scheme in 2008, the Council has installed 10,926 alarms.

**Preventative Care**

**Telecareline**

The TeleCareLine service supports residents to live safely and independently in their own homes using a range of equipment, such as sensors and detectors all connected back to a control centre to providing assistance to older people when needed, 24/7.

As at 30 September 2020, Hillingdon had 6,642 residents in receipt of Telecare, of whom 5,612 are aged over 75 years.

Between 1st April 2020 and 30th September 2020, the Council provided the TeleCareLine service to 261 new clients aged 75 & over.

**Keeping independent and healthy**

All programmes and activities delivered or commissioned by the Sport and Physical Activity team were suspended from 23rd March 2020. However, the team has worked with library staff to keep in contact with older residents. The aim was to provide a welfare and wellbeing check. The team is making regular telephone calls to more than 400 older residents who were registered to attend the Council’s chair-based, tea dance and dementia coffee morning programmes.

Feedback from residents receiving these phone calls was very positive and in many cases was the only contact the resident was receiving. Over half of those contacted requested a regular follow-up telephone call.

By the beginning of July’20, with the easing of lockdown measures, a significant number of these residents reported going out more to exercise outdoors, meet friends or join in on online exercise sessions.

New risk assessments and procedures have been drafted to ensure facilities and activities are COVID secure. Provided they can operate within Government guidelines, chair-based exercise sessions will be re-established in Q3.

**Dementia**

The team adapted quickly to continue to provide support for older people living with dementia.

Five zoom sessions are held each week. The sessions include virtual coffee mornings, afternoon tea and sing along sessions with 8-12 participants at each session. In July 2020, 184 residents took part in weekly Zoom meetings. The sessions remain valuable; the suggestion is to maintain these into the winter as people are now used to them and attendance is likely to increase again.
Outdoor 'meet ups' were arranged for residents living with dementia and their carers. Two meet ups took place on the grounds of Uxbridge Cricket Club, with 35 residents attending, across three sessions (in groups of 6). An early onset dementia group meet up was held outside Northwood Hills library. These sessions will continue as long as the weather permits. The plan for Q3 is to move to indoor sessions, subject to risk assessment.

A small resource pack known as a ‘Buddy Pack’ is sent out weekly to residents living with dementia. The packs include a variety of puzzles, quizzes, songs, poems, reminiscence stories, and chair-based exercises.

Packs can be emailed or delivered directly to the resident's home. Volunteers from the Uxbridge Amblers (commissioned by the team) provide this delivery service. ‘Buddymails' increased from 61 a week to 91 a week during the summer; these residents were also emailed daily with Zoom links. Doorstep visits have been offered to residents who do not have online access. There are currently (September) 23 doorstep visits taking place each week.

The Team received over 60 referrals for people to join a Zoom Early Onset Dementia Group or to receive a ‘Buddy pack’. Referrals were made by Age UK, the Alzheimer's Society, LBH Admiral Nurse and The Hillingdon Hospital Memory Clinic Cognitive Stimulation Group. By July 2020, the team had made contact with over 100 residents who are either living with dementia or are carers for someone living with dementia.

In July, a new Zoom session was introduced: Football Fridays. This is a continuation of work started in January 2020 when we ran a football reminiscence session at Middlesex FA. This was due to be followed by a series of football-related events to celebrate the Euros 2020. As we have not been able to carry out these events due to lockdown we have now introduced the Football Friday zoom sessions which so far have been well attended with an average of 9 people attending each session.

Football reminiscence boxes have also been prepared and delivered to 8 residents. These have reflected each resident's own team. Boxes have been delivered to residents unable to take part in the Football Zoom sessions and to two of the residents who have had to go into care homes.

On the 27th July, a special Zoom session was hosted by Adult Learning where we explored gardening. The session was attended by 11 residents with one couple attending who had never attended a Zoom session. The aim is to work with Adult Learning to run further sessions to offer new opportunities to older residents.

Supporting Older People in the Community

The Council supports Age UK to provide a range of services for older residents. Age UK Hillingdon's Good Neighbours and befriending services are targeted at supporting isolated, lonely and vulnerable older people in Hillingdon.

During the first quarter, all Good Neighbours tasks were suspended as a direct result of COVID-19. The exception was obtaining emergency shopping and medication for people in lockdown. Referrals for this type of support were chiefly received during the first three weeks of lockdown until the Council set up its own COVID-19 response service.
164 referrals were received during that time and 132 tasks were completed by 39 volunteers and 7 staff members. Since the easing of restrictions, a limited Good Neighbours service has resumed, offering support such as prescription collection, dog walks, posting letters and parcels, small shops and short walks.

During the first 2 quarters of 2020/21, Age UK’s Befriending Team implemented a Check-In & Chat service in Hillingdon (now re-branded Call, Chat, Care) whereby volunteers made frequent short calls, in some cases daily, to service users who have been particularly affected by social isolation as a result of the lockdown. In addition to a friendly chat, volunteers have ensured people have sufficient food and medication and have encouraged them to do some daily exercise.

Approximately 3,123 welfare calls were made by staff and volunteers to service users during this time. Of these, volunteers made approximately 2,436 check-in and chat calls to 84 service users. Around 6% wanted a daily call, 10% wanted a call twice a week, 6% wanted a call just once a fortnight and the remainder 74% received a call once a week.

**Financial support for older people**

Through their information and advice services, Age UK helped Hillingdon’s older residents to secure £417,281 of benefits during the first two quarters of 2020. This additional income has the potential to radically improve quality of life for older residents of Hillingdon as well as inject new money into the local economy.

COVID has impacted our ability to provide this service, though from June government systems allowed us to complete all assessments and paperwork over the phone. It is more time consuming to complete assessments over the phone and some service users are holding back until they are able to access face to face support for benefits advice. As such it is anticipated that Age UK’s figures will be a little below their usual annual totals.

**Heater loan scheme**

The Council continues to offer the loan of heaters to residents aged over 65 whose heating has broken down. In addition, once the heater or heaters are returned, the Council offers to pay a small one-off grant to ensure people are not discouraged from using the heater by the cost of fuel. The scheme recommenced the loan of heaters in late October as temperatures dropped.

There were 75 heaters in stock as at September 2020.

**Brown Badge scheme**

The Brown Badge Older Person’s parking scheme continues to be popular with older residents and, in the 6 months to October 2020, a total of 618 new Brown Badges were issued, along with 191 replacement badges where they had been lost or misplaced. There are currently a total of 13,274 active Brown Badge users. During Q1 and Q2 of 2020/21, 453 (73%) of the Brown Badge applications were made using the online application system.

Brown Badges are issued for 3 years at a time and all the badges on issue were replaced in March 2020, as the previous badges expired on 31st March 2020.
A graph showing the number of badges on issue since April 2017 is shown below:

### Total Brown Badges on Issue

Housing

Age UK Trusted Traders and Help at Home schemes

The Age UK Hillingdon Help at Home service continued to support clients throughout lockdown. In the first 2 quarters of 2020/21 they made 6,630 visits, providing 9,372 hours of support to 263 of our most vulnerable clients. They delivered services such as shopping, meal preparation and general wellbeing checks requested from families who were unable to visit their parents/grandparents. PPE was issued to ensure the safety of our clients and staff.

Age UK Hillingdon’s Homeshare Scheme was suspended due to Covid-19 from March to July 2020. The scheme is now back up and running and Age UK are promoting the service on Social Media and via their website. Between July and September 2020 Age UK received 37 enquiries and had 3 householders on the books waiting to be matched with sharers.

Age UK Hillingdon now have 22 local tradespeople on their Trusted Traders list, the majority of whom suspended their services temporarily during lockdown. In the first 2 quarters of 2020/21, 431 enquiries have been signposted to local traders.

Financial Implications

There are no additional cost implications for the Council in respect of this report. The projects detailed in this report are financed from within existing resources across the Council including the 'Leader’s Initiative' Fund.
RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon Hillingdon residents, service users and communities?

The Older People’s Plan is welcomed by older residents as positively continuing to raise their value and profile and is an opportunity to improve the lives of older people in the community. Appendix A includes more detail on the work being carried out.

Consultation carried out or required

Regular feedback from the Hillingdon Older People’s Assembly Steering Group and Older People’s Assembly is used to help shape future priorities. The Older People’s Assembly in Hillingdon normally periodically receives progress updates on delivering the promises set out within the Older People’s Plan, though at present the Assembly is suspended.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed this report and the associated financial implications, noting that the broad range of initiatives outlined above are fully funded within the existing budgets - including the Leader’s Initiative.

Legal

Before the Cabinet is a progress update report on the delivery of Hillingdon’s Older People’s Plan for 2020/21. Under the Council’s Constitution, the Cabinet has the appropriate powers to agree the recommendation proposed at the outset of this report. There are no legal issues arising out of the recommendation proposed at the outset of this report.

BACKGROUND PAPERS

Previous Older People’s Plan reports and updates to Cabinet.
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## Appendix A - Older People’s Action Plan 2020/21, Q1&2 Update 2020

<table>
<thead>
<tr>
<th>Ref No</th>
<th>Task Description</th>
<th>Actions</th>
<th>Lead</th>
<th>Target Dates</th>
<th>Progress Update</th>
</tr>
</thead>
</table>
| 1.1    | Increase home security amongst older people. | 1.1.1 Ensure the free burglar alarms scheme is delivered and that a free service is offered after 18 months. (Phase 12 installations & Phase 10 servicing) | John Wheatley | 31.03.21 | Ongoing – To help older people feel safe and secure, free burglar alarms have been installed into the homes of older people aged over 65.  
In March 2020, our contractor suspended installation of alarms in the homes of older residents because of the pandemic.  
In the period January to end September 2020, 130 alarms were installed in Phase 12, leaving 368 to be installed in older residents’ homes. Funding for Phase 13 for a further 1000 alarms has been approved.  
A free service is now offered 12 months after the initial installation. In the period January to end September 2020, 278 services were carried out, leaving 586 services to be carried out in the current phase  
Since the beginning of the scheme in 2008, the Council has installed 10,926 alarms. |
| 1.2    | Take action to tackle rogue traders. | 1.2.1 Address reports of Rogue Traders including raising awareness. | Martin King | 31.03.21 | Ongoing - The Trading Standards Service continues to respond to reports of rogue traders / doorstep crime on receipt of reports.  
In circumstances where intervention may be required, officers will visit victims to advise on how to avoid repeat incidents. Where appropriate we liaise with the council's Adult Safeguarding Team to ensure that residents receive any further help and support they may |
Trading Standards assisted an elderly resident who has spent in excess of £100k on solar panels over the years. A Council electrician accompanied Trading Standards on a visit to check on the status of the system installed and provided advice in how to proceed.

2. Preventative Care

| 2.1 | Assist vulnerable people to secure and maintain their independence | 2.1.1 Continue to deliver the TeleCareLine service | Louise Forster | 31.03.21 | Ongoing - The TeleCareLine service supports residents to live safely and independently in their own homes using a range of equipment, such as sensors and detectors all connected back to a control centre to providing assistance to older people when needed, 24/7.

As at 30 September 2020, Hillingdon had 6,642 residents in receipt of Telecare, of whom 5,612 are aged over 75 years.

Between 1st April 2020 and 30th September 2020, the Council provided the TeleCareLine service to 261 new clients aged 75 & over. |

3. Keeping Independent and Healthy (Health and Wellbeing)

| 3.2 | Provide opportunities for older people to participate in sport and physical activity. | 3.2.1 Work with a range of partners to deliver and promote take-up of physical activity as part of Hillingdon’s Health and Wellbeing Strategy | Priscilla Simpson | 31.03.21 | Ongoing

All programmes and activities delivered or commissioned by the Sport and Physical Activity team were suspended from 23rd March 2020.

Between this date and end of June, the team worked with 9 library staff members to make regular telephone calls to more than 400 older residents who were registered to attend our chair-based, tea dance and dementia coffee morning programmes. 57% of these residents requested a follow-up telephone call either every 2-3 days,
twice a month or monthly.

The aim was to provide a welfare and wellbeing check. Feedback from residents receiving these phone calls was very positive and in many cases was the only contact the resident was receiving.

By the beginning of July’20, with the ease of lockdown measures, a significant number of these residents reported going out more to exercise outdoors, meet friends or join in on online exercise sessions.

New risk assessments and procedures have been drafted to ensure facilities and activities are COVID secure. Provided they can operate within Government guidelines, chair-based exercise sessions will be set up in Q3.

| 3.2.2 Continue to offer free swimming sessions to residents aged 65+ | Nicky McDermott | 31.03.21 | Ongoing – The programme for older people to take up free swimming continues to be popular. 

Following a period of closure, Leisure Centres were allowed to re-open on the 25th July and free swimming for over 65’s resumed from this date. A total of 3,326 free swims have taken place since the 25th July to the end of September. Understandably this figure is considerably down on last year.

| 3.2.3 Deliver free swimming lessons for people aged 65+ | Nicky McDermott | 31.03.21 | Ongoing – Free swimming lessons in Hillingdon commenced from April 2014 and have been very popular. 

Free swimming lessons for older people have not yet restarted at leisure centres, as older people are a higher risk group.
| 3.2.4 Hold regular tea dances and other dances for older people to promote participation in physical activity. | Priscilla Simpson | 31.03.21 | Ongoing -  
Tea and other dances are currently suspended. |
|---|---|---|---|
| 3.2.5 - To better enable residents living with dementia to continue to live independently in our community and feel supported and knowledgeable of where they can access advice and help when required. | Priscilla Simpson | 31.03.21 | Ongoing -  
**Tovertafel**  
Access to the ‘magic tables’ is not currently permitted. The aim is to have limited access to the Tovertafel in Q3, subject to the guidance. This is dependent on sufficient space allocation in the libraries that have the Tovertafel installed.  
**Training & resources**  
One Dementia Reminiscence training held with 18 library staff on Zoom on the 8th June.  
On 21st July a first online Dementia Friends training session was held for 9 library staff. This was well received. More sessions are planned for the autumn.  
**Events**  
In early July, Bus Pass to Broadway, one of the Dementia Action Alliance members, prepared a ‘Best of British’ singing and dancing video which we were able to share through the Buddymail. This received very good feedback from residents living with dementia. Further online events are planned for Q3. |
Dementia support online

Five Zoom sessions continue each week. Attendance has varied with people able to go out more. The sessions are still very valuable; the suggestion is to maintain these into the winter as people are now used to them and attendance is likely to increase again.

Outdoor Meetups for residents living with dementia and their carers

Two outdoor meetups on the grounds of Uxbridge Cricket Club took place with 35 residents attending, across three sessions (in groups of 6). The early onset dementia group meetup was held outside Northwood Hills library; 5 residents attended. These sessions will continue as long as the weather permits. The plan for Q3 is to propose a move for indoor sessions indoors. Draft plans and risk assessments submitted.

‘Buddy Packs’

A small resource pack is sent out weekly to residents living with dementia. The packs include a variety of puzzles, quizzes, songs, poems, reminiscence stories, and chair-based exercises. This resource pack can be emailed or delivered directly to the resident's home. Volunteers from the Uxbridge Amblers (commissioned by the team) provide this delivery service.

‘Buddymails’ increased from 61 a week to 91 a week by Q2; these residents were also emailed daily with the Zoom links.

Doorstep visits have been offered to residents who do not have online access. There are currently 23 doorstep visits taking place a week.
Referrals received

The Team received a total of 61 referrals for either joining a Zoom Early Onset Dementia Group or to receive a ‘Buddy pack’. Referrals were made by Age UK, the Alzheimer’s Society, LBH Admiral Nurse and The Hillingdon Hospital Memory Clinic Cognitive Stimulation Group. By July the team had contact with 108 residents who are either living with dementia or carers for someone living with dementia.

Zoom meetings

There are 5 Zoom meeting sessions a week with an average of 8 people per session. These include:

- Afternoon tea on a Monday with an average of 10 participants
- Sing-a-long session on a Tuesday with an average of 8 participants/per week
- Dementia Coffee morning on a Wednesday with an average of 12 participants
- Early Onset Dementia Group on a Thursday with an average of 7 participants. There has been one new referral to this group from the Alzheimer Society who has been attending weekly since May. This group represents 7 out of the 9 usual attendees at Northwood library early onset group.

In July 2020, 184 residents took part in the weekly Zoom meetings.

On the 18th July we introduced a new Zoom session: Football Fridays.
This is a continuation of the work started in January 2020 when we ran a football reminiscence session at Middlesex FA. This was due to be followed by a series of football related events to celebrate the Euros 2020. As we have not been able to carry out these events due to lockdown we have now introduced the Football Friday zoom sessions which so far have been well attended with an average of 9 people attending each session.

Football reminiscence boxes have also been prepared and delivered to 8 residents. These have reflected each resident’s own team. Boxes have been delivered to residents unable to take part in the Football Zoom sessions and to two of the residents who have had to go into care homes.

On the 27th July, a special Zoom session was hosted by Adult Learning where we explored gardening. The session was attended by 11 residents with one couple attending who had never yet attended a Zoom session. The aim is to work with Adult Learning to run further sessions in the Q3 to offer new opportunities to residents.

**WhatsApp Groups**

- 34 members on the general dementia support WhatsApp group
- 9 members on the Early Onset Dementia WhatsApp group

These groups are used daily by residents for social interaction. Themes to the group chats have been introduced over the past two months such as posting favourite things (books, films, holiday destination), posting a picture of a meal you have cooked, ‘Mikercise’ (exercise videos), seated exercise sessions, singing videos. One resident stated that the WhatsApp group “was what has kept me going, having contact with everyone”.
### 3.3 Continue to develop and expand the Brown Badge Parking Scheme for older people.

**3.3.1 Continue to deliver the Brown Badge older persons parking scheme and promote the scheme to older people.**

Encourage provision of Brown Badge bays as part of planning developments wherever possible.

- **Roy Clark**
- **31.03.21**

**Ongoing -**

The Brown Badge Older Person's parking scheme continues to be popular with older residents.

In the 6 months to October 2020, a total of 618 new Brown Badges were issued, along with 191 replacement badges where they had been lost or misplaced. There are currently a total of 13,274 active Brown Badge users. During Q1 and Q2 of 2020/21, 453 (73%) of the Brown Badge applications were made using the online application system.

Brown Badges are issued for 3 years at a time and all the badges on issue were replaced in March 2020, as the previous badges expired on 31st March 2020.

### 3.4 Continue to develop and expand facilities for older people in Hillingdon’s allotments.

**3.4.1 Improve access and facilities for older people in Hillingdon’s allotments**

- **Stuart Hunt**
- **31.03.21**

**Ongoing:**

We continue to carry out regular maintenance jobs, including repairing water leaks to troughs, fencing and grounds maintenance with waste removed as required. We currently have 389 allotment plots allocated to over 65s and 88 allotment plots allocated to over 60s on the concessionary rate.

Due to Covid-19 we have installed signs informing plot holders to keep to social distancing and follow guidelines set out by the Government. Plots are still able to be allocated as allotment officers have been provided with suitable PPE and request any meetings are strictly one to ones and masks are used.
| 3.5 | Actively promote the opportunities available to older people to keep healthy, independent and well and establish what difference they are making to improve the lives of older people |
| 3.5.1 Ensure articles appear in every edition of Hillingdon People and on the Council website promoting the opportunities available and making use of feedback from older people | Emma Gilbertson / Marion Finney | 31.03.21 |

**Projects**

The Chrysalis team have received a request from the Meadway allotments who wish to update their facilities including water tanks, communal shed and improved fencing for security purposes.

**Ongoing – articles appear in every edition of Hillingdon People within the older people’s page.** Recent and planned content is as follows:

**Hillingdon People March/April**
- Article about rogue traders/scams

**Hillingdon People May/June (coronavirus edition)**
- Support for residents at risk
- Updates on cancelled events
- Article on health and wellbeing at home

**Hillingdon People July/August**
- Gold award for extra-care development (Grassy Meadow Court)
- Overview of pandemic support during lockdown, included detail about care services, the community support hub, calls to residents who would have attended tea dances and dementia sessions,

**Hillingdon People September/October**
- Feature about supporting older residents during the pandemic (includes Leader’s Initiative support, dining centres, core grant support for voluntary organisations and work from sheltered
The **Older People’s Assembly** is being put on hold due to the current governments’ advice and guidance on gatherings and social distancing. This will be reviewed in line with the governments’ advice and decision making of the Council.

<table>
<thead>
<tr>
<th>4. Supporting Older People in the Community</th>
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<tbody>
<tr>
<td><strong>4.1</strong> Improve financial inclusion for older people in the borough</td>
<td><strong>4.1.1 Deliver benefits and financial advice and support sessions for older people across the borough through the Age UK Hillingdon financial health checks</strong></td>
<td><strong>Age UK Hillingdon</strong> Julian Lloyd</td>
<td><strong>31.03.21</strong> Ongoing -</td>
</tr>
<tr>
<td></td>
<td>Through our information and advice services, Age UK helped Hillingdon’s older residents to secure £417,281 of benefits during the first two quarters of 2020. This additional income has the potential to radically improve quality of life for older residents of Hillingdon as well as inject new money into the local economy.</td>
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| **4.2** Support older people in their own homes to stay warm and healthy during the winter months | **4.2.1 Provide free temporary heaters and small grants to cover electricity costs to older people.** | **John Wheatley** | **31.03.21** Ongoing - |
|  | The Council continues to offer the loan of heaters to residents aged over 65 whose heating has broken down. In addition, once the heater or heaters are returned, the Council offers to pay a small one-off grant to ensure people are not discouraged from using the heater by the cost of fuel. |
The scheme recommenced the loan of heaters in late October as temperatures dropped.

There are 75 heaters in stock as at September 2020.

<table>
<thead>
<tr>
<th>4.3</th>
<th>Provide and encourage opportunities for older people to actively participate in events across Hillingdon.</th>
<th>4.3.1 Provide support to community groups for older people as requested through the Leader's Initiative for Older People.</th>
<th>John Wheatley</th>
<th>31.03.21</th>
<th>Ongoing –</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Leader continues to provide support to community groups working with older people.</td>
<td></td>
<td></td>
<td></td>
<td>During the first two quarters of 2020/21 no grants were approved because of the ongoing pandemic.</td>
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</table>

<p>| 5. Housing | 5.1 Help older people to live independently in safe, warm homes | 5.1.1 Provide access to assistance with repairs and other home maintenance services. | Age UK Hillingdon | Julian Lloyd | 31.03.21 | Ongoing - |
|-------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------|------------|----------------|
|             | The Help at Home service continued to support clients throughout lockdown. In the first 2 quarters of 2020/21 they made 6,630 visits, providing 9,372 hours of support to 263 of our most vulnerable clients. They delivered services such as shopping, meal preparation and general wellbeing checks requested from families who were unable to visit their parents/grandparents. PPE was issued to ensure the safety of our clients and staff. |                                                                                         |                |          |                |
|             | Our Homeshare Scheme was suspended due to Covid-19 from March to July 2020. We are now back up and running, promoting the service on Social Media and our Website. Since July, we have received 37 enquiries and have 3 householders on our books waiting to be matched with sharers. |                                                                                         |                |          |                |
|             | We now have 22 local tradespeople on our Trusted Traders list, the majority of these suspended their services during lockdown. In the first 2 quarters of 2020/21 431 enquiries have been signposted to |                                                                                         |                |          |                |</p>
<table>
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<tr>
<th>5.1.2 Deliver the Falls Prevention Service</th>
<th>Age UK Hillingdon</th>
<th>31.03.21</th>
<th>Ongoing -</th>
</tr>
</thead>
</table>

**Community:**
Our Good Neighbours and befriending services are targeted at supporting isolated, lonely and vulnerable older people in Hillingdon. During the first quarter, all Good Neighbours tasks were suspended as a direct result of Covid 19. The exception was obtaining emergency shopping and medication for people in lockdown. Referrals for this type of support were chiefly received during the first three weeks of lockdown until the local authority had set up their Covid 19 response.

164 referrals were received during that time and 132 tasks were completed by 39 volunteers and 7 staff members. Since the easing of restrictions a limited Good Neighbours service has resumed, chiefly offering support such as prescription collection, dog walks, posting letters and parcels, small shops and short walks.

During the first 2 quarters of 2020/21, the Befriending Team implemented a Check-In & Chat service in Hillingdon (now re-branded Call, Chat, Care) whereby volunteers made frequent short calls, in some cases daily, to service users who have been particularly affected by social isolation as a result of the lockdown. In addition to a friendly chat, volunteers have ensured people have sufficient food and medication and have encouraged them to do some daily exercise. In total 51 volunteers been involved with this service.

Approximately 3,123 welfare calls were made by staff and volunteers to service users during this time. Of these, volunteers made approximately 2436 check-in and chat calls to 84 service users.
Around 6% wanted a daily call, 10% wanted a call twice a week, 6% wanted a call just once a fortnight and the remainder 74% received a call once a week.

**Falls:**
Over the first 2 quarters of 2020/21 the Falls prevention team have worked with a total of 67 clients in their homes on one or more occasions, with a total of 219 visits. This has required extensive undertaking of individual Covid-related risk assessments and use of high levels of PPE to ensure the safety of vulnerable clients and of staff.

| 5.2 | Deliver the major adaptations programmes for all tenures within budget | 5.2.1 Improve private sector homes for older vulnerable people | Complete major adaptations increasing independence for older people | Greg Watson | 31.03.21 | Ongoing – |

During Q1 and Q2, capital release was agreed for 79 jobs of which 40 were for older people. These releases were either Disabled Facilities Grants or Housing Revenue Account. The works will assist older people to stay in their own homes.

In all cases, a range of housing options is considered to ensure the solution offered to older residents best meets their needs and promotes their independence.
PROPOSED LEASE OF RUISLIP GOLF COURSE TO HIGH SPEED TWO (HS2) LIMITED AND A PROPOSED AGREEMENT FOR LEASE OF PART OF RUISLIP GOLF COURSE FOR THE SITE OF A NEW SECONDARY FREE SCHOOL

Cabinet Member(s)  
Councillor Jonathan Bianco  
Councillor Susan O’Brien

Cabinet Portfolio(s)  
Finance, Property and Business Services  
Education, Children and Youth Services

Officer Contact(s)  
Dan Kennedy, Residents Services  
Mike Paterson, Residents Services

Papers with report  
Appendix 1 - Plan 1 - HS2 London Borough of Hillingdon, Ruislip Golf Course  
Appendix 2 - Plan 2 - Proposed Free School site, Ruislip

HEADLINES

Summary  
This report to Cabinet proposes the granting of two agreements at Ruislip Golf Course -
1. A lease of the whole course to High Speed Two (HS2) Limited to regularise the existing possession of the course by HS2 Ltd. This lease is to include provision for part of the site to be surrendered in the event that it is required by the Secretary of State for Education to provide a site for a new secondary free school and;
2. An Agreement for Lease to the Secretary of State for Education to grant a 125 year peppercorn lease of part only of the Ruislip Golf Course for the site of a new secondary free school.

Putting our Residents First  
This report supports the following Council objectives of: Our People; Our Built Environment; Strong financial management.

Financial Cost  
The legal costs for the drawing up of the lease agreement is estimated at £3,500. The income value of the lease will be based on the DFE model for 125 years for a peppercorn rent only.

Relevant Policy Overview Committee  
Corporate Services, Commerce and Communities  
Residents, Education & Environmental Services

Relevant Ward(s)  
West Ruislip
RECOMMENDATIONS

That the Cabinet:

1. Authorises the grant of a peppercorn lease to High Speed Two (HS2) Limited of Ruislip Golf Course for a maximum term of 10 years and on the other main terms outlined in this report.

2. Authorises the grant of an Agreement for Lease with the Secretary of State for Education to grant a 125 year peppercorn lease of land at Ruislip Golf Course to a free school trust or another party (at the direction of the Secretary of State) on the main terms outlined in this report and subject to the conditions precedent having been met.

3. Authorises officers to give public notice of the Council’s intention to appropriate the land from Open Space and green belt land to Education use(s) in the event that planning permission is obtained for the new school.

4. Delegates authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director Residents Services, to consider any objections to the proposed appropriation: decide whether the land should be appropriated for Education use(s) and to make all necessary decisions to give effect to the above recommendations and any other decisions which are required in relation to the land.

Reasons for recommendations

HS2 Ltd took possession of Ruislip Golf Course on 2nd September 2019 as the extent of HS2’s possession under Schedule 16 notices and their contractors site investigations had made playing golf at the course untenable. Entering into a lease will regularise this possession, documenting HS2’s obligations to secure and maintain the land prior to them reconfiguring the course.

The Education and Skills Funding Agency (ESFA)/LocatED have been searching for approximately 18 months for a site for a new six form of entry (6FE) secondary school in the north of the Borough and have not been able to find a suitable site. The new school is required to meet forecast demand for additional secondary school places and if a site is not secured there is a risk that there will be a shortfall of secondary school places for Hillingdon residents. The Council has one potentially suitable site, a section of the Ruislip Golf Course which is owned freehold but is affected by HS2 works. The ESFA/LocatED require the Council to enter into an Agreement for Lease to proceed with the project.

Alternative options considered / risk management

The Council could refuse to enter into a lease with HS2 Ltd, this would leave HS2 in possession of the golf course without any obligations to the Council to secure and maintain the course during their period of occupation other than the obligations in the Legal Agreement for the return of the reconfigured course at the end of this period.
The DfE/LocatEd have considered a number of sites for the new secondary school all of which have received an initial assessment by the Head of Planning, Transportation and Regeneration and the Director for Housing, Environment, Education, Performance, Health & Wellbeing, none of which have been found to be suitable. Officers do not have confidence that a suitable alternative site can be secured for the school. Obviously any site will be subject to full planning permission and if on greenbelt or open space (as most of the alternatives were) would need to evidence that at that time its detailed other searches.

**Policy Overview Committee comments**

None at this stage.

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**SUPPORTING INFORMATION**

**Proposed lease of Ruislip Golf Course to HS2 Ltd**

1. HS2 Ltd took full possession of Ruislip Golf Course on 2nd September 2019 as the extent of HS2’s possession under Schedule 16 notices and their contractors site investigations had made playing golf at the course untenable. Green Spaces closed the course with the last day of play taking place on the August bank holiday, 26th August 2019. HS2 Ltd has agreed to enter into a lease to regularise their occupation of the course and has also agreed that on completion of this lease it will pay the Council compensation for the loss of revenue and costs incurred by the Council from December 2018 to the date of full possession. Compensation for the period from 2nd September 2019 to the date upon which the land is returned to the Council is covered under an Agreement between the Secretary of State for Transport, High Speed Two (HS2) Limited and the London Borough of Hillingdon dated 17th August 2017 (The Legal Agreement).

2. The lease to HS2 Ltd is proposed to be granted on the basis of the following main heads of terms –

   - The lease to run for a term of 10 years commencing on 2nd September 2019. The lease to be contracted outside the Landlord & Tenant Act 1954.
   - The lease is to be capable of early determination by the tenant only on satisfactory completion of the reinstatement, by serving a 28 day notice.
   - The lease is to be used only in conjunction with the construction and completion of HS2.
   - The land is to be returned to the Council on expiry of the lease and in accordance with the provisions of the Legal Agreement.
   - Footpaths and public rights of way are to remain clear and unencumbered throughout the lease term, unless consent to the contrary from the Council has been obtained.
   - HS2 Ltd is to secure and fence the whole lease area.
   - HS2 Ltd is to be able to share the occupation of the property with their contractors
   - Consideration to be paid to the Council will be an agreed compensation figure to include loss of revenue for the period up to 1st September 2019, associated statutory redundancy payments and any other loss incurred as a consequence of the statutory notices served (or would have been served but for the lease agreement).
Only land temporarily required by HS2 Ltd to be included within the lease (all land to be served with General Vesting Declarations to remain outside the lease and under schedule 16 until vesting)

HS2 Ltd will be required to surrender part of the land demised in the event that it is required by the Secretary of State for Education to provide a site for a new secondary free school.

3. The proposed lease plan is set out in appendix 1. Following in principle agreement to the Heads of Terms for a lease of Ruislip Golf Course to HS2 Ltd, a proposal has come forward to use part of this land for a new free school. The Council will need HS2’s agreement to revise clause 11 of the Legal Agreement, relating to Ruislip Golf Course (The Legal Agreement) if this land is to be developed for a new school. Officers wrote to HS2 Ltd on 2 July seeking assurance that HS2 Ltd would have no objection to the Council developing alternative land uses on part of Ruislip Golf Course. However, it was made clear that if HS2 Ltd were to agree to this, they would still be required to honour the terms of the Legal Agreement and to implement their proposals to reconfigure the golf course, subject of course to securing the necessary planning permission. HS2 Ltd replied in writing on 13 July, confirming that HS2 Ltd does not object to the Council developing alternative land uses on the academy part of the golf course and that it would still develop the remaining part of the land as a 9 hole golf course. If a lease is granted to HS2 Ltd, a legal provision will be included in the lease requiring HS2 Ltd to surrender that part of the golf course needed for the construction of the free school should this be required.

Agreement for Lease/Lease to the Secretary of State for Education

DfE Free School Bid Process

4. There is a need for the new secondary Free school to meet the rising demand for school places that led to sustained expansion of primary schools in the Borough over the last decade. This included the provision of three new schools. Local Authorities cannot provide new schools but can work with the Department for Education (DfE) and Free schools to ensure successful local delivery. Currently this is one of six free schools being progressed in the borough, though four will replace existing schools on their sites. Given the long term forecast need for additional school places to meet increasing demand in the north and centre of the borough, the ESFA had approved bids in 2016 for two new secondary Free Schools in the north of the Borough, but revised this in 2018 to actively seek a site for one school, originally to open in 2021/22.

5. The DfE commissioned its agency called LocatED to identify a potential site and from 2018 to early 2020 LocatED on different occasions shared various options with the local authority. This included consideration of 24 sites.

6. None of the sites were suitable for a free school as they were either of insufficient size, too far from the target residential areas, suffered from poor public transport connections or had significant planning constraints. DfE shared some options with both potential Trusts, and indicated they would have to close the search. Officers do not have confidence that a suitable alternative site can be secured for the school and there is a risk that there will be a shortfall of secondary school places for Hillingdon residents without the new school.
7. In August 2020, DfE decided to formally to progress the bid from Veritas Academy Trust for a new school called Bishop Arden north of the A40 and to discontinue the free school proposal from the Hillingdon High school consortium. Both these decisions are now published by DfE on their website list updating the pipeline of Free Schools, with no site identified. The DfE now wishes to formally discuss the site with the Council and HS2 and will shortly require the Academy Trust Board to formally agree to it, pending final agreements and planning permission. Shortly, the Trust will start the necessary DfE pre-opening process including consulting locally on the proposed details of the school's operation such as admissions, leadership, local governance and the 21 place unit for pupils with Autistic spectrum disorders, which was included in the bid. DfE will fund this within the building and it will be an important provision in meeting the growing demand from resident pupils with additional needs.

8. The Bishop Arden bid in 2016 was strongly supported by parents in the north of the borough since it would provide another outstanding school open to pupils of all faiths and none, living in the local area. It will not have any faith criteria priority in its admissions though it will have a Christian ethos. Bishop Ramsey School, within the Veritas Academy Trust, will continue with its existing admissions policy which does give some priority places to those with the Church of England faith.

9. To meet the forecast demand for additional secondary school places, the Council has successfully expanded a number of existing schools in the Borough. This includes rebuilding and expanding Northwood School, expanding Vyners School, Ruislip High School and Oakwood School. In addition, Swakeleys Girls School has been rebuilt and expanded by the DfE.

10. For the past few years, to meet the increasing demand of larger numbers coming up from the primary sector each year, the secondary intake has required additional temporary ‘bulge’ places to be agreed in up to five schools each year to meet the statutory duty to give residents an offer of a school place. In 2020 this was 145 places and is projected to rise each year up to 2024 and then remain high and plateau. However, the Local Authority cannot force academies to expand. Up to now, these have used existing accommodation on the school sites. Most of the 18 secondary school sites across the borough are now full, with no options for further expansions, and most are on playing fields, green belt and/or metropolitan open land which create serious planning constraints.

11. Harlington school (furthest south of any secondary school) is being rebuilt and expanded by a permanent 1.5 forms of entry, due to be completed in 2023, pending planning permission. There is also future demand for more places for pupils living in the north and centre of the borough. North of the A40, the existing eight secondary schools are all close to the A40 or on the north and eastern edges of the borough, resulting in some schools with half of their pupils from south of the A40 or from out of the Borough, because they live close-by; totalling 47% of all the places in schools north of the A40. This reduces places and choice for pupils living in the centre of the north of the Borough. As the Free School is the only additional secondary school being progressed in the borough it is important for the local authority to be sure a site could be found that was generally accessible by public transport in order to help meet the duty to provide places to all residents. The delay and long search for a suitable site has been a concern in planning to meet the on-year
increased demand for places, since it is critical to meeting demand from 2023 onward and ideally from 2022.

**Potential Council site for the secondary Free School**

12. The Council has one potential suitable site for the 6FE new secondary Free School - a section of the Ruislip Golf Course which is owned freehold but is affected by HS2 works (see appendix 2). The site in question is to the east of the golf course and is comparable in size (5.02 hectares) to the size of the site of Northwood School Site (5.25 hectares). Northwood School is also a 6FE secondary school.

13. Ruislip Golf Course is the only possible site officers have identified where a desktop analysis has not identified any significant planning constraints. In this regard the site might still attract resident opposition, but it would be a matter for the Council as a planning authority to determine any planning application on its merits. The land is flat, has an obvious existing vehicular access point (where Hill Lane intersects with the Ickenham Road), is a highly sustainable location close to the underground station and bus routes, is not defined as high quality agricultural land, it is not contaminated land and is large enough to accommodate a secondary school without the necessary new buildings needing to be too close to neighbouring residential property.

14. The Ruislip Golf Course option is also a green belt site. A sequential assessment would need to be undertaken to satisfy not just the Council as Local Planning Authority but the GLA and Secretary of State (as the application, like the Lake Farm School application, would require a referral to the Secretary of State). For the Council to allow a new school in the green belt, it needs to have a strong argument that there is a need for the school and that the education demand cannot be met elsewhere.

15. The latest plans from HS2 Ltd for the remodelled golf course would have the majority of the land necessary for a new secondary school being taken up by a 6 hole academy golf facility. The 9th hole of the re-provided course would need to be remodelled; but officers believe it would be possible to alter the current layout to enable a new 9 hole golf course and a new secondary school to be provided, albeit with the loss of the 6 hole academy golf facility.

16. Officers have now agreed in principle, Heads of Terms to enter into an Agreement for Lease with the Secretary of State for Education to grant a 125 year peppercorn lease of the school site to a free school trust or another party (at the discretion of the Secretary of State) on the satisfaction of conditions precedent being met. The Agreement for Lease will be entered into once the respective parties formal approvals to enter into the Agreement have been obtained, on the ESFA/LocatED receiving satisfactory title and survey information and confirmation that HS2 Ltd will release the land from the existing Legal Agreement (although actual release of the land from the HS2 agreement will only occur immediately prior to completion of the lease). Once the Agreement for Lease has been entered into, the grant of the 125 year lease will be conditional upon the ESFA/LocatED obtaining a satisfactory planning permission for the proposed school and the Council procuring vacant possession (release from the Legal Agreement and appropriating to Education use(s)). There will be a long stop date for obtaining satisfactory planning permission of 36 months from the date of the Agreement for Lease, or 12 months for all
other conditions, after which the parties may determine the Agreement on giving notice, however the ESFA/LocatED may waive any of the conditions precedent should they wish.

The main terms of the lease are as follows:

- The lease will be a DfE Model 125 year peppercorn Free School Lease save where amended only in accordance with the agreed Heads of Terms.
- The tenant will be responsible for constructing the school in accordance with the planning permission granted.
- The tenant will take the lease on full repairing and insuring terms.
- The use will be restricted to the provision of educational services and for ancillary community, fundraising and recreational purposes.
- Each party will be responsible for their own legal and professional costs.

17. The lease will be granted before the main construction works begin as, for Free Schools, the intention is that the Secretary of State for Education will procure the construction works on the site. This will then enable delivery of a significant investment into the borough’s educational estate. Once the school has been completed, the free school trust will occupy and operate the school in accordance with the terms of the lease.

18. As noted earlier, if the land is to be used as the site for a new school, the Council will be required to appropriate the land, it will need to be satisfied that the provisions of Section 122 of the Local Government Act 1972 are met and in particular that the land is no longer required for the purposes for which it was held immediately before appropriation. The Council will need to advertise its intention to appropriate the land in a local newspaper for two consecutive weeks and take any consultation responses into account before formally deciding to appropriate the land.

Financial Implications

The report above outlines the rationale for the appropriation of land at Ruislip Golf Course and the subsequent granting of a lease for 125 years to a free school trust as directed by the Secretary of State. The land in question is currently held by HS2 Ltd as a result of the planned works for the new rail line.

The original agreement for HS2 was a reinstatement of the golf course with 2 elements, a nine hole golf course and a 6 hole academy. The new free school is expected to be positioned in the area of the golf academy. As noted in the report HS2 have agreed to continue with the reinstatement of the course in the remainder of the land at their expense. However, there will be no additional value provided with respect to the area that has been earmarked for the free school.

The golf income budgets have already been adjusted to reflect the reduction on income as a result of the HS2 agreements, no future income targets had been built into the council budgets due to the length of the project but would have been and will be for the 9 hole course at the appropriate juncture potentially up to 10 years in the future. The ultimate loss of the planned 6 hole academy would have potentially provided an income stream which was as yet unknown and not reflected in any income targets.
The planned provision of a new secondary free school with 6 forms of entry is of substantial benefit to the Council and has enabled adjustments in the Council’s capital programme for school expansions in 2020/21 combined with updated secondary school places forecasts. If a school were to be provided directly by Council resources, this would have a significant annual impact in financing charges for the necessary borrowing that would be incurred. By comparison, the recent cost to build a similar sized school in Northwood was circa £36,000k, if this was financed entirely by borrowing the charges for this would be circa £2,000k per annum.

The lease when it is agreed will be at peppercorn and of no substantial value to the Council, and each party is responsible for their own legal costs. The estimated legal cost for drafting the lease is £3,500, which will be funded from existing budgets.

**RESIDENT BENEFIT & CONSULTATION**

The benefit or impact upon Hillingdon residents, service users and communities?

Completion of a lease to HS2 Ltd will have little obvious impact as HS2 are already in possession of the golf course. It will, however, regularise the position, documenting HS2’s obligations to secure and maintain the land prior to reconfiguring the course.

Completion of the Agreement for Lease will facilitate the construction of a new secondary free school in the north of the Borough and the delivery of up to 1,200 school places.

Consultation carried out or required

Consultation has been limited to internal sources at this stage, however, full public consultation will be required as part of the planning process.

The Council will also need to advertise its intention to appropriate the land and take any consultation responses into account before formally deciding to appropriate.

**CORPORATE CONSIDERATIONS**

**Corporate Finance**

Corporate Finance has reviewed the report and concur with the Financial Implications set out above, noting that there are no material financial implications arising from the report recommendations other than a minor £3.5k legal cost that can be met from existing resources.

**Legal**

There are essentially two proposals set out in the report for Cabinet's consideration and therefore it would be helpful for the legal comments to be broken down, for ease of reference, into the following headings.
Lease of Ruislip Golf Course to HS2 Ltd

HS2 Ltd is currently occupying the golf course pursuant to Schedule 16 of The High Speed Rail [London - West Midlands] Act 2017 which gives it a legal power to enter upon, and take temporary possession, of this land for the purpose of undertaking construction and maintenance of works associated with Phase One of the HS2 project. The specific types of works permitted are identified in the Schedule. Schedule 16 has limited legal effect. It does not regularise HS2 Ltd's occupation of the golf course and the Council does not enjoy the usual benefits that a freehold owner of land has.

The advantage of granting a lease of the golf course to HS2 Ltd is that it would regularise HS2 Ltd's occupation and it would contain certain covenants and conditions in favour of the Council which would be capable of being enforced in the usual way between a landlord and tenant.

It is important to note that if Cabinet agrees to grant a lease to HS2 Ltd for a term of 10 years, it will be caught by section 123 of the Local Government Act 1972 which provides that except with the consent of the Secretary of State, a council shall not dispose of land, otherwise than by way of a short tenancy, for a consideration less than the best that can reasonably be obtained. A short tenancy is defined as the grant of a term not exceeding 7 years.

It is the view of the Borough Solicitor that the Council would comply with its statutory obligation under section 123 by granting a 10 year lease to HS2 Ltd. It is already in possession of the golf course, albeit temporary, and therefore it would not be appropriate for the Council to, for example, 'test the market' in the usual way. In the circumstances, there would be no other viable person/body interested in the golf course, given that it is the subject of HS2 works. All that the Council is seeking to do is to regularise occupation of the golf course which is a legitimate and lawful exercise.

It is of the utmost importance that the Council, in negotiating and granting a lease to HS2 Ltd, ensures that there is a valid clause within the lease which imposes an unequivocal obligation on HS2 Ltd to surrender back to the Council that part of the golf course which is required by the Secretary of State for Education to provide a site for a new secondary free school. Furthermore, the Council will also need to insist that it will be allowed to sell the land with vacant possession in the future. The main heads of terms for the proposed lease are set out in the body of the report.

Agreement for Lease to the Secretary of State for Education

The Council has a statutory duty under the Education Act 1996 to secure sufficient schools for the provision of primary and secondary education in Hillingdon. The proposal to use part of the golf course as a site for a new school will help the Council to meet its duty.

Clause 11.1 of the Legal Agreement between the Council and the Secretary of State for Transport and HS2 Ltd dated 17 August 2017 relates to the golf course. The Council requires HS2 Ltd's agreement to vary this clause, which concerns the whole of the golf course, so as to allow for part of it to be developed for a new school.

The Borough Solicitor can confirm that there is no requirement for a formal variation of clause 11.1 as this has already been dealt with by an exchange of letters between the Council and HS2 Ltd dated 2 July and 13 July 2020 respectively. This correspondence has made it clear that HS2
Ltd has no objection to the Council developing alternative land uses on the academy part of the golf course and that it would still develop the remaining part of the land as a 9 hole golf course.

The land on which the golf course is situated obviously has no current education purpose. Therefore, part of it would need to be appropriated by the Council for education use which will bring section 122 of the Local Government Act 1972 into play which provides the necessary power for appropriation to take legal effect.

Section 122 permits the Council to appropriate land which is no longer required for the purpose for which it is held immediately before the appropriation. However, it is subject to the rights of other persons in, over or in respect of the land concerned. This is another reason why it is imperative that there is a clause in the lease, requiring HS2 Ltd to surrender that part of the golf course on which the new school is to be located; HS2 Ltd would then not have any rights over it.

On the basis that the golf course land is open space, there is a prohibition on the Council appropriating any part of it without first having given its intention of doing so which is to be advertised in two consecutive weeks in a local newspaper. Once this has been done, the Council is required to consider any objections to the proposed appropriation which may be made to it before it can take any steps to implement it. With regard to the terms of the proposed grant of a lease to the Secretary of State for Education, which have been summarised in the body of the report, they appear to be in standard form.

Finally, it is important to note that if Cabinet approves the recommendations in the report, the Council will have a dual role as landowner and as local planning authority. The Council will therefore need to ensure that there is a proper separation of these roles at all times and take steps to ensure that no conflict of interest arises.

Infrastructure / Asset Management

Infrastructure / Asset Management comments are contained within the body of this report.

Comments from other relevant service areas

Education Service

As set out above, the proposed Free School is crucial to ensuring the Council as a Local Education Authority can meet the statutory duty to provide sufficient school places for all residents.

Planning

A sequential site assessment would be required to justify building a new school in the green belt. Such a proposal would be a referrable development to the Mayor of London. It is strongly advised that detailed pre-application planning advice is sought before a planning application is submitted.

BACKGROUND PAPERS

Nil.
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HILLINGDON’S ELECTIVE HOME EDUCATION POLICY

Cabinet Member(s)  Councillor Susan O’Brien
Cabinet Portfolio(s)  Cabinet Member for Education, Children and Youth Services
Officer Contact(s)  Dan Kennedy, Director
                      Housing, Environment, Education, Performance, Health & Wellbeing
Papers with report  Appendix 1 - Draft Elective Home Education Policy

HEADLINES

Summary
Elective Home Education (EHE) is a term used to describe a choice by parents to provide education for their children at home - or in some other way which they choose - instead of sending them to school full-time.

The current Elective Home Education Policy was last reviewed in 2012. The purpose of the review is to update the policy in line with the Department for Education’s latest guidance and to ensure that the increase in home education provisions are taken into consideration before a final policy is approved.

The review also reflects a more balanced approach to both safeguarding issues and the rights of parents, as well as considering a number of other ways to improve information and communication between the Council and EHE parents.

Putting our Residents First
This report supports the following Council objectives of: Our People.

The recommended changes in the policy will help to provide continued support for our electively home educated families and demonstrate a clear understanding on how the Council can ensure safeguarding for all children.

Financial Cost
There are no direct cost implications arising from this report.

Relevant Policy Overview Committee
Residents, Education and Environmental Services Policy Overview Committee.

Relevant Ward(s)
All
RECOMMENDATIONS

That the Cabinet:

1. Notes the findings from a review by officers of the Elective Home Education Policy and current external factors.

2. Considers the proposals for changes to be made to the Elective Home Education Policy and authorises officers to undertake a full consultation exercise in relation to them and the draft policy attached in Appendix 1.

3. Agrees to receive a further report at its February 2021 meeting for the purpose of considering the consultation responses and deciding whether to implement a revised Elective Home Education Policy.

Reasons for recommendation

The aim of the review is to update the existing policy which was determined in 2012. When reviewing the Council’s Elective Home Education Policy, particular attention was made to examine the balance of both safeguarding issues and the rights of parents who choose to home educate their children, providing an update on processes in-line with the latest guidance released by the Department for Education in April 2019.

The Elective Home Education Policy is a valuable document in supporting those parents that choose to home educate. The outcomes of the review will offer the prospect of developing the relationship with parents that home educate.

Alternative options considered / risk management

None. The proposals presented in this report are intended to be reasonable, clear, objective, procedurally fair and comply with all relevant legislation.

Policy Overview Committee comments

The Residents’, Education and Environmental Services Policy Overview Committee has regularly monitored this subject and will participate in the consultation on this policy, feeding back their views to Cabinet in February 2021 before decision.

SUPPORTING INFORMATION

1. The purpose of the Elective Home Education policy is to clearly set out the Council’s responsibilities and involvement with families that choose to provide elective home education for their children.
2. There is no legislation that deals with home education as a specific approach. However, Section 7 of the Education Act 1996 provides that:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable -
(a) to his age, ability and aptitude, and
(b) to any special educational needs he may have, either by regular attendance at school or otherwise.

Elective home education is a form of ‘education otherwise than at school’ and this piece of legislation is the basis for the obligations of parents. It is also the starting point for local authorities’ involvement.

3. The review by officers considered the following areas:

- Changes to the layout and continuity of the policy.
- Proposal for dedicated Social Care involvement and support, when a child has an open referral to their service
- Introduction of a flow chart, showing the process followed by the EHE officer once receiving notification of a family wanting to home educate their children.

**A. Layout of the policy**

4. The current Elective Home Education Policy 2012 is now outdated and the layout can be considered as being difficult to follow making it complicated to understand.

**Proposal**

5. To remove repetitive sentences and ensure that the policy is clear, effective, parent focused and misinterpretation cannot be made.

**B. Dedicated social care involvement and support, when a child has an open referral to their service**

6. Due to the current Coronavirus pandemic, the Council has received an increase in requests for pupils to be removed from their school roll to be electively home educated. Data from the 14 October 2020 indicates that 335 pupils are receiving EHE in the Hillingdon (that the Council has been notified of). This is a 48% increase on the pupils recorded at the same time last year. The increase is in line with the national and regional trend.

**Proposal**

7. The amended policy will include the School Placement and Admissions team process to follow when safeguarding concerns are raised regarding a child who is receiving elective home education. The details can be located in the following sections of the proposed policy:

Section 7 Responsibilities of Schools in Hillingdon
Section 8 Hillingdon Council’s EHE Procedures
Section 10 Elective Home Education and Safeguarding
C. Introduction of a flowchart

8. The current policy contains information on the process that the Council follows when notified of a parent choosing to provide elective home education, however, this requires searching through the document which may be unclear and misinterpreted.

Proposal

9. To include a flowchart in the policy of the proposed procedure. This will provide clear guidance/steps that will be taken by the Local Authority when a parent makes the decision that they would like to provide elective home education for their child and cease their attendance in a school setting. The flowchart is provided in Annex B of the draft Elective Home Education policy.

Financial Implications

There are no direct financial implications arising from this report.

RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon Hillingdon residents, service users and communities?

The Human Rights Act

This Act confers a right of access to education for residents. Article 2 of Protocol 1 of the European Convention on Human Rights states that: "No person shall be denied the right to education. In the exercise of any functions which it assumes in relation to education and to teaching, the State shall respect the right of parents to ensure such education and teaching is in conformity with their own religious and philosophical convictions." This means that the wishes of parents are relevant. However, it does not mean that parents are the sole arbiters of what constitutes a suitable education. There is no definition of a ‘suitable’ education in English statute law. A court will reach a view of suitability based on the particular circumstances of each child and the education provided. However, clearly a local authority must have a basis on which to reach the decisions called for in s.437 of the Education Act 1996 as to whether or not the education being provided is suitable.

The United Kingdom has ratified the United Nations Convention on the Rights of the Child (UNCRC). Article 12 of the UNCRC requires states to provide a right for children to express their views and for due weight to be given to those views, in accordance with the age and maturity of the child. This does not give children authority over parents, and a decision to educate a child at home is a matter for parents, in the same way as a decision to send a child to school.

The Equality Act

Local authorities are subject to the Public Sector Equality Duty contained in section 149 of the Equality Act 2010, and should ensure that their policy and practice in relation to home education is consistent with that duty.
Officers will prepare an Equalities Impact Assessment for Cabinet to consider at its February 2021 meeting. The assessment will fully take into account the consultation responses.

Consultation carried out or required

The proposal is to consult on the changes to the policy for six weeks from 16 November to 27 December 2020. There are no statutory guidelines to determine the timescale of the consultation however; officers would like to allow sufficient time for the EHE community to respond.

The consultation will target parents/guardians who the council are aware of as providing elective home education for their child/children, seeking their views on the changes to the policy.

The draft policy will be presented to the Residents’, Education and Environmental Services Policy Overview Committee in January 2021.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed the report and concur with the Financial Implications set out above, noting that there are no financial implications arising from the report recommendations.

Legal

The Department for Education ["DfE"] issued guidance for local authorities in relation to elective home education in April 2019. The status of the guidance is that it is non-statutory which means that it does not have the force of law. Nevertheless, it is a helpful and informative document which sets out good practice and principles which it is in the interests of the Council to follow.

Cabinet authority is being sought to permit officers to consult on the proposals for changes to be made to the Council’s current Elective Home Education Policy in line with the DfE guidance. There are no strict guidelines governing the length of the consultation period which needs to be undertaken but 6 weeks would appear to be a reasonable period.

There are a set of well-established common law rules which prescribe the requirements of a lawful public consultation which are commonly known as the ‘Gunning principles’. They were endorsed by the Supreme Court in the Moseley case.

These principles can be briefly summarised as follows:

- consultations should occur when proposals are at a formative stage;
- consultations should give sufficient reasons for any proposal to permit intelligent consideration;
- consultations should allow adequate time for consideration and response;
- the product of consultation should conscientiously be taken into account by the decision maker.
The Council, in common with other local authorities, is subject to the Public Sector Equality Duty contained in section 149 of the Equality Act 2010. As a matter of law, the Council is required to have due regard to this duty in the context of revising its Elective Home Education Policy. Therefore, a full Equalities Impact Assessment will be prepared by officers for Cabinet's consideration at its February 2021 meeting.

Comments from other relevant service areas

This proposed policy has been written in conjunction with the Head of Safeguarding for Hillingdon Council.

BACKGROUND PAPERS

The Department for Education released a new Publication of the Elective Home Education Departmental Guidance for Local authorities and Elective Home Education Departmental Guidance for Parents in April 2019. A link is available here or upon request to Democratic Services.
ELECTIVE HOME EDUCATION

London Borough of Hillingdon Policy - DRAFT

Created 2012
Revised 2020
This policy was approved by Hillingdon Cabinet in XX.

Minor updates regarding job roles, documentation links, contact details, further information etc have been made to update this policy document in XX to ensure the policy remains up to date and accurate.

The policy will be reviewed in Spring 2021.
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London Borough of Hillingdon
ELECTIVE HOME EDUCATION

1. Introduction

Hillingdon Council recognises that education is a fundamental right for every child and aims to work in partnership with parents who electively home educate and support their right to do so.

It believes that parents are the prime educator of their child within or outside the schooling system.

Whilst the local authority encourages parents to enrol their child at school, they also recognise that parents have an equal right to educate their child at home. The local authority wishes to work with parents who home educate in order to ensure that those children are provided with efficient, full-time education suitable to their age, ability and aptitude and to any special educational needs which they might have. It also wishes to ensure that parents who choose to electively home educate their children, do so for the right reasons.

1.1 Elective Home Education (EHE) is the term used by the Department for Education (DfE) to describe the education provided by parents at home, rather than providing education for their children by sending them to school. This is different to home tuition provided by a Local Authority or education provided by a Local Authority other than at a school. It is recognised that parents may choose home education for a variety of reasons.

1.2 This document sets out our recently reviewed policy and procedures to enable London Borough of Hillingdon (LBH) to comply with its duties towards children and young people living in Hillingdon whose parents have elected to educate them otherwise than at school. It is published for parents, schools and other agencies with an interest in elective home education.

2. Policy Statement

The DfE “Elective Home Education Guidelines for Local Authorities”, published in April 2019, emphasises the importance of Local Authorities building effective relationships with home educators that function to safeguard the educational interests of children and young people: relationships that are rooted in genuine mutual understanding, trust and respect.

This revised policy seeks to promote a positive relationship with parents who

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1 The term “parent”, unless the context otherwise requires, in relation to a child or young person, includes any person - (a) who is not a parent of his but who has parental responsibility for him, or (b) who has care of him, except that in [section 499(8), Education Act 1996] it only includes such a person if he is an individual.
home educate by establishing mutual understanding, trust and respect and provide a means to effectively protect the educational and safeguarding the educational interests of children being electively home educated where vulnerabilities are identified.

3. The Law relating to Elective Home Education

3.1 The definition within section 7 of the Education Act 1996 provides that "The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable- (a) to his age, ability and aptitude, and (b) to any special educational needs he may have, either by regular attendance at school or otherwise."

3.2 There is no legal definition of what constitutes a "full-time" education. Measurement of "contact time" in this way is not relevant in the context of elective home education, where the child often has continuous one to one contact with the educator and the types of educational activity which the child follows may be varied and flexible. Article 2 of Protocol 1 of the European Convention on Human Rights states that:

No person shall be denied the right to education. In the exercise of any functions which it assumes in relation to education and to teaching, the State shall respect the right of parents to ensure such education and teaching is in conformity with their own religious and philosophical convictions.

3.3 Compulsory school age begins on the next prescribed day following a child’s fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August each year. A child continues to be of compulsory school age until the last Friday of June in the school year that they reach the age of sixteen.

4. Reasons for Elective Home Education

4.1 Parents may opt for home education for various reasons. The reasons should not, in themselves, have a bearing on Hillingdon Council’s treatment of home-educating families since the local authority’s primary interest lies in how well the parents are providing education for their children at home and not their reason for doing so. The following reasons for home-educating are common but by no means exhaustive:

- Ideological or philosophical views which favour home education, or wishing to provide education which has a different basis to that normally found in schools
- Religious or cultural beliefs, and a wish to ensure that the child’s education is aligned with these
- Dissatisfaction with the school system, or the school(s) at which a place
is available

- Bullying of the child at school
- Health reasons, particularly mental health of the child
- As a short term intervention for a particular reason
- A child’s unwillingness or inability to go to school, including school phobia
- Special educational needs, or a perceived lack of suitable provision in the school system for those needs
- Disputes with a school over the education, special needs or behaviour of the child, in some cases resulting in ‘off-rolling’\(^2\) or exclusion
- Familial reasons which have nothing to do with schools or education (eg using older children educated at home as carers)
- As a stop-gap whilst awaiting a place at a school other than the one allocated

4.2 These various reasons for undertaking home education are not mutually exclusive. For some children, several of these factors might apply. When local authorities engage with home-educating families they should take into account the context of individual situations.

4.3 When a parent offers an account of their dissatisfaction with the public system of education provision, Hillingdon Council may wish to use this information as part of its ongoing supervision of specific problems in certain areas.

5. Parental Rights, Responsibilities and Considerations

5.1 Parents have a legal right to educate their child at home and are not required to have any qualifications or training to provide their children with a suitable education. The 1996 Education Act makes clear that it is a parent’s duty to ensure his/her child receives a suitable education in accordance with section 7. In addition, the Act provides that, generally, children are to be educated in accordance with the wishes of their parents.

5.2 Parents are not required to inform Hillingdon that they intend to elect or have elected to home educate. They are not required to seek approval from the Local Authority, unless the child has an Education Health Care Plan and attends a special school.

5.3 Parents whose child is enrolled at a school are advised to write to the Headteacher to inform them that they elect to home educate, unless:

a) the school is a special school named on the child’s Education, Health & Care Plan, in which case parents are required to seek approval from Hillingdon’s

\(^2\) Used in this document to refer to instances where a child is withdrawn from a school by the parent as a result of pressure from the school rather than it being a purely voluntary decision.
SEN team first.

b) where a child is enrolled at a school in accordance with a school attendance order when the authority must revoke the order (or amend it to replace the school with a different school) before the child can be removed from the roll.

Parents whose child is not enrolled at a school have no obligation to inform Hillingdon that they are home educating their child, however the Local Authority encourages contact with all home educating families and may make enquiries with the parents.

5.4 Although parents must provide education in accordance with section 7, (see paragraph 3.1 above), the type of educational activity can be varied and flexible.

Recommendations parents may consider, but are not required to:
- teach the National Curriculum
- have a timetable
- have premises equipped to any particular standard
- set hours during which education will take place
- have any specific qualifications
- make detailed plans in advance
- observe school hours, days or terms
- give formal lessons
- mark work completed by their child
- formally assess progress or set development objectives
- reproduce school type peer group socialisation
- match school based, age specific standards

5.5 Parents may arrange for other people to tutor their child, though parents themselves continue to be responsible for the education provided. It is strongly recommended that parents ensure that such people are qualified and suitable, including Disclosure and Barring Service (DBS) checks.

5.6 Parents who elect to home-educate assume full financial responsibility for their child’s education, including the costs of private tuition, courses and public examinations. However, colleges can claim the cost of course fees directly from the Education Skills Funding Agency on an individual basis for home educated young people under 16 when parents and colleges are able to reach suitable individual arrangements. These individual arrangements are not brokered through the Local Authority but directly between parents and colleges.

6. Hillingdon Council’s Responsibilities

Hillingdon Council supports and encourages parents who opt to educate their child at home.
6.1 LBH has a statutory duty, under section 436A of the Education Act 1996 to make arrangements to enable them to establish (so far as it is possible) the identities of children in their area who are not receiving a suitable education. This duty applies to all children of compulsory school age who are not on a school roll and do not appear to be receiving a suitable education otherwise than being at school. The local authority may make informal enquiries of home educating parents so that it can be satisfied that the child is receiving a suitable education that demonstrates progress. There is no prescriptive or single method by which parents can provide this information but parents may provide samples of work completed by the child or request a home visit or a meeting at a mutually convenient and neutral location. DfE guidelines make it clear that where parents do not provide this information or agree to a visit/meeting, the local authority is entitled to conclude from the absence of any response or any other information that it appears that a child is not receiving a suitable education.

(Para. 6.10 DfE Elective Home Education)

6.2 It is appropriate that parents and children choose a type of education that is right for them. It is equally important that EHE officers understand and are supportive of many differing approaches or "ways of educating" which are all feasible and legally valid. The role of the EHE Team is to respond to concerns that a child is not receiving suitable education for his or her age, ability and aptitude and, where appropriate, provide support and information for parents. It is not the role of the EHE Team to tell parents how to educate their children.

6.3 A further statutory duty exists, which requires LBH to serve a formal notice under section 437 of the Education Act 1996 if it appears that a child of compulsory school age is not receiving a suitable education. The formal notice requires the parent to satisfy that the child is in fact receiving suitable education. If the Local Authority does not accept the evidence and is not satisfied that the child is receiving a suitable education, it has the power to commence the statutory process for the issue of a School Attendance Order ("SAO") requiring the parent to register the child at a named school.

6.4 The Local Authority has no legal power or duty to monitor home education on a routine basis although the local authority will make enquiries if it is not clear that a child is receiving suitable education. The Local Authority sees its role in relation to home education as part of its wider responsibilities, including safeguarding, to all the children in its area.

7. Responsibilities of Schools in Hillingdon

7.1 There is no legal requirement for parents to discuss home education with the school, however if a parent does approach the school to discuss the possibility of home educating, LBH expects the school to respond positively and constructively. If parents are considering home education because of a dispute

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with the school, the LA expects the school to take all necessary steps to resolve the issue. The school should signpost the parent to the EHE service for further advice and guidance to enable them to make an informed choice. Schools response to parent’s requests to EHE is likely to be scrutinised by the LA.

7.2 Departmental guidance for local authorities April 2019 (10.4) make it explicit that:

‘Schools should not seek to persuade parents to educate their children at home as a way of avoiding an exclusion or because the child has a poor attendance record. In the case of exclusion, they must follow the relevant legislation and have regard to the statutory guidance. If the pupil has a poor attendance record, the school and, if appropriate, local authority should seek to address the issues behind the absenteeism and use the other remedies available to them.’

The LA will contact electively home-educating parents who remove their child from a school roll. If it is found that a parent has been ‘encouraged’ by a school to remove their child from roll for the purposes of elective home education, this will be challenged, and the child reinstated on roll when appropriate with parental consent, whether the vacant place has been filled or not.

Hillingdon’s Fair Access Protocol recognises children who are electively home educated where home education is judged to have failed in the view of the Local Authority. These pupils will be placed back at their previous school (where applicable i.e not inclusive of primary/secondary transfer or out borough schools).

Following placement by the Fair Access Panel a meeting will need to be convened with the school, parent and child to determine the best way forward to reintegrate the pupil into mainstream school. This may result in the pupil immediately being put forward for a Managed Move to another Hillingdon school.

This procedure will ensure that schools have continued oversight of the pupils' education until (where appropriate) another school takes responsibility for the pupil.

7.3 When a school receives formal, written notice from a parent that a child is being withdrawn from school in order to be home-educated and the child has ceased to attend the school, the Headteacher should ensure that the pupil’s name is removed promptly from the admissions register in accordance with the Education (Pupil Registration) (England) (Amendment) Regulations 2016. Section 5, paragraph 6:

"where the name of a pupil is to be deleted from the admission register, the proprietor must make a return to the local authority for that pupil as soon as the ground for deletion under regulation 8 is met in relation to that pupil, and in any
7.4 Under the Pupil Registration Regulations (2006), the school is required to deregister the child or young person upon receipt of the parent letter and inform the child or young person’s home Local Authority (LA). In order to promote the recommendations made by the Children's Commissioners report ' Skipping School: Invisible Children and Ofsted’s research 'Moving to home education in secondary schools', the Local Authority feel it would be good practice for schools to temporarily keep a pupil on roll for 5 school days following notification from parent to home educate. This will allow time for a Local Authority officer to process the request and attempt to engage the family further to seek a resolution (if necessary) before removal from roll.

During the 5 school days schools can record the pupil as an authorised absence under Code C. After this time, if it is agreed that the pupil will become deregistered then schools will be able to back date the attendance to the date specified by parents.

7.5 The school is responsible for raising any safeguarding concerns relating to a child directly with LBH’s Children’s Services. Home Education is not, in itself, a safeguarding concern.

7.6 The school must retain the child’s school file. However they may wish to offer parents with either previous classwork or a summary of the curriculum followed to date (and possibly the future curriculum plan). This will assist the parent with their planning for home education. The parent may decide to ignore this documentation hence their reason to EHE as they may have dissatisfaction with the education system. However, this will be a useful tool for some.

8. Hillingdon Council’s EHE Procedures

8.1 Administration

Within 5 school days of confirmation from a school or directly from a parent that a child is being home educated, Hillingdon Local Authority will:

Contact the parent to discuss reason/s for home education

Update the pupil record to reflect home education.

Upload the Parents withdrawal letter (clearly stating they have elected to home educate their child).

Inform any Local Authority professionals who are working with the family of the change in education circumstances.
Send a letter acknowledging the parent’s intention to Home Educate, introducing the parent to the EHE Officer, useful information and website links.


An outline plan to support parent(s) in the beginning stages of planning their child’s home education and to help the LA to better understand the diversity of EHE across Hillingdon. Requesting that this is completed, providing some basic information about how parent(s) are planning to home educate.

The team will collate data which will identify any trends or patterns regarding children who are removed from a school roll to home educat and highlight any perceived unlawful practices by schools and report to the Headteacher in the first instance, and collectively in the Annual Report to the Schools Adjudicator.

8.2 EHE Officer – Contact

The EHE Officer will make contact with the parent within 5 school days to offer an initial discussion regarding the proposed plan for the child’s education at home and signpost parents to resources and local groups.

The aim of the discussion will be to initiate a positive and constructive relationship with parents. Parents may exercise their right not to allow the Local Authority access to the home, the child, or the child’s work.

DfE guidance for local authorities April 19 (6.6) states:

‘Parents are under no duty to respond to such enquiries, but if a parent does not respond, or responds without providing any information about the child’s education, then it will normally be justifiable for the authority to conclude that the child does not appear to be receiving suitable education and it should not hesitate to do so and take the necessary consequent steps. This is confirmed by relevant case law.’

Please also refer to paragraph 6.1 of the policy and reference to 6.10 of the DfE guidance.

Parents are not obliged to accept a visit from the LA, however they are encouraged to do so, and a meeting can be held at a mutually convenient time and place if the family prefers not to hold the visit in their home.

8.3 Following a visit, the EHE Officer will:

- Send a copy of the visit record to the parent, allowing them the opportunity to ratify/amend the summary before it goes on file and update the case record.

- Send the completed visit record to the SEND case officer and/or Social
Worker (where appropriate).

8.4 The frequency and format of meetings will be determined by factors such as the EHE Officer or the parent identifying concerns about the child’s progress and education. Where education is suitable the EHE Officer and parent/s will agree on future contact.

9. Where formal notice is required:

Where no other information suggests that the child is being suitably educated, because there is no information provided, and where the parents have refused to respond to the LA, the only conclusion which an authority can reasonably come to, is that the home education does not appear to be suitable.

9.1 Where it appears to the EHE Officer that a suitable education is not taking place, reasonable steps to resolve the situation will be taken by LBH before the SAO statutory process is commenced:

• An evidence request letter will be sent to the parents, asking them to outline the education being provided to their child. This will allow us to be able to assess the level of education being provided.

• If any concerns about the efficiency or suitability of the education being provided to a child is identified the EHE officer will discuss these with the parents/carers with a view to providing help in improving the provision in the best interests of the child. We may ask for a further meeting to discuss the work or to visit your child to see the education in practise. Such discussions will be conducted in the spirit of respect and partnership working to seek an outcome satisfactory to all, particularly the child.

• These discussions should be agreed with the parent and confirmed in writing within the EHE Officer’s case record. Parents must satisfy the Council that their child is receiving education suitable to his/her age, ability and aptitude and to any special educational needs he/she may have.

• A referral to our Children’s Services team will be offered to help support the family when needed or at any time when there are concerns that the child may be at risk of harm or other safeguarding concerns are identified.

• After the agreed timescale for improvement, if the education is still believed to be unsuitable, the EHE officer & the Participation team will issue a formal notice under section 437 of the Education Act 1996. If Hillingdon Council continues to be dissatisfied with the education being provided, the statutory process for issuing a School Attendance Order (SAO) will commence.

This notice indicates the LA’s intention to formally order the parent to register the child at a school. It will identify school(s) the LA deems suitable and allow
the parent 15 days to respond. If the parent does not respond, or does not make satisfactory arrangements elsewhere, the Local Authority may issue a SAO in accordance with its stated intention.

Failure to comply with a SAO is a criminal offence for which the parent(s) can be issued with a penalty notice or prosecuted in the Magistrates’ Court.

9.2 At any stage following the issue of a SAO, parents may present evidence to the Local Authority that they are now providing suitable education and apply to have the Order revoked. If this is refused, parents can choose to refer the matter to the Secretary of State for Education. If as a last resort, the Local Authority prosecutes parents for failure to comply with a SAO, the parents may be acquitted if they can prove that the child was receiving a suitable education otherwise than at school at the time of the offence. If the parents are acquitted, the court may direct that the SAO shall cease to be in force.

9.3 An Order continues to be in force for as long as the child is of compulsory school age. If there is a continued failure to register the child, the local authority Participation Team have the option of referring to Social Care using an Inter Agency Referral form. In exceptional circumstances, the case may be taken to the Family Proceedings Court instead of the Magistrates Court where an application can be made for an Education Supervision Order (ESO - under Section 36(5)a of the Children Act 1989). Where an ESO is in force with respect to a child, the duties of the child’s parents under section 7 and 444 of the Education Act 1996 (duties to secure education of children and to secure regular attendance of registered pupils) are superseded by their duty to comply with any directions in force under the ESO.

9.4 If it transpires information has been deliberately withheld from the LA, and the parent is easily able to satisfy the court. LBH will ‘seek legal advice about the prospect of obtaining a costs order against a successful defendant on the basis that the prosecution would have been unnecessary if not for the defendants’ unreasonable conduct’.

In cases where the EHE Officer is unable to contact a family, the record will be closed to EHE and opened as a CME. This role discharges the Local Authority’s duty to children missing education.

10. Elective Home Education and Safeguarding

10.1 The welfare and protection of all children, both those who attend school and those who are educated at home, is of paramount concern and the responsibility of the whole community. Section 175 of the Education Act 2002 imposes a duty on the Local Authority to make arrangements for ensuring that the functions conferred on them are exercised with a view to safeguarding and promoting the welfare of all children resident in Hillingdon.

10.2 A situation in which a child is not receiving a suitable full-time education
requires action by a local authority under education law, as described above. But it is important to bear in mind that unsuitable or inadequate education can also impair a child’s intellectual, emotional, social or behavioural development, and may therefore bring child protection duties into play. This will depend on the facts of the case, but local authorities should consider whether they ought to take action under safeguarding law, especially where the steps described above have not been, or seem unlikely to be, sufficient to address a risk to a child’s welfare.

10.3 Sections 10 and 11 of the Children Act 2004 give local authorities general duties for promoting the well-being and (in relation to their non-education functions) safeguarding and promoting the welfare of children in their areas. This includes children educated at home as well as those attending school. Section 175 of the Education Act 2002 requires authorities to make arrangements for ensuring that their education functions are exercised with a view to safeguarding and promoting children’s welfare. Therefore the general duties of local authorities in relation to safeguarding are the same for all children, however they are educated. Social services teams in local authorities and those dealing with home education should take steps to ensure that relevant information on individual children is shared.

10.4 There is no proven correlation between home education and safeguarding risk. In some serious cases of neglect or abuse in recent years, the child concerned has been home educated but that has not usually been a causative factor and the child has normally been known anyway to the relevant local authority. However, a child being educated at home is not necessarily being seen on a regular basis by professionals such as teachers and this logically increases the chances that any parents who set out to use home education to avoid independent oversight may be more successful by doing so. Several recent Serious Case Reviews have illustrated this. However, safeguarding is not simply a matter which arises in relation to the family. Some parents who educate at home believe that by doing so, they are safeguarding the child from risk in the school system (eg through serious bullying).

10.5 A failure to provide suitable education is capable of satisfying the threshold requirement contained in s.31 of the Children Act 1989 that the child is suffering or is likely to suffer significant harm. ‘Harm’ can include the impairment of health or development, which means physical, intellectual, emotional, social or behavioural development, so the provision of unsuitable education clearly can amount to this. The causing of significant harm need not be intentional or deliberate, but case law indicates that it must be ‘considerable, noteworthy or important’. This is a key point for local authorities in considering whether the use of safeguarding powers is appropriate in a case relating to the home education of a specific child. However, local authority staff should be clear that when the use of safeguarding powers is justified, they should be used.

10.6 The School Placement and Admissions Team works closely with
Hillingdon Safeguarding Children Partnership and Children’s Services to safeguard and promote the welfare of children and, in the event of any concerns about the welfare of a home educated child, initiate and follow established procedures.

10.7 Hillingdon also provides an annual professional briefing sheet to heads of service to distribute to staff who work with children and families who are home educating - providing further guidance and support.

10.8 Hillingdon acknowledge that parents can declare to EHE at any time; however it considers that where a child is made subject to a Child Protection plan, is already subject to a child protection plan, or is child in need of support under Section 17 of Children's Act ‘89, the conference chair will make clear that if the parent/carer has already declared EHE, or states an intention to do so, the risk will be re-considered in light of this information with the likelihood that the child is considered unsafe as a consequence.

On receipt of a declaration to EHE, the Child Protection Advisor (CPA)or the CIN Review Chair (usually the allocated Social Worker) will be immediately required to consider how the new arrangement will impact on the child, how the existing plan needs to be changed or amended to reflect the new situation and what is the role of various parties involved in the plan, including the young people and their families.:

Whether the provision of unsuitable education does amount to significant harm must always depend on the particular circumstances of the child, and whether those circumstances mean that the child’s intellectual and social development are being, or are likely to be, significantly impaired. Case law does provide examples where lack of suitable education has amounted to significant harm. (e S(A Minor) (Care Order: Education) [1978] QB 120 and Re O (A Minor) (Care Proceedings: Education) [1992] 1 WLR 912) Although some cases will be relatively clear-cut (for example if a child was being provided with no education at all for months), in other cases a local authority may need expert advice from teachers or educational psychologists, preferably those with some familiarity with educational approaches which are wider than conventional schooling. when this is the case, relevant professionals will be involved in these discussions.

The forum that will review the impact can be a CIN meeting, a Core Group, a Strategy Discussion/Section 47 Enquiry or a Child Protection conference, depending on the individual circumstances. Although each situation is different and each child and family are unique, the review forums will always consider the impact of EHE on child’s safeguarding. it will also look to address issues like:
- explore the likelihood of harm
- assess the changes in risk and support available
- assess the family’s EHE plan alongside education experts
- consult with education experts including the previous school

Policy page 15
- Amend the plan to reflect the necessary actions that need to be taken, which may include referral to Fair Access to identify a school place.

Where education provision is not immediately available, or the risk assessment indicates that EHE is acceptable, the above professionals and allocated social worker will ensure that the plan will include regular checks by professionals to ensure that the child is safe whilst not in education and that annual visits from the EHE team will form part of any future agreement with the family should the family stopped being supported by a Social Worker.

Where a child who is EHE does not have an allocated SW, the EHE service or the school may decide to make a referral to Children's Services and to complete an Early Help Assessment if they feel that the choice to educate the child at home will pose an increasing risk to the child or they welfare is impacted by this. As a result of the referral the family may be contacted by a Social Worker who will conduct a Child and Family Assessment and take appropriate action.

11. Support, Guidance and Resources provided by Hillingdon Council

11.1 Hillingdon Council embraces diversity and respects individual choice. The Local Authority recognises that parents of all educational, social, racial, religious and ethnic backgrounds successfully educate children outside the school setting.

11.2 The EHE Officer will provide support in the form of:

1. Signposting parents to resources and services, discussing methods and philosophies, networking and advising on examinations.

2. Publishing information about EHE that is clear, accurate and sets out the legal position, roles and responsibilities of both the Local Authority and parents.

3. Discussing the implications of EHE with parents before they make the decision to leave or enter the school system.

4. Producing and distributing accurate written records of meetings with home educating parents and children.

5. Promoting positive relationships with elective home education families based on mutual understanding, respect and trust in order to safeguard the educational interest of children.

6. Referring to other agencies, such as Children’s Social Services for support.

7. Seek to mediate between schools and potential EHE families when the
relationship has broken down and parents feel obliged to withdraw their child.

12. **Elective Home Education and Special Educational Needs in Hillingdon**

Parents’ right to educate their child at home applies equally where a child has an Education, Health and Care (EHC) plan. Parents of any child subject to the statutory provisions of an EHC Plan who are considering whether to make their own arrangements should discuss this with their child’s school SENCO and/or the named SEN Caseworker to ensure that they are fully aware of alternatives (amended provision and/or change of placement) and their SEN statutory rights of appeal.

Parents considering Elective Home Education may wish to familiarise themselves with paragraphs 10.30 to 10.38 of the SEND Code of Practice January 2015.

12.1 Parents’ right to educate their child at home applies equally where a child has an Education, Health and Care (EHC) plan. Under Section 42 of the Children and Families Act (2014) the Local Authority is responsible for securing the specified special education provision within a child’s Education Health and Care Plan, (EHCP), however this only applies if the child’s parents have not arranged a suitable education in some other way. Therefore if the home education is suitable, the local authority has no duty to arrange any special educational provision for the child.

12.2 Where a child or young person is a registered pupil the parent must notify the school in writing that the child or young person is receiving education otherwise than at school and the school must then remove the pupil’s name from the admission register. However, the school should be minded that while they are named on the EHCP section 66 of the Children and Families Act, imposes a duty on the appropriate authority to ‘use its best endeavours to ensure that the special educational needs are met’.

If the school is a special school, the local authority must give consent for the child’s name to be removed, but this should not be a lengthy or complex process. There is no provision in law for a ‘trial period’ of home education.

12.3 Where a child or young person is a registered pupil and the parent decides to home educate, schools should as good practice, call an early review as soon as they are aware the parent’s intention.

The Local Authority has a duty to review Education, Health and Care (EHC) plans annually, following the procedures set out in the ‘SEND code of practice: 0 to 25 years’. Annual Review meetings for electively home educated children will be convened and chaired by the SEN Casework Officer, parents are welcome to be present during the review, but they are not obliged to do so.

12.4 In order to assess whether home provision is suitable for the special
education needs of the child, parents will be asked to provide information regarding the home education provision. The Local Authority will only be relieved of its duty to arrange the provision specified in the child’s EHC plan if it is satisfied that the parents’ arrangements are suitable.

12.5 If the Local Authority is satisfied with the parents’ arrangements it will continue to have a duty to maintain and review the EHC plan annually until:

it decides to cease the EHC plan; or the EHC plan is transferred to another Local Authority.

12.6 In cases where local authorities and parents agree that home education is the right provision for a child or young person with an EHC plan, the plan should make clear that the child or young person will be educated at home.

12.7 Where it appears to the Local Authority that a child is not receiving education suitable to age, ability and aptitude and SEN, the procedures set out in 8.1 will be followed. If the EHC plan remains in place, it will be maintained and reviewed annually and amended where appropriate.

12.8 A parent who is educating their child at home may ask the Local Authority to carry out a statutory assessment of their child’s special educational needs and the Local Authority will consider the request within the same statutory timescales and in the same way as for all other requests.

13. Contact with parents and children

The frequency with which the EHE officer will contact parents to discuss their ongoing home education provision will vary depending on the individual circumstances of each family. It is for Hillingdon Council to decide how often to make contact with a family. However, the local authority will ordinarily make contact on an annual basis. Contact will normally be made by writing to the family to request an updated report or, if thought necessary, to seek a meeting. Parents are under no duty to respond to such enquiries, but if a parent does not respond, or responds without providing any information about the child’s education, then it will normally be justifiable for the authority to conclude that the child does not appear to be receiving suitable education and it should not hesitate to do so and take the necessary consequent steps. When a parent responds, a written report will be made after such contact and copied to the family stating the strengths of provision and whether the EHE officer has any concerns about the education provision.

14. Acknowledging diversity

14.1 Parents’ educational provision will reflect a diversity of approaches and interests. Some parents, especially those who have other children attending
school, may wish to provide education in a formal and structured manner, following a traditional curriculum and using a fixed timetable that keeps to school hours and terms. Other parents may decide to make more informal provision that is responsive to the developing interests of their child. One approach is not necessarily any more efficient or effective than another. Although some parents may welcome general advice and suggestions about resources, methods and materials, Hillingdon Council will not specify a curriculum which parents must follow.

14.2 Children learn in different ways and at different times and speeds. It is appreciated that parents and their children might require a period of adjustment before finding their preferred mode/s of learning. Parents are not required to have any qualifications or training to provide their children with an appropriate education. Their commitment to providing an efficient education that is suitable for their child may be demonstrated by them providing some indication of their objectives and resources.

15. Reviewing policies and procedures

15.1 Hillingdon Council will regularly review its elective home education policies so we can reflect current law and local circumstances, and are compatible with the published Department of Education’s guidance. All reviews will be consulted with parents and members of the Hillingdon Safeguarding Children Partnership. In addition to these procedures and practices in relation to home education on a regular basis in consultation and partnership with parents to see if improvements can be made to further develop relationships and meet the needs of children and parents. Effective reviews, together with the sensitive handling of any complaints, will help to secure effective partnership. This policy will be reviewed annually as part of the regular cycle of review by the EHE officer and the Hillingdon Safeguarding Children Partnership. Exceptional review will take place in light of any changes in law or guidance.

15.2 Hillingdon Council’s Complaints Procedure
Hillingdon deals with complaints which are education related but not usually about specific schools, such as the provision of the national curriculum, school admission appeals, exclusions, etc. To make a Schools complaints, following the procedure at https://www.hillingdon.gov.uk/complaints

16. Other Support

16.1 Flexi-schooling
Some children who are educated at home most of the time are also registered at school and attend school for part of the week – perhaps one day a week. The purpose of this is usually to ensure the provision in specific subjects is satisfactory, although it can also help in other ways such as socialisation. If a
child is of compulsory school age he or she must, overall, be receiving full-time education even if components of it are part-time. Schools are not obliged to accept such arrangements if requested by parents. If they do, then time spent by children being educated at home should be authorised as absence in the usual way and marked in attendance registers accordingly. It is not appropriate to mark this time as ‘approved off-site activity’ as the school has no supervisory role in the child’s education at such times and also has no responsibility for the welfare of the child while he or she is at home.

16.2 Hillingdon Council’s role in supporting work experience
Child employment, work placements and work based learning
Children aged 13-16 can undertake light work as paid or unpaid employment. The type of work which is permitted can be found on Hillingdon Council’s website, https://archive.hillingdon.gov.uk/childworkpermit. Included on the website are the details of the limitations to working and would apply to work placements. They are taken from Hillingdon's byelaws. The employer will need to apply for a Work Permit to Hillingdon Council and this will need to be agreed and signed by the parent. The employer will be required to carry out a risk assessment and has the responsibility for arranging any insurance cover needed and for ensuring the Health and Safety requirements are in place.

16.3 Children in entertainment
Parents may wish for their child to be involved in paid work in the theatre, in a film or television, in modelling or sporting activities. The person responsible for the production or performance must make an application for a Performance Licence to Hillingdon Council. Completed applications must be submitted no later than ten working days before the performance is scheduled to take place. Once an initial application is received and a licence issued, the child will be registered and provided with a unique reference number. Further information is available on Hillingdon Council’s website under ‘Children’s Performance Licences’ archive.hillingdon.gov.uk/article/26426/Childs-performance-licence.

16.4 Gypsy, Roma and Traveller Children
Hillingdon Council has an understanding of and is sensitive to the distinct ethos and needs of Gypsy, Roma and Traveller communities. It is important that these families who are educating their children at home are treated in the same way as any other families in that position. Home education should not be regarded as less appropriate than in other communities. When a Gypsy, Roma and Traveller family with children of school age move into an area, they should be strongly encouraged to contact Hillingdon Council’s School Placement and Admissions teams for help to access local educational settings if school places are desired.

Further guidance can be obtained from the DfE’s report: Improving the outcomes for Gypsy, Roma and Traveller’s pupils. The Advisory Council for the Education of Romany and other Travellers is another source of information.
Annex A

Useful contacts

London Borough of Hillingdon nominated EHE Officer

Address: School Placement and Admissions Team
4E/09 Civic Centre
High Street
Uxbridge
UB8 1UW

Website: www.hillingdon.gov.uk/ehe
E-mail: ehe@hillingdon.gov.uk
Telephone: 01895 558670

London Borough of Hillingdon Special Education Needs team

Address: Special Education Needs Team
4E/05 Civic Centre
High Street
Uxbridge
UB8 1UW

Email: senadmin@hillingdon.gov.uk
Telephone: 01895 277088

There is an information document for parents available on Hillingdon Council’s Elective Home Education webpage that provides an overview of our policy including website links and contact details that you may find useful.
Annex B

Process of Elective Home Education

Parent(s) writes to headteacher regarding their decision to home-educate and request that their child is taken off the school roll.

Headteacher notifies Local Authority (LA) by completing a notification form, following a discussion they have with the parent.

LA contacts parent to discuss their reasons for choosing to home educate and make sure they have made an informed decision.

Following the LA's discussion, does the parent still feel they have made an informed decision?

Yes

LA will notify the school, to advise they can remove the child from their school roll as per the date agreed with parent.

LA records the child as electively home educated, sends out introduction letter and information for parent's guidance.

LA checks to see whether child or family are known to key professionals.

Yes

Contact their key professional to advise the child is now home educated. Are they aware and in support of parent's decision?

Parent will be informed the LA will periodically monitor that the education provided is in line with government's policy.

Parent will be informed the LA will periodically monitor that the education provided is in line with government's policy.

No

Parent will be informed the LA will periodically monitor that the education provided is in line with government's policy.

During this meeting, actions will be agreed, and it will be determined whether home education is a suitable option for the child and family.

Not Suitable

Key professionals and LA will work with family to find the most suitable education provision for the child, to make sure their education needs are being met.

Suitable

Parent will be informed the LA will periodically monitor that the education provided is in line with government's policy.
# Council Budget - 2020/21 Revenue and Capital Month 6

## Cabinet Report – 12 November 2020

### Purpose of report

This report provides the Council's forecast financial position and performance against the 2020/21 revenue budget and Capital Programme.

A net in-year underspend of £2,558k is reported against General Fund revenue budget normal activities as of September 2020 (Month 6), an improvement of £988k on the Month 5 position. Unallocated reserves are projected to total £30,463k at 31 March 2020.

In-year COVID-19 pressures, net of government grant, are projected at £3,800k. This will be funded from Earmarked Reserves of £9,126k set up to fund potential COVID-19 pressures. Further details are set out in paragraph 19.

The latest positions on other funds and the Capital Programme are detailed within the body of this report.

### Contribution to our plans and strategies

**Putting our Residents First: Financial Management**

Achieving Value for Money is an important element of the Council’s Medium Term Financial Plan.

### Financial Cost

N/A

### Relevant Policy Overview Committee

Corporate Services, Commerce & Communities

### Ward(s) affected

All

## Recommendations

That Cabinet:

1. Note the budget position as at September 2020 (Month 6) as outlined in Table 1.
2. Note the Treasury Management update as at September 2020 at Appendix E.
3. Continue the delegated authority up until the November 2020 Cabinet meeting to the Chief Executive to approve any consultancy and agency assignments over £50k, with
final sign-off of any assignments made by the Leader of the Council. Cabinet are also asked to note those consultancy and agency assignments over £50k approved under delegated authority between the 22 October 2020 and 12 November 2020 Cabinet meetings, detailed at Appendix F.

4. Approves re-phasing of £6,463k HRA capital expenditure and associated financing budgets into later years of the capital programme.

5. Approves re-phasing of £28,435k General Fund capital expenditure and associated financing budgets into later years of the capital programme.

6. Approves the virement of £676k from the 2020/21 General Capital Contingency budget to the Uxbridge Mortuary Extension project.

7. Accept grant award of £9,980 from London Sport in respect of the Tackling Inequalities COVID-19 Fund.

INFORMATION

Reasons for Recommendations

1. The reason for Recommendation 1 is to ensure that the Council achieves its budgetary objectives, providing Cabinet with an update on performance at Month 6 against budgets approved by Council on 20 February 2020. An update on the Council's Treasury Management activities is signposted in Recommendation 2.

2. Recommendation 3 is intended to enable continued delegation of approval for appointment of consultancy and agency appointments over £50k to the Chief Executive, with final sign-off from the Leader of the Council. In addition, Appendix K reports back on use of this delegated authority previously granted by Cabinet.

3. Recommendation 4 In order to reflect revised expenditure profiles on various HRA Major Projects that will be completed in future years, it is proposed to re-phase expenditure budgets and associated financing totalling £6,463k. Works To Stock schemes will be reviewed at the end of the financial year to ensure only the required level of budget is carried forward.

4. Recommendation 5 In order to reflect revised expenditure profiles on various Major Projects that will be completed in future years, it is proposed to re-phase expenditure budgets and associated financing totalling £28,435k. Programmes of Works schemes will be reviewed at the end of the financial year to ensure only the required level of budget is carried forward.

5. Recommendation 6 Following receipt and evaluation of tender bids for the extension to Uxbridge mortuary, a required uplift in the project budget of £676k is proposed to be funded from the remaining unallocated 2020/21 general capital contingency budget of £1,333k. The increase in cost from original budget estimates is due to increases in scope identified during the design stage and specialist mechanical and electrical services. The tender price also reflects a premium for using a contractor experienced in acute and live healthcare environments.

6. Recommendation 7 London Sport have awarded the Council £9,980 funding from the Tackling Inequalities COVID-19 Fund to provide cycle training for vulnerable / at risk groups in the Hayes area.

Alternative options considered

7. There are no other options proposed for consideration.
SUMMARY

REVENUE

8. General Fund pressures totalling £26,391k are projected in relation to the impacts of the COVID-19 pandemic and the Council’s response during the 2020/21 financial year, with confirmed grant awards from the first 3 tranches of COVID-19 funding totalling £17,974k and an estimated further £6,500k to come from the Government’s announcement to fund 75% of fees and charges pressures over a 5% threshold. The Council has now submitted the first return to the MHCLG for this scheme, with £6,500k being the amount calculated using the Government’s methodology, this value will transfer to the COVID-19 funding line presented below pending a response from the Government on the return. Of the £17,974k funding received to date, £1,883k was applied in 2019/20 leaving £16,091k to fund 2020/21 pressures. It is expected that these funding allocations, together with the use of Earmarked Reserves of £3,800k will contain this exceptional pressure in the current financial year.

9. The Council has Earmarked Reserves available that can be applied to meet the balancing funding requirement and any additional pressures should they materialise. The Council set aside £3,293k into an Earmarked Reserve to fund potential unfunded COVID-19 pressures as part of the outturn for 2019/20. In addition to this, the Council holds £2,356k of earmarked Public Health Reserves which can be directed at COVID-19 related spend that meets the criteria for Public Health grant spend. There are further service specific reserves of £3,477k that take the total available to £9,126k and give sufficient headroom to avoid any requirement to call on General Balances.

10. On the assumption that this funding strategy for COVID-19 pressures can be achieved, an underspend of £2,558k is projected across General Fund budgets at Month 6, an improvement of £988k on the Month 5 position. The £2,558k underspend consists of £1,585k service underspends, a £207k underspend on contingency and a £766k underspend on capital financing and funding. Taking account of the budgeted £6,334k drawdown from General Balances, this will result in unallocated General Balances totalling £30,463k at 31 March 2021.

11. Within this position, £2,512k of the £6,386k savings planned for 2020/21 are banked or on track for delivery in full by 31 March 2021, with £3,874k being tracked as being at an earlier stage of implementation or at risk as a result of the COVID-19 pandemic. While any in-year pressures relating to delays in implementing savings have been incorporated into the COVID-19 pressure noted above, it will be necessary to monitor the impact of any delays on the 2021/22 budget.

12. Within the Collection Fund, a pressure of £4,804k is reported at Month 6 as a result of the significant growth in demand for the Council Tax Reduction Scheme as well as slower than budgeted growth in both Council Tax and Business Rates taxbases. These pressures reflect the impact of COVID-19 on local tax collection. The government have announced that the deficit on the Collection Fund can be recouped from the General Fund over a period of 3 years, rather than the usual 1, to help spread the funding strategy for COVID-19 over a longer period of time.

13. While a funding strategy is in place to contain the financial effects of COVID-19 in the current financial year, it appears likely that development of a budget for the 2021/22 financial year will be challenging. The budget strategy approved by Cabinet and Council in February 2020 assumed £10,644k savings and a £3,000k release from General Balances would be required to balance the 2021/22 budget. This savings requirement is likely to be revised upwards to reflect slippage in 2020/21 savings, a level of ongoing COVID-19 pressures, the impact of a higher than anticipated pay award for 2020/21 and the projected deficit on the Collection Fund. However, it is also reasonable to expect that government will provide some degree of further COVID-19 funding in 2021/22 to meet the ongoing pressures relating to COVID-19.
CAPITAL

14. As at Month 6 an underspend of £52,792k is reported on the 2020/21 General Fund Capital Programme of £113,888k, due mainly to re-phasing of project expenditure into future years with some schemes temporarily put on hold during the COVID-19 pandemic. This position reflects an initial view which will be refined in future reports as the impact of the pandemic on the progress of individual schemes and programmes becomes clearer. The forecast outturn variance over the life of the 2020/21 to 2024/25 programme is an under spend of £4,962k.

15. It is recommended as part of this monitoring report that £28,435k of Major Projects Capital Programme is re-phased.
FURTHER INFORMATION

General Fund Revenue Budget

17. **Normal Activities** - An underspend of £2,558k is reported across normal operating activities at Month 6, an improvement of £988k on the Month 5 position. The £988k consists of £158k improvement over the directorates, including £103k in Environment, Education & Community Services and £76k in Corporate Resources alongside minor movements in other directorates, £645k in Corporate Operating Budgets, relating to a favourable variance of £484k due to maximising short term borrowing, with a one off windfall of £161k related to Icelandic investment recoveries. Development Risk Contingency has a reduced call, which is providing a £207k underspend and there is an adverse £22k movement on corporate funding due to minor movements in grant funding against the budget.

18. The most significant gross pressures are in the Social Care directorate, driven by a pressure within Children’s Services and Adult Social Work, being largely mitigated by an underspend on Provider and Commissioned Care to a net overspend of £55k. These are further underspends predominately in the Building Services, Transport & Business Improvement directorate (£677k), largely driven by an underspend in Highways and in Environment, Education and Community Services, with a £250k underspend against First Time Buyers service due to reduced levels of activity following a slowdown in the Housing Market. There are underspends reported against Interest and Investment Income and Levies and Other Corporate Budgets, a favourable variance of £484k is reported in Month 6 as a result of maximising short term borrowing, alongside a one off windfall of £161k related to Icelandic investment recoveries. A minor £4k overachievement of income is reported on Corporate Funding, as the exact level of grant funding for the year was not confirmed until after Cabinet and Council approved budgets in February 2020.

19. **COVID-19 Financial Impact** - There is a significant pressure of £26,391k relating to the in-year impact of the COVID-19 pandemic being reported under Exceptional Items in the table below. In terms of funding this pressure, there are confirmed grant awards from the first 3 tranches of COVID-19 funding totalling £17,974k and an estimated further £6,500k forecast to come from the announcement covering funding for 75% of fees and charges pressures over a 5% threshold. £1,883k of the confirmed funding was applied in 2019/20 leaving £16,091k to fund 2020/21 pressures.

20. The COVID-19 financial pressure is being driven largely by a reduction in Fees and Charges income, partly due to services not running during the pandemic and partly due to the Council ceasing Fees and Charges to support the residents during times of financial hardship. In addition the Council is continuing to support the Social Care provider market, to ensure consistency in service delivery to our more vulnerable residents, compounded by a forecast increase in demand for these services during the pandemic. Alongside this, the Council continues to support homelessness and rough sleepers, ensuring this group are protected during the pandemic.

21. **Savings** - £6,386k of savings are included in the 2020/21 General Fund revenue budget. Currently, delivery is on track or banked against £2,512k of this total, with £3,874k either in the early stages of delivery or deemed higher risk. The high value of the savings at risk are directly attributable to the COVID-19 pandemic, due to delays in implementing the saving programme as a result of the Council’s efforts to redirect resources during these difficult times, protecting vulnerable residents and supporting local businesses, particularly within the Social Care market place. Where savings are not expected to be delivered in full during the current financial year, the resulting pressures form part of the reported COVID-19 pressure and associated funding strategy.
22. 2020/21 Pay Award - The Council budgeted for a 2% pay award being agreed based on the latest intelligence available at the time the budget was set at February Council. The in-year monitoring position reported reflecting the 2.75% uplift in pay, the award above the budgeted 2% will require a funding strategy going forward which will be dealt with as part of the MTFF.

Table 1: General Fund Overview

<table>
<thead>
<tr>
<th>Service</th>
<th>Original Budget</th>
<th>Budget Changes</th>
<th>Revised Budget</th>
<th>Forecast Outturn</th>
<th>Variance (As at Month 6) £'000</th>
<th>Variance (As at Month 5) £'000</th>
<th>Movement from Month 5 £'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directorate Operating Budgets</td>
<td>213,955</td>
<td>(1,427)</td>
<td>212,528</td>
<td>210,943</td>
<td>(1,585)</td>
<td>(1,427)</td>
<td>(158)</td>
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<td>Corporate Operating Budgets</td>
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<td>7,038</td>
<td>6,276</td>
<td>(762)</td>
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<td>Development &amp; Risk Contingency</td>
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<td>13,657</td>
<td>13,450</td>
<td>(207)</td>
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<td>(207)</td>
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<td>Unallocated Budget Items</td>
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<td>1,061</td>
<td>1,061</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Sub-total Expenditure</td>
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<td>0</td>
<td>234,284</td>
<td>231,730</td>
<td>(2,554)</td>
<td>(1,544)</td>
<td>(1,010)</td>
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<td>Corporate Funding</td>
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<td>(227,950)</td>
<td>(227,954)</td>
<td>(4)</td>
<td>(26)</td>
<td>22</td>
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<tr>
<td>Total Normal Activities</td>
<td>6,334</td>
<td>0</td>
<td>6,334</td>
<td>3,776</td>
<td>(2,558)</td>
<td>(1,570)</td>
<td>(988)</td>
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<td>Exceptional Covid-19 items Pressures</td>
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<td>0</td>
<td>0</td>
<td>26,391</td>
<td>26,391</td>
<td>26,035</td>
<td>356</td>
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<tr>
<td>Covid-19 grant funding</td>
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<td>0</td>
<td>(16,091)</td>
<td>(16,091)</td>
<td>(16,091)</td>
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<tr>
<td>Estimated further grant funding</td>
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<td>(6,500)</td>
<td>(6,500)</td>
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<tr>
<td>Earmarked Reserves applied</td>
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<td>0</td>
<td>(3,800)</td>
<td>(3,800)</td>
<td>(3,444)</td>
<td>(356)</td>
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<tr>
<td>Total Net Expenditure</td>
<td>6,334</td>
<td>0</td>
<td>6,334</td>
<td>3,776</td>
<td>(2,558)</td>
<td>(1,570)</td>
<td>(988)</td>
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<td>Balances b/fwd</td>
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<td>Balances c/fwd 31 March 2021</td>
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<td>(30,463)</td>
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</tbody>
</table>

23. General Fund Balances are expected to total £30,463k at 31 March 2021 as a result of the forecast position detailed above, which is £2,558k higher than anticipated in the budget strategy agreed in February 2020.
Directorate Operating Budgets

24. The Directorate Operating Budgets are presented in the format of the new structures approved by Council. They represent the majority of the Council’s investment in day-to-day services for residents, with more volatile or demand-led areas of activity tracked separately through the Development and Risk Contingency. The impacts of COVID-19 are being reported discretely under Exceptional Items as detailed in Table 1, the position presented in Table 2 therefore represents the position reported against normal activities. Further information on latest projections for each service is contained within Appendix A to this report, with salient risks and variances within this position summarised in the following paragraphs.

Table 2: Directorate Operating Budgets

<table>
<thead>
<tr>
<th>Original Budget</th>
<th>Budget Changes</th>
<th>Service</th>
<th>Revised Budget</th>
<th>Forecast Outturn</th>
<th>Variance (As at Month 6)</th>
<th>Variance (As at Month 5)</th>
<th>Movement from Month 5</th>
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</thead>
<tbody>
<tr>
<td>£'000</td>
<td>£'000</td>
<td>Month 6</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
</tr>
<tr>
<td>19,095</td>
<td>165</td>
<td>Expenditure</td>
<td>19,260</td>
<td>19,279</td>
<td>19</td>
<td>7</td>
<td>12</td>
</tr>
<tr>
<td>(3,359)</td>
<td>(165)</td>
<td>Income</td>
<td>(3,524)</td>
<td>(3,595)</td>
<td>(71)</td>
<td>(59)</td>
<td>(12)</td>
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<tr>
<td>15,736</td>
<td>0</td>
<td>Sub-Total</td>
<td>15,736</td>
<td>15,684</td>
<td>(52)</td>
<td>(52)</td>
<td>0</td>
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<tr>
<td>166,088</td>
<td>(1,819)</td>
<td>Expenditure</td>
<td>164,269</td>
<td>165,377</td>
<td>1,108</td>
<td>1,557</td>
<td>2,665</td>
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<td>(38,158)</td>
<td>270</td>
<td>Income</td>
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<td>(38,941)</td>
<td>(1,053)</td>
<td>1,619</td>
<td>(2,672)</td>
</tr>
<tr>
<td>127,930</td>
<td>(1,549)</td>
<td>Sub-Total</td>
<td>126,381</td>
<td>126,436</td>
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<td>(7)</td>
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<td>49,247</td>
<td>3,568</td>
<td>Expenditure</td>
<td>52,815</td>
<td>53,179</td>
<td>364</td>
<td>(364)</td>
<td>728</td>
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<td>(35,800)</td>
<td>(3,490)</td>
<td>Income</td>
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<td>(40,244)</td>
<td>(954)</td>
<td>(123)</td>
<td>(831)</td>
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<td>13,447</td>
<td>78</td>
<td>Sub-Total</td>
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<td>12,935</td>
<td>(590)</td>
<td>(487)</td>
<td>(103)</td>
</tr>
<tr>
<td>48,647</td>
<td>(16)</td>
<td>Expenditure</td>
<td>48,631</td>
<td>47,995</td>
<td>(636)</td>
<td>(601)</td>
<td>(35)</td>
</tr>
<tr>
<td>(11,118)</td>
<td>17</td>
<td>Income</td>
<td>(11,101)</td>
<td>(11,142)</td>
<td>(41)</td>
<td>(104)</td>
<td>63</td>
</tr>
<tr>
<td>37,529</td>
<td>1</td>
<td>Sub-Total</td>
<td>37,530</td>
<td>36,853</td>
<td>(677)</td>
<td>(705)</td>
<td>28</td>
</tr>
<tr>
<td>21,275</td>
<td>44</td>
<td>Expenditure</td>
<td>21,319</td>
<td>20,913</td>
<td>(406)</td>
<td>(341)</td>
<td>(65)</td>
</tr>
<tr>
<td>(1,962)</td>
<td>(1)</td>
<td>Income</td>
<td>(1,963)</td>
<td>(1,878)</td>
<td>85</td>
<td>96</td>
<td>(11)</td>
</tr>
<tr>
<td>19,313</td>
<td>43</td>
<td>Sub-Total</td>
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<td>19,035</td>
<td>(321)</td>
<td>(245)</td>
<td>(76)</td>
</tr>
<tr>
<td>213,955</td>
<td>(1,427)</td>
<td>Total Directorate Operating Budgets</td>
<td>212,528</td>
<td>210,943</td>
<td>(1,585)</td>
<td>(1,427)</td>
<td>(158)</td>
</tr>
</tbody>
</table>

25. An underspend of £52k is reported on Finance budgets at Month 6, no change on Month 5. There are compensating variances reported in Exchequer and Business Assurance Services and Procurement, which relate to the implementation of BID reviews. This is primarily relating to extended notice periods and staffing vacancies.

26. At this stage in the financial year a net pressure of £55k is reported across Social Care before COVID-19 pressures, with this variance being driven largely by staffing variances in Children’s Services and Adult Social Work, offset by reductions in Provider and Commissioned Care where some services have been unable to run during the lockdown period. Placement budgets are undergoing a review in line with the pooled budget arrangements with the CCG.

27. Environment, Education & Community Services is reporting a net underspend of £590k, within this position is an overspend on Education and Trading Standards offset mostly by a large underspend in Green Spaces. The underspend in Green Spaces is linked to a number of services not being operational due to the pandemic and underspends in staffing due to vacant posts. There is a £103k improvement in Month 6 consisting of £42k in Planning, Transportation
and Regeneration, a £37k improvement in Housing and £35k in Education and other minor movements.

28. A net £677k underspend is reported across Building Services, Transport & Business Improvement with £281k relating to slippage in Highways works and £370k in Property Services, with additional income from lease extensions and the garage portfolio reported in Month 6.

29. The Corporate Resources & Services directorate is forecasting an underspend of £321k which is being driven by vacant posts in the Business & Technical Support service.

30. The Council is permitted to finance the costs associated with service transformation from Capital Receipts, with both one-off implementation costs and the support for service transformation, including the BID team, being funded from this resource. Current projections include an estimate of £2,381k for such costs, which will remain under review over the remainder of the year and have been excluded from the reported monitoring positions. It is anticipated that these costs will be financed from a combination of Capital Receipts and Earmarked Reserves.

**Progress on Savings**

31. The savings requirement for 2020/21 is £6,136k. In addition, there are savings of £250k brought forward from 2019/20, which gives an overall total of £6,386k reported below. Of this sum £2,362k are either banked or on track for delivery. £1,512k savings are in the early stages of delivery or potentially subject to greater risk to delivery, with the remaining £2,362k being reported as having a serious problem with delivery.

32. The high number of savings being reported as having a serious problem with delivery (£2,362k) are directly attributed to the COVID-19 pandemic and the delay this has caused in implementing the saving programme as the Council has needed to redirect resources to manage the pandemic. This value has been included within the Council’s COVID-19 pressures under Exceptional Items and is therefore not included within the reported position on normal activities quoted in Table 1. It will be necessary to reassess these at risk savings over the coming months to ensure these are appropriately reflected in future iterations of the Council’s MTFF.

**Table 3: Savings Tracker**

<table>
<thead>
<tr>
<th>2020/21 General Fund Savings Programme</th>
<th>Finance £'000</th>
<th>Social Care £'000</th>
<th>DEECS £'000</th>
<th>BSTBI £'000</th>
<th>Corporate Resources £'000</th>
<th>Cross-Cutting £'000</th>
<th>Total 2020/21 Savings £'000</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Banked</td>
<td>(186)</td>
<td>0</td>
<td>(80)</td>
<td>0</td>
<td>(31)</td>
<td>0</td>
<td>(297)</td>
<td>4.7%</td>
</tr>
<tr>
<td>G On track for delivery</td>
<td>(42)</td>
<td>(1,383)</td>
<td>0</td>
<td>(200)</td>
<td>0</td>
<td>(590)</td>
<td>(2,215)</td>
<td>34.7%</td>
</tr>
<tr>
<td>A Potential significant savings shortfall or a significant or risky project which is at an early stage;</td>
<td>0</td>
<td>(1,112)</td>
<td>0</td>
<td>(400)</td>
<td>0</td>
<td>0</td>
<td>(1,512)</td>
<td>23.7%</td>
</tr>
<tr>
<td>R Serious problems in the delivery of the saving</td>
<td>0</td>
<td>0</td>
<td>(1,086)</td>
<td>0</td>
<td>(375)</td>
<td>(901)</td>
<td>(2,362)</td>
<td>37.0%</td>
</tr>
<tr>
<td>Total 2020/21 Savings</td>
<td>(228)</td>
<td>(2,495)</td>
<td>(1,166)</td>
<td>(600)</td>
<td>(406)</td>
<td>(1,491)</td>
<td>(6,386)</td>
<td>100.0%</td>
</tr>
</tbody>
</table>
Corporate Operating Budgets (£762k underspend, £645k favourable movement)

33. Corporately managed expenditure includes revenue costs of the Council's Capital Programme, the net impact of Housing Benefit Subsidy arrangements on the Council, externally set levies and income arising from the provision of support services to other funds and ring-fenced budgets.

34. A favourable movement of £645k made up of £484k reported against interest payable as a result of maximising short term borrowing, alongside this a further one off windfall income of £161k related to Icelandic investment recoveries improves the position. In addition, as a result of anticipated capital expenditure and associated borrowing costs, a £108k underspend is reported on the revenue costs of debt financing, all of which bring the overall Interest and Investment Income position to a £753k favourable position. Levies and Other Corporate Budgets are forecast to underspend by £9k, mainly driven by a lower Concessionary Fares levy as the final levy figure wasn't available until after the budget was set. Housing Benefit remains on budget with no variance being reported. No material variances are reported across the remainder of Corporate Budgets, resulting in a headline underspend of £762k.

Table 4: Corporate Operating Budgets

<table>
<thead>
<tr>
<th>Original Budget</th>
<th>Budget Changes</th>
<th>Month 6</th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>£’000</td>
<td>£’000</td>
<td>Service</td>
<td>Revised Budget</td>
<td>Forecast Outturn</td>
<td>Variance (As at Month 6)</td>
<td>Variance (As at Month 5)</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------</td>
<td>---------</td>
<td>--------------------------</td>
<td>--------------------------</td>
<td>--------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>£’000</td>
<td>£’000</td>
<td></td>
<td>£’000</td>
<td>£’000</td>
<td>£’000</td>
<td>£’000</td>
</tr>
<tr>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>8,459</td>
<td>111</td>
<td>Interest and Investment Income</td>
<td>8,570</td>
<td>7,978</td>
<td>(592)</td>
<td>(108)</td>
</tr>
<tr>
<td>(487)</td>
<td>(166)</td>
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</tr>
<tr>
<td>7,972</td>
<td>(55)</td>
<td>Sub-Total</td>
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<td>7,164</td>
<td>(753)</td>
<td>(108)</td>
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<td>499</td>
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<tr>
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<tr>
<td>586</td>
<td>0</td>
<td>Sub-Total</td>
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<td>577</td>
<td>(9)</td>
<td>(9)</td>
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<tr>
<td>(1,465)</td>
<td>0</td>
<td>Sub-Total</td>
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<td>(1,465)</td>
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<td>0</td>
</tr>
<tr>
<td>7,093</td>
<td>(55)</td>
<td>Total Corporate Operating Budgets</td>
<td>7,038</td>
<td>6,276</td>
<td>(762)</td>
<td>(117)</td>
</tr>
</tbody>
</table>
Development & Risk Contingency

35. For 2020/21 £16,127k was set aside to manage uncertain elements of budgets within the Development & Risk Contingency, which included £15,627k in relation to specific risk items and £500k as General Contingency to manage unforeseen issues, since this date, £2,470k has been released into directorates’ base budgets, leaving £13,657k to finance expenditure in these areas.

Table 5: Development & Risk Contingency

<table>
<thead>
<tr>
<th>Original Budget £'000</th>
<th>Budget Changes £'000</th>
<th>Service</th>
<th>Month 6 Revised Budget £'000</th>
<th>Forecast Outturn £'000</th>
<th>Variance (As at Month 6) £'000</th>
<th>Variance (As at Month 5) £'000</th>
<th>Moveme from Month 5 £'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,063</td>
<td>0</td>
<td>Asylum Service Demographic Growth - Looked After Children</td>
<td>1,063</td>
<td>779</td>
<td>(284)</td>
<td>(264)</td>
<td>(20)</td>
</tr>
<tr>
<td>3,211</td>
<td>0</td>
<td>Asylum Service Demographic Growth - Looked After Children</td>
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<td>196</td>
<td>572</td>
<td>(376)</td>
</tr>
<tr>
<td>895</td>
<td>0</td>
<td>Asylum Service Demographic Growth - Looked After Children</td>
<td>895</td>
<td>598</td>
<td>(297)</td>
<td>(222)</td>
<td>(75)</td>
</tr>
<tr>
<td>2,873</td>
<td>(150)</td>
<td>Asylum Service Demographic Growth - Looked After Children</td>
<td>2,723</td>
<td>2,723</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3,842</td>
<td>(1,049)</td>
<td>Asylum Service Demographic Growth - Looked After Children</td>
<td>2,793</td>
<td>3,267</td>
<td>474</td>
<td>0</td>
<td>474</td>
</tr>
<tr>
<td>1,736</td>
<td>(914)</td>
<td>Social Care</td>
<td>822</td>
<td>871</td>
<td>49</td>
<td>60</td>
<td>(11)</td>
</tr>
<tr>
<td>0</td>
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<td>Social Care</td>
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<td>20</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>2,407</td>
<td>(357)</td>
<td>Social Care</td>
<td>2,050</td>
<td>1,685</td>
<td>(365)</td>
<td>(115)</td>
<td>(250)</td>
</tr>
<tr>
<td>(400)</td>
<td>0</td>
<td>Social Care</td>
<td>(400)</td>
<td>(400)</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>500</td>
<td>0</td>
<td>Social Care</td>
<td>500</td>
<td>500</td>
<td>0</td>
<td>(51)</td>
<td>51</td>
</tr>
<tr>
<td>16,127</td>
<td>(2,470)</td>
<td>Total Development &amp; Risk Contingency</td>
<td>13,657</td>
<td>13,450</td>
<td>(207)</td>
<td>0</td>
<td>(207)</td>
</tr>
</tbody>
</table>

36. Within Social Care Contingency there are a number of movements in Month 6, including an improvement of £471k across Children’s contingencies, largely linked to the review of High Cost Placements, offset by an increased call of £474k for Adult Social Care relating to CCG Income and a high cost placement transitioning from Children’s to Adults.

37. There is a minor reduction in pressure on homelessness of £11k. The forecast variance reflects a slightly lower than anticipated number of households requiring support. There is a reduced call on the contingency in Waste Services of £365k. The favourable movement resulting from...
a revision to the forecast following confirmation of the quarter 2 pay as you throw tonnages from the West London Waste Authority.

38. It is expected that pressures can be managed within the £500k budget set aside for General Contingency. There is currently no pressure on service contingency leaving £500k available for any further calls on General Contingency. All contingency items will continue to be closely monitored over the coming months and forecasts refreshed accordingly, currently across the range of contingency items there is a £207k underspend, which is being reflected in the overall monitoring position.

Exceptional Items – COVID-19 Pressures

39. The majority of the COVID-19 pressure is relating to Social Care, and Environment, Education & Community Services, these two areas represent £20,761k of the £26,391k pressure.

   a. Within Social Care, the Council is forecasting a pressure of just over £8.5m, driven by support offered to providers, additional demand for services and Personal Protective Equipment (PPE) to enable to Council to ensure that some of the more vulnerable residents are supported and receive the care they need during the pandemic.

   b. In addition, approximately £1.4m of support has been provided to support homeless residents of the borough and ensure their safety during COVID-19, with a further £1.9m being used to fund environmental services including the mortuary and crematorium services, alongside waste management.

   c. Included within this pressure is a forecast decline in Fees and Charges income of approximately £11m, some of which relates to services not running during the pandemic, alongside a number of Fees and Charges that the Council had temporarily suspended in order to support residents during difficult times, with the suspension of parking charges making up approximately £3m of this value.

40. Included within this position is a forecast assumption that the overall pressure caused by COVID-19 will be funded by Central Government and other funding strategies. To date, the Council has received £17,974k of unringfenced grant funding, and is estimating £6,500k of additional funding with £16,091k of the confirmed funding being utilised in 2020/21, with the balance having been applied in 2019/20.

41. The strategy to deal with any unfunded in-year COVID-19 costs is to utilise Earmarked Reserves. As part of the outturn for 2019/20, the Council took the decision to transfer £3,293k into an Earmarked Reserve to boost the Council’s financial resilience in 2020/21. A further £2,356k is held in Public Health Earmarked Reserves and £3,477k in service specific reserves, which can be utilised if necessary to fund any further in-year pressures.

HIP Initiatives

42. There is £677k of HIP Initiative balances brought forward at the start of the year. To date £6k has been allocated leaving £671k available for future releases.

Schools Budget

43. At Month 6 the Dedicated Schools Grant position is reporting an in-year overspend of £9,136k. This is a £10k adverse movement from Month 5 with the Schools Block showing a favourable £50k movement offset by a £60k adverse movement in High Needs.
44. There are continuing pressures in the cost of High Needs. There is a current backlog of cases however EHCPs growth in published SEN2 data of 17.5% indicates that this could add further pressure to the budget. When the £15,002k deficit brought forward from 2019/20 is taken into account, the deficit to carry forward to 2021/22 is forecast at £24,138k. This pressure will ultimately be funded from future grant awards and will therefore not impact upon the Council’s own resources.

Collection Fund

45. The Collection Fund is forecasting a deficit of £4,804k as at Month 6, a £4k adverse movement from Month 5, with the variance being largely driven by reduced growth in the Council Tax taxbase and a reduction in the Business Rates taxbase as a result of expected business failures due to the COVID-19 pandemic.

Housing Revenue Account

46. The Housing Revenue Account is currently forecasting a £24k variance, resulting in a drawdown of reserves of £2,033k. This results in a projected 2020/21 closing HRA General Balance of £15,042k. This excludes the potential cost pressures of COVID-19, which are estimated at £495k. These pressures have not been included in the Month 6 forecast position for HRA revenue or capital as firstly they may not all materialise and secondly they are at a level that is fundable in-year. In addition, lobbying for specific HRA COVID-19 funding from government is ongoing through London Councils.

Future Revenue Implications of Capital Programme

47. Appendix D to this report outlines the forecast outturn on the 2020/21 to 2024/25 Capital Programme, with a balanced position over the five-year programme. Alongside marginal variances on Government Grant income and Capital Receipts, Prudential Borrowing is projected to be £817k lower. The reduction in the borrowing requirement would result in a £40k per annum reduction to revenue, which represents a minor variance when set in the context of the current MTFF position on capital financing costs.

48. Capital Projects have been affected by the pandemic and the ability to deliver to previous timescales is being reviewed on an ongoing basis. A number of schemes have had to be put on hold. It is recommended as part of this monitoring report that £6,463k of the HRA Capital Programme is rephased.
Appendix A – Detailed Group Forecasts (General Fund)

FINANCE

49. A forecast underspend of £52k is reported for the Finance Directorate as at Month 6 against normal activities, with £675k being reported against the COVID-19 pressure within Exceptional Items. Pressures within Exchequer and Business Assurance relating to the partial achievement of the managed vacancy target for the service have been netted down by vacant posts held open pending a BID review of Procurement and non-staffing underspends within Fleet.

50. Volume based reductions in bank charges relating to reduced service utilisation by Residents during the pandemic are also contributing to the position at Month 6.

Table 6: Finance Operating Budgets

<table>
<thead>
<tr>
<th>Service</th>
<th>Original Budget</th>
<th>Budget Changes</th>
<th>£’000</th>
<th>Revised Budget</th>
<th>Forecast Outturn</th>
<th>Month 6</th>
<th>Variance (As at Month 6) £’000</th>
<th>Variance (As at Month 5) £’000</th>
<th>Movement from Month 5 £’000</th>
</tr>
</thead>
<tbody>
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<td>Corporate Finance</td>
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<td>£'000</td>
<td>4,224</td>
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<td></td>
<td>636</td>
<td>684</td>
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<td>Exchequer and Business Assurance Services</td>
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<td>(52)</td>
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</table>

Table 7: Exceptional Items

<table>
<thead>
<tr>
<th>Development &amp; Risk Contingency</th>
<th>Original Budget</th>
<th>Budget Changes</th>
<th>£’000</th>
<th>Revised Budget</th>
<th>Forecast Outturn</th>
<th>Month 6</th>
<th>Variance (As at Month 6) £’000</th>
<th>Variance (As at Month 5) £’000</th>
<th>Movement from Month 5 £’000</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVID-19</td>
<td>0</td>
<td>0</td>
<td>£’000</td>
<td>0</td>
<td>675</td>
<td>675</td>
<td>665</td>
<td>665</td>
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<tr>
<td>Total Exceptional Items</td>
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<td>0</td>
<td>£’000</td>
<td>0</td>
<td>665</td>
<td>675</td>
<td>665</td>
<td>665</td>
<td>10</td>
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51. Within the Finance Service, £675k is being reported against COVID-19 pressures under Exceptional Items. The pressure arises predominantly from shortfalls in court fee income following the cessation of court hearings during the COVID-19 pandemic and is likely to increase until recovery activity through the courts can resume as normal. Additional agency resource
has also been approved to support the backlog of work within the Client Financial Affairs Team resulting directly from lockdown restrictions during the pandemic.

FINANCE OPERATING BUDGETS (£52k underspend, nil movement)

Corporate Finance (£16k underspend - £1k adverse movement)

52. The position remains in line with that reported for Month 5 and arises predominantly from the projected pressure on the cost of external audit fees continuing to be offset by volume related reductions in bank charges and banking security costs during the COVID-19 pandemic.

Exchequer & Business Assurance Services (£52k pressure, £3k favourable movement)

53. Staff resource assumptions are consistent with Month 5 and a reduction in bank charges reflects the trend across other services in the group.

Procurement (£88k underspend, £2k adverse movement)

54. The underspend position for Procurement continues to assume stable fuel prices and usage for the Fleet Service with a salary underspend arising from posts held vacant.
Social Care is projecting an overspend of £55k at Month 6 on normal activities, a favourable movement of £7k on the Month 5 position base budget position, with a pressure of £97k on the development and risk contingency. This excludes COVID-19 exceptional items of £8,504k that are covered under development and risk contingency below and are still subject to review. The net favourable movement this month is as a result of a further detailed review of staffing assumptions across the Service.

### Table 7: Social Care Operating Budgets

<table>
<thead>
<tr>
<th>Original Budget</th>
<th>Budget Changes</th>
<th>Service</th>
<th>Month 6</th>
<th>Forecast Outturn</th>
<th>Variance (As at Month 6)</th>
<th>Variance (As at Month 5)</th>
<th>Movement from Month 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>£’000</td>
<td>£’000</td>
<td></td>
<td>Revised Budget</td>
<td>Forecast</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Salaries</td>
<td>£’000</td>
<td>£’000</td>
<td>(1,203)</td>
<td>(1,163)</td>
<td>(40)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-Sal Exp</td>
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<td>319</td>
<td>157</td>
<td>162</td>
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<td></td>
<td>Income</td>
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<td>(4,677)</td>
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<td>152</td>
<td>47</td>
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<td>19,224</td>
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<td>25,366</td>
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<tr>
<td>9,849</td>
<td>651</td>
<td></td>
<td>10,500</td>
<td>10,819</td>
<td>319</td>
<td>157</td>
<td>162</td>
</tr>
<tr>
<td>(4,876)</td>
<td>0</td>
<td></td>
<td>(4,876)</td>
<td>(4,677)</td>
<td>199</td>
<td>152</td>
<td>47</td>
</tr>
<tr>
<td><strong>26,096</strong></td>
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<td></td>
<td><strong>26,051</strong></td>
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<td><strong>(854)</strong></td>
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<td>(19)</td>
<td>47</td>
<td>(66)</td>
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<tr>
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<td>0</td>
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<tr>
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<td><strong>Sub-Total</strong></td>
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<td>(676)</td>
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<td><strong>55</strong></td>
<td><strong>62</strong></td>
<td><strong>(7)</strong></td>
</tr>
</tbody>
</table>
SOCIAL CARE DEVELOPMENT AND RISK CONTINGENCY (£89k overspend, £3k adverse movement)

56. The Council’s 2020/21 Development and Risk Contingency includes provisions for areas of expenditure within Social Care for which there is a greater degree of uncertainty and relates to in-year demographic changes across Adults and Children’s Social Care, including Asylum Seekers and SEN Transport. Table 8 sets out the Month 6 projected position for the Development and Risk Contingency.

57. At Month 6, Social Care contingency is forecast to overspend against contingency by £89k, representing an adverse movement of £3k on the Month 5 position. This adverse movement is made up of a pressure of £474k within Adults, set against a favourable variance of £471k within Children’s Services.

58. The improvement in Looked after Children, Children with Disabilities and Asylum is following an implementation of a High Cost review programme, with a view to targeting timely step down pathways.

59. The contingency position in Adult Social Care is being closely monitored in line with the ongoing work on the overall impact of COVID-19 on Social Care budgets. At Month 6, pressures are being reported against both Learning Disabilities as a result of reductions in CCG income and within Mental Health from the transfer of a high cost children’s placement that has transferred to Adult Social Care.

Table 8: Social Care Development & Risk Contingency

<table>
<thead>
<tr>
<th>Original Budget</th>
<th>Budget Changes</th>
<th>Development &amp; Risk Contingency</th>
<th>Month 6</th>
<th>Variance (As at Month 6)</th>
<th>Variance (As at Month 5)</th>
<th>Movement from Month 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>£'000</td>
<td>£'000</td>
<td>Revised Budget</td>
<td>Forecast Outturn</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
</tr>
<tr>
<td>Asylum Service</td>
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<td>779</td>
<td>(284)</td>
<td>(264)</td>
<td>(20)</td>
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<td>Demographic Growth - Looked After Children</td>
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<td>3,211</td>
<td>3,407</td>
<td>196</td>
<td>572</td>
<td>(376)</td>
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<tr>
<td>Demographic Growth - Children with Disabilities</td>
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<td>895</td>
<td>598</td>
<td>(297)</td>
<td>(222)</td>
<td>(75)</td>
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<tr>
<td>SEN Transport</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Demographic Growth - Adult Social Care</td>
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<td>474</td>
</tr>
<tr>
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<td>89</td>
<td>86</td>
<td>3</td>
</tr>
<tr>
<td>COVID-19</td>
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<td>0</td>
<td>8,504</td>
<td>8,504</td>
<td>8,496</td>
<td>8</td>
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<tr>
<td>Total Exceptional Items</td>
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<td>0</td>
<td>8,504</td>
<td>8,504</td>
<td>8,496</td>
<td>8</td>
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</tbody>
</table>

Exceptional Items – COVID-19 Pressures

60. Within Social Care, COVID-19 pressures of £8,504k are being reported, which is a movement of £8k from Month 5, with approximately £7,077k of this value being reported against Adult Social Care and £1,419k being reported against Children’s Services. This is still subject to a process of review within both Adults and Children to determine both the direct and indirect cost implications from COVID-19.

61. The Adult Social Care pressure includes £2,500k of support provided to external providers during the pandemic, to ensure continuation of care to eligible Social Care clients at a time when providers are facing financial difficulty. In addition to this, a further £2,200k is forecast to provide PPE within the wider Adult Social Care service delivery model. A further £1,351k is
being forecast for additional demand, within the service as a result of the pandemic. The remaining balance relates to workforce pressures within the service that are directly attributable to the pandemic.

62. The pressure associated with Children’s Services relates to an increase in spend in Residential care as during the pandemic, the department are not able to move Children on to more suitable accommodation and therefore achieve a lower unit cost, based on providing a more appropriate level of care.

**SOCIAL CARE OPERATING BUDGETS (£55k overspend £7k favourable movement)**

**Provider and Commissioned Care (£685k underspend - £169k adverse movement)**

63. At Month 6, Provider and Commissioned Care is showing an underspend of £685k. This is predominantly as a result of large staffing underspends of £1,203k driven by the cessation of agency contracts in services delivering a reduced provision during lockdown. This has been particularly apparent in services such as Passenger Transport, which was heavily impacted by school closures and the temporary closure of Children’s Centres, where permanent staff were redeployed to Early Year’s Centres to replace agency staffing.

64. The adverse movement this month relates to updating the assumptions around service delivery in light of the changing environment in which the services operate. The adverse movement on income is from the capitalisation of Community Equipment, which is netted off against reductions in spend within the area.

**Adult Social Work (£237k overspend - £77k favourable movement)**

65. The position reported at Month 6 on the base budget is an overspend of £237k across Adult Social Work, a favourable movement of £77k, as a result of underspends against floating support budgets and other minor underspends across the Service.

66. Placement budgets within Adult Social Care are undergoing an extensive review in line with the pooled budget arrangements with the CCG and the use of the Hospital Discharge Grant to fund additional costs of discharges, to determine the long term impact of clients currently funded through this grant arrangement. The premise of the payment into the pooled budget with the CCG has been on the basis that hospital discharges as a result of COVID-19 should be on a cost neutral basis.

67. NHS England have now issued guidance on the arrangements from the 1 September 2020, following on from the cessation of the COVID-19 emergency period on the 31 August. This has now put forward transitional arrangements for funding until the 31 March 2021 for the initial costs of discharge from hospital, prior to assessment being undertaken. Discussions are being held to review options for managing these arrangement across the North West London region.

**Children’s Services (£366k overspend - £121k favourable movement)**

68. Revisions to agency staffing assumptions covering permanent posts and providing support during Covid within Children’s Services has resulted in an improved salaries position at Month 6. BID reviews are underway within Safeguarding Services which will address the high level of agency personnel currently within the service and ultimately reduce cost. Furthermore, the introduction of new agency staffing arrangements with Sanctuary Personnel, will deliver the temporary staff at a lower cost and support further reduction in spend.
SEND (£117k - £22k adverse movement)

69. Pressures on staffing budgets within SEND are driven largely by the Educational Psychology Service, however, these additional staffing requirements are delivering income within the service and broadly net off this pressure. Across the remainder of the service, staffing and non-staffing pressures caused by agency staff covering vacant posts along with additional mediation costs are driving the overspend position at Month 6. The staffing assumptions have been revised this month, leading to the adverse movement from Month 5.

Public Health (Breakeven, nil movement)

70. The Public Health budgets are offset against the Public Health Earmarked Reserve, so any over or underspend are either funded by or contribute to the reserve each year. The main spend within Public Health is through contract provision, for which services have continued to be delivered through the lockdown period as far as possible and the Government advice has been to continue funding these contracts at full value. It is currently forecast that Public Health services will be delivered within budget.

Health integration and Voluntary Sector Partnerships (£21k overspend - £1k adverse movement)

71. A fully established structure at Month 6 has led to a slight pressure within the Service of £20k, an adverse movement of £1k on the Month 5 position. There is a budget of £2.2m within this Service area to fund contributions to the Voluntary Sector, which is forecast to spend to budget at Month 6.
ENVIRONMENT, EDUCATION & COMMUNITY SERVICES

72. The Environment, Education and Community Services directorate is showing a projected outturn underspend of £590k at Month 6 on normal activities, a favourable movement of £103k from Month 6. A further £12,257k is being reported under the COVID-19 exceptional items disclosure. The overall variance on normal activities is a result of pressures within Green Spaces, Trading Standards and Parking offset by underspends in Planning, Housing, Education & Community Safety.

Table 9: Environment, Education & Community Services Operating Budgets

<table>
<thead>
<tr>
<th>Service</th>
<th>Original Budget</th>
<th>Budget Changes</th>
<th>Revised Budget</th>
<th>Forecast Outturn</th>
<th>Variance (As at Month 6)</th>
<th>Variance as at Month 5</th>
<th>Movement from Month 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
</tr>
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<tr>
<td>Exp</td>
<td>(8,429)</td>
<td>(8,452)</td>
<td>(23)</td>
<td>(34)</td>
<td>(11)</td>
<td></td>
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<tr>
<td>Sub-Total</td>
<td>(4,512)</td>
<td>0</td>
<td>(4,619)</td>
<td>(107)</td>
<td>(111)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>2,275</td>
<td>2,028</td>
<td>(247)</td>
<td>(231)</td>
<td>(16)</td>
<td></td>
<td></td>
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<tr>
<td>Non-Sal</td>
<td>2,645</td>
<td>2,723</td>
<td>78</td>
<td>78</td>
<td>0</td>
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<tr>
<td>Exp</td>
<td>(905)</td>
<td>(835)</td>
<td>70</td>
<td>69</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td>(905)</td>
<td>(835)</td>
<td>70</td>
<td>69</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-Total</td>
<td>4,015</td>
<td>3,916</td>
<td>(99)</td>
<td>(84)</td>
<td>(15)</td>
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<tr>
<td>Salaries</td>
<td>27,669</td>
<td>27,116</td>
<td>(553)</td>
<td>(520)</td>
<td>(33)</td>
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<td></td>
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<tr>
<td>Non-Sal</td>
<td>25,146</td>
<td>26,063</td>
<td>917</td>
<td>156</td>
<td>761</td>
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<td></td>
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<tr>
<td>Exp</td>
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<td>(40,244)</td>
<td>(954)</td>
<td>(123)</td>
<td>(831)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td>(39,290)</td>
<td>(40,244)</td>
<td>(954)</td>
<td>(123)</td>
<td>(831)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-Total</td>
<td>13,446</td>
<td>79</td>
<td>13,525</td>
<td>12,935</td>
<td>(590)</td>
<td>(487)</td>
<td>(103)</td>
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</tbody>
</table>
73. The Council’s 2020/21 contingency budget contains provision for areas of expenditure or income within Environment, Education and Community Services for which there is a greater degree of uncertainty. At Month 6, projected calls on contingency are forecast to be £69k greater than the budgeted provision.

Table 10: Development and Risk Contingency

<table>
<thead>
<tr>
<th>Original Budget £’000</th>
<th>Budget Change £’000</th>
<th>Contingency Item</th>
<th>Revised Budget £’000</th>
<th>Month 6 Forecast Outturn £’000</th>
<th>Variance as at Month 6 £’000</th>
<th>Variance as at Month 5 £’000</th>
<th>Movement from Month 5 £’000</th>
</tr>
</thead>
<tbody>
<tr>
<td>822</td>
<td>0</td>
<td>Impact of Welfare Reform on Homelessness Development Control - General Contingency</td>
<td>822</td>
<td>871</td>
<td>49</td>
<td>60</td>
<td>(11)</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td></td>
<td>0</td>
<td>20</td>
<td>20</td>
<td>20</td>
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<tr>
<td>822</td>
<td>0</td>
<td>Total</td>
<td>822</td>
<td>891</td>
<td>69</td>
<td>80</td>
<td>(11)</td>
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<td></td>
<td></td>
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<td>COVID-19</td>
<td>0</td>
<td>12,257</td>
<td>12,257</td>
<td>12,024</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>12,257</td>
<td>12,257</td>
<td>233</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Total Exceptional Items</td>
<td>0</td>
<td>12,257</td>
<td>12,257</td>
<td>12,024</td>
</tr>
</tbody>
</table>

74. The data in the table below shows the use of Temporary Accommodation. At Month 6, the number of households in Bed and Breakfast accommodation is 46 units above the budgeted assumptions made in modelling Supply and Demand for the 2020/21 MTFF.

Table 11: Housing Needs performance data

<table>
<thead>
<tr>
<th></th>
<th>July 2020</th>
<th>August 2020</th>
<th>September 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Approaches</td>
<td>239</td>
<td>249</td>
<td>271</td>
</tr>
<tr>
<td>Full Assessment Required</td>
<td>232</td>
<td>201</td>
<td>214</td>
</tr>
<tr>
<td>New into Temporary Accommodation (Homeless and Relief)</td>
<td>34</td>
<td>30</td>
<td>44</td>
</tr>
<tr>
<td>Households in Temporary Accommodation</td>
<td>417</td>
<td>426</td>
<td>439</td>
</tr>
<tr>
<td>Households in B&amp;B</td>
<td>156</td>
<td>165</td>
<td>176</td>
</tr>
</tbody>
</table>

75. As in previous years, a contingency has been set aside in 2020/21 to resource the procurement of Private Sector placements or the need for Temporary Accommodation in the borough. The call on contingency relating to homelessness is forecast at £871k, £49k above the budgeted provision. The movement of £11k is as a result of reduced forecast expenditure on placements into the Private Rented Sector for General Needs clients.

76. The service is currently forecasting the number of clients in B&B accommodation will average 164 over the financial year, however, management actions to reduce numbers through increased non-cost prevention and move-on activity are being implemented.

77. The Council will continue to closely monitor this risk, as following the introduction of the Homeless Reduction Act in April 2018, there has been increased demand for Housing assistance. Specific funding is retained within an Earmarked Reserve to manage this risk.

78. At Month 6, a drawdown of £20k from General Contingency is being utilised to appoint Counsel for the planning enforcement enquiry at the Brookside Moor Lane, Harmondsworth site. This involves challenging the unauthorised use of green belt land for creating a scrap yard without planning consent.
Environment, Education and Community Services are currently forecasting £12,257k of pressures against the COVID-19 exceptional items disclosure, with approximately £9,011k of this amount related to losses of income during the pandemic, with the balance being related to cost pressures.

The largest single pressure within the service area relates to approximately £3,148k loss of income from parking Fees and Charges as the Council took the decision to temporarily cease charging in this area to support residents during difficult times. A further £3,066k is being reported against Green Spaces, Sports and Culture income as a result of these services not being able to run during the pandemic, with leisure centres and golf courses closing for a period under Government guidelines. The remaining £3,039k of loss income relates to trading standards, food & safety and licencing (predominantly driven by imported food charges) and lost income from planning and development control Fees and Charges.

The expenditure pressures being reported in this area include approximately £711k for homelessness and rough sleeper support, ensuring that this vulnerable group is protected during the pandemic, alongside an estimated £1,986k to support our leisure centres following their closure during the national lockdown and £1,345k to support the Breakspur Crematorium hub. A number of smaller pressures reported across the directorate make up the remaining balance, with the largest of these being circa £146k within the Anti-Social Behaviour Team. The favourable movement on homelessness and rough sleeper support is due to an additional £536k of ‘Next Steps Accommodation’ specific grant recently being received to assist this client group.

ENVIRONMENT, EDUCATION AND COMMUNITY SERVICES OPERATING BUDGETS (£590k underspend, £103k favourable movement)

Planning, Transportation and Regeneration (£65k underspend, £42k favourable movement)

Planning Services is currently reporting a £54k underspend, largely driven by unbudgeted Section 106 funding for Air Quality project management and the reduction of agency staff across Development Management. Building Control is forecasting an underspend of £39k due to posts being held vacant until next financial year, whilst Transport and Aviation Services is reporting a £28k overspend attributable to unachievable managed vacancy factor due to the service being fully staffed.

Green Spaces, Sports and Culture (£347k underspend, £21k adverse movement)

Green Spaces, Sports and Culture is currently reporting a £347k underspend, of which £332k relates to underspends against staffing; largely driven by vacant posts across the service in a number of different areas. A further £141k relates to a reduction in non-staffing expenditure which predominantly reflects the majority of services not being operational for the most part of the financial year and limited operation going forward as some of these services gradually resume. Income pressures of £126k related to the non-staffing expenditure, partly offsets this position.

Housing (£303k underspend, £37k favourable movement)

Housing is reporting an overall underspend of £303k at Month 6. There is a large variance within the First Time Buyers service of £275k due to reduced levels of activity following a slowdown in the Housing Market, a favourable movement of £25k from Month 5.
Education (£159k overspend, £35k favourable movement)

85. The Month 6 position for Education shows an overspend of £159k against budget. The pressure on the base budget is related to a historical underlying pressure that is due to be addressed in a BID review of the Education service. The £35k favourable movement relates to staffing changes in the Attendance and Exclusions team where, following a resignation, a vacant post will be covered within existing staffing resources.

Trading Standards, Environment Health & Licensing (£172k overspend, £1k adverse movement)

86. The service is reporting a £172k pressure at Month 6. There is a £39k staffing overspend forecast, partly attributable to increased agency and overtime costs associated with COVID-19 projects (now expected to be funded from the Council’s Reopening High Streets Safely grant, which also largely accounts for the income variance reflected at Month 6). The £215k non-staffing pressure largely reflects ongoing costs associated with the Project Pompeii animal welfare case (£71k) and overspends within the Imported Food Office.

Parking Services (£107k underspend, £4k adverse movement)

87. Of the reported underspend at Month 6, £23k is attributable to an expected over-achievement in parking suspensions income. The remainder relates to the service’s staffing forecast, with recruitment to a number of vacant posts, particularly within the Parking Admin Team, subject to some delays and decreased cash collection forecasts, given lower costs were incurred during the lockdown period.

Community Safety, Cohesion & Resilience (£99k underspend, £15k favourable movement)

88. The service is reporting a £99k underspend, with staffing underspends resulting from recruitment delays across the Community Safety and ASBET teams partly negated by non-staffing overspend and an income pressure. The latter largely relates to the removal of a recharge of security costs associated with Olympic House to Social Care, these costs also having been removed from ASBET’s non-staffing forecast given that the Council is no longer responsible for security of the site. The favourable movement of £15k compared with Month 5 reflects further recruitment delays across the service.
89. Building Services, Transport and Business Improvement directorate is showing a projected outturn underspend of £677k at Month 6 on normal activities, an adverse movement of £28k from Month 5. A pressure of £3,330k is being reported against the COVID-19 pressures under exceptional items, a movement of £91k from Month 5. The overall variance is a result of underspends within Highways, Waste Services and Property & Estates.

Table 12: Building Services, Transport & Business Improvement

<table>
<thead>
<tr>
<th>Service</th>
<th>Original Budget £'000</th>
<th>Budget Changes £'000</th>
<th>Revised Budget £'000</th>
<th>Forecast Outturn £'000</th>
<th>Variance (As at Month 6) £'000</th>
<th>Variance (as at Month 5) £'000</th>
<th>Movement from Month 5 £'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property &amp; Estates</td>
<td>449</td>
<td>10</td>
<td>Salaries</td>
<td>459</td>
<td>429</td>
<td>(30)</td>
<td>(24)</td>
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<tr>
<td></td>
<td></td>
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<td>Non-Sal Exp</td>
<td>3,596</td>
<td>3,560</td>
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<td>(57)</td>
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<td></td>
<td></td>
<td></td>
<td>Income</td>
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<td>(285)</td>
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<td>1,176</td>
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<td>Sub-Total</td>
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<td>(366)</td>
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<td>Capital Programme</td>
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<td>59</td>
<td>(195)</td>
<td>(193)</td>
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<td></td>
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<td>Income</td>
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<td>592</td>
<td>549</td>
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<td>Sub-Total</td>
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<td>Repairs &amp; Engineering</td>
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<td>Salaries</td>
<td>726</td>
<td>821</td>
<td>95</td>
<td>130</td>
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<td></td>
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<td>Non-Sal Exp</td>
<td>4,127</td>
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<td>61</td>
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<td>Income</td>
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<td>(107)</td>
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<td>4,661</td>
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<td>18</td>
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<td>Non-Sal Exp</td>
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<td>(215)</td>
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<td>(3,011)</td>
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<td>14,557</td>
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<td>(30)</td>
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<tr>
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<td>Income</td>
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<td>(106)</td>
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<tr>
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<td>20,606</td>
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<td>(152)</td>
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<td>ICT</td>
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<td>2,974</td>
<td>(113)</td>
<td>(158)</td>
</tr>
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<td></td>
<td></td>
<td>Non-Sal Exp</td>
<td>4,444</td>
<td>4,560</td>
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<td>53</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Income</td>
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<td>(203)</td>
<td>(3)</td>
<td>(3)</td>
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<td>7,331</td>
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<td>7,331</td>
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<tr>
<td>Town Centre Initiatives</td>
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<td>Salaries</td>
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<td>303</td>
<td>(55)</td>
<td>(55)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Non-Sal Exp</td>
<td>156</td>
<td>340</td>
<td>184</td>
<td>185</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Income</td>
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<td>(205)</td>
<td>(152)</td>
<td>(152)</td>
</tr>
<tr>
<td></td>
<td>461</td>
<td>0</td>
<td>Sub-Total</td>
<td>461</td>
<td>438</td>
<td>(23)</td>
<td>(22)</td>
</tr>
<tr>
<td>Building Services &amp; Business Improvement</td>
<td>358</td>
<td>0</td>
<td>Salaries</td>
<td>17,724</td>
<td>17,312</td>
<td>(412)</td>
<td>(405)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Non-Sal Exp</td>
<td>30,907</td>
<td>30,683</td>
<td>(224)</td>
<td>(196)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Income</td>
<td>(11,101)</td>
<td>(11,142)</td>
<td>(41)</td>
<td>(104)</td>
</tr>
<tr>
<td></td>
<td>461</td>
<td>0</td>
<td>Total</td>
<td>37,530</td>
<td>36,853</td>
<td>(677)</td>
<td>(705)</td>
</tr>
</tbody>
</table>
90. The Council’s 2020/21 contingency budget contains provision for areas of expenditure or income within Building Services, Transport & Business Improvement for which there is a greater degree of uncertainty. At Month 6, projected calls on contingency are £115k below budget.

Table 13: Development and Risk Contingency

<table>
<thead>
<tr>
<th>Original Budget</th>
<th>Budget Changes</th>
<th>Development &amp; Risk Contingency</th>
<th>Month 6</th>
<th>Variance (As at Month 6)</th>
<th>Variance (as at Month 5)</th>
<th>Movement from Month 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>£’000</td>
<td>£’000</td>
<td></td>
<td>Revised Budget</td>
<td>Forecast Outturn</td>
<td>£’000</td>
<td>£’000</td>
</tr>
<tr>
<td>2,050</td>
<td>0</td>
<td>Waste Disposal Levy &amp; Associated Contracts</td>
<td>2,050</td>
<td>1,685</td>
<td>(365)</td>
<td>(115)</td>
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<tr>
<td>2,050</td>
<td>0</td>
<td>Current Commitments</td>
<td>2,050</td>
<td>1,685</td>
<td>(365)</td>
<td>(115)</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>Total Exceptional Items</td>
<td>0</td>
<td>3,330</td>
<td>3,330</td>
<td>3,239</td>
</tr>
</tbody>
</table>

91. The call on the Waste contingency is £1,685k, to fund estimated population driven increases in the cost of disposal via the West London Waste Authority (WLWA) levy and associated waste disposal contracts. This is a reduction of £365k compared with budget, an improvement of £250k on month 5, largely reflecting a revised forecast to levy tonnages following confirmation of the quarter 2 pay as you throw tonnages through West London Waste.

92. There has been a 5% increase in residual waste volumes (which account for the largest proportion of the Council’s disposal costs) this year to date compared to the same period last year, although this is within budgeted levels. Whilst mixed organic (food and garden) tonnages are running 17% above those in the equivalent period last year (partly impacted by the pandemic and lockdown), aggregate PAYT costs for the first two quarters were below expectations, reflecting partly the more favourable disposal rates on these waste streams.

93. Mixed dry recycling tonnages are running 19% above those for the equivalent period last year, affecting disposal costs via the Council’s contract with Biffa. This waste stream has been most significantly affected by the pandemic, with year on year increases sustained at a very high level despite the end of the most severe lockdown measures. Accordingly, a further £650k is reported against Exceptional Items related to COVID-19 to report on the estimated additional costs emerging. This will be reviewed as the year progresses and the position becomes clearer.

Exceptional Items – COVID-19 Pressures

94. Building Services, Transport and Business Improvement Services are currently forecasting COVID-19 pressures of £3,330k, which relates to £1,251k of expenditure pressures alongside £2,079k of income shortfalls all directly attributable to the COVID-19 pandemic.

95. The Waste Service is reporting staffing pressures due the Council’s Passenger Services vehicles being used to transport waste crews to facilitate social distancing measures, as well as non-staffing pressures due to higher kerbside collections, predominantly within garden and mixed dry recycling, slower progress regarding recycling initiatives given delays in the recruitment to three new recycling officer posts and pressures in relation to recycling bag spend.

96. Within the income shortfall reported against COVID-19, £901k relates to the Waste Service, attributable to reduced income at the New Years Green Lane site whilst it was closed (and reduced activity since reopening), a decrease in income from Trade Waste collection services and a shortfall in recycling income as markets for certain materials, particularly textiles, have collapsed due to the pandemic.
97. A pressure against rental income of approximately £570k is included within Property & Estates on the anticipation that income collection rates are likely to reduce from commercial shops, General Estates and garages alongside other small pressures within rental income budgets.

98. Finally, £615k is being reported in Highways as a result of the part-year suspension of vehicle crossovers work, reduced street-works activity during the early part of the lockdown period, an anticipated decrease in recharge income owing to TfL’s LIP funding suspension and the timing of the borough highways capital programme plus contractor costs associated with social distancing pavement markings.

BUILDING SERVICES, TRANSPORT AND BUSINESS IMPROVEMENT SERVICES OPERATING BUDGETS (£677k underspend, £28k adverse movement)

Property and Estates (£370k underspend, £4k favourable movement)

99. There is a reported underspend of (£370k) at Month 6, predominantly due to additional rental income receivable from two new leases effective from April.

Capital Programme (£68k overspend, £8k adverse movement)

100. The Capital and planned works service is showing a projected pressure of £68k against base budget. This represents the residual expenditure for staffing and project costs after fees have been assumed as chargeable to capital projects.

Repairs and Engineering (£75k overspend, £9k favourable movement)

101. The Facilities Management Service is showing an overspend of £71k against budget, attributable to increased reactive and compliance works required across the corporate property portfolio. In addition, the Health and Safety service is projecting an overspend of £4k due to the use of an external training provider.

Highways (£281k underspend, £80k favourable movement)

102. The service is reporting a £281k underspend at Month 6, reflecting reduced costs associated with the construction of domestic vehicle crossings whilst works ceased following lockdown (not resuming until the latter part of May), below-budget street lighting energy spend and a reduction in the minor works programme. The favourable movement in the month is largely attributable to the aforementioned decrease in street lighting energy costs.

Waste Services (£146k underspend, £6k adverse movement)

103. There is a reported £146k underspend across Waste Services. The staff costs forecast is £2k above budget, resulting from overtime and agency pressures, partly netted down by delays to the recruitment of three new recycling officer posts. The £32k non-staffing underspend is attributable to the temporary cessation of Waste Weekend events partly offset by increased spend on trade waste bin maintenance. There is a favourable income variance of £116k, largely reflecting the new charging structure for bulky waste collection services.

ICT (£nil variance, £108k adverse movement)

104. ICT is reporting a nil variance at Month 6. Whilst there is a favourable staff costs variance of £113k, largely attributable to vacant posts as the service continues to recruit to establish the structure approved as part of the March 2019 BID business case, there is a non-staffing pressure of £116k with annual renewal uplifts and upgrades impacting on contract costs. The adverse movement in the month results from an increase in agency to cover a long-term medical absence and further emerging contract pressures.
Town Centre Initiatives (£23k underspend, £1k favourable movement)

105. A staffing underspend at Month 6 relates to a plan to recruit a new Town Centres Improvement Officer no longer being progressed (this post was to be recharged to capital, with a compensatory pressure against the income budget). There is a £184k non-staffing underspend at Month 6, though this largely reflects anticipated spend against the Reopening High Streets Safely grant (and which is offset by a favourable variance on the service’s income line).
An underspend of £321k is reported for the Corporate Resources and Services Directorate at Month 6, a favourable movement of £76k from Month 5. The overall variance is a result of an underspend within Business and Technical Support. A pressure of £898k is reported against the COVID-19 exceptional item disclosure, an adverse movement of £13k from Month 5.

Table 14: Corporate Resources & Services Directorate Operating Budgets

<table>
<thead>
<tr>
<th>Original Budget £'000</th>
<th>Budget Changes £'000</th>
<th>Service</th>
<th>Revised Budget £'000</th>
<th>Forecast Outturn £'000</th>
<th>Variance (As at Month 6) £'000</th>
<th>Variance (As at Month 5) £'000</th>
<th>Movement from Month 5 £'000</th>
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<td>(11)</td>
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<td>(73)</td>
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<td>(590)</td>
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<tr>
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</table>
Exceptional Items – COVID-19 Pressures

107. Within Corporate Resources and Services Directorate, a pressure of £898k is being reported against the COVID-19 exceptional items disclosure, with £413k of this relating to expenditure pressures and £485k relating to income shortfalls.

Table: 15 Corporate Resources & Services Development & Risk Contingency

<table>
<thead>
<tr>
<th>Original Budget £'000</th>
<th>Budget Changes £'000</th>
<th>Development &amp; Risk Contingency</th>
<th>Month 6 Revised Budget £'000</th>
<th>Forecast Outturn £'000</th>
<th>Variance (As at Month 6) £'000</th>
<th>Variance (As at Month 5) £'000</th>
<th>Movement from Month 5 £'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>£'000</td>
<td>£'000</td>
<td>COVID-19</td>
<td>0</td>
<td>898</td>
<td>898</td>
<td>885</td>
<td>13</td>
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<td>0</td>
<td>0</td>
<td>Total Exceptional Items</td>
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<td>898</td>
<td>898</td>
<td>885</td>
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</table>

108. Within the expenditure pressures, £260k relates to the costs of non-Social Care Personal Protective Equipment (PPE) and £63k to the Council’s provision of food shopping to shielding residents and some of the more vulnerable residents of the borough. The remaining balance is made up of smaller items, the largest being £16k of mortuary funding for additional PPE and refrigerated storage.

109. Within the £485k pressure reported against income shortfalls from the COVID-19 pandemic, £172k relates to a loss of income against Land Charges, alongside £187k relating to income from the registration of Births, Deaths and Marriages, a further £100k from reduced court hearings and £16k reported against street naming income, all of which are related to lockdown restrictions and social distancing impacting on these services.

CORPORATE RESOURCES & SERVICES OPERATING BUDGET (£321k underspend, £76k favourable movement

Democratic Services (£73k pressure, £6k adverse movement)

110. A pressure of £73k is reported for Month 6, a £6k adverse movement from month 5 as a result of additional staffing requirements across the service.

Human Resources (£31k underspend, £23k favourable movement)

111. The Month 6 position is reflecting the impact of the reorganisation of the senior Management tier, in line with the ongoing BID review and proposals agreed by the Leader. As for previous months, underspends in Learning and Development budgets continue to be reported as a result of a reduction in training spend during lockdown.

Legal Services (£122k underspend, £16k adverse movement)

112. Posts held vacant within Legal Services during the COVID-19 pandemic have resulted in a net underspend. The Month 6 position assumes recruitment to 6 posts of varying grades currently vacant by January and includes a £60k provision for the utilisation of external legal expertise that may be required to support with peaks in workload.

Corporate Communications (£18k underspend, £4k favourable movement)

113. The service is reporting an underspend of £18k at Month 6. There is a £15k staff costs underspend, attributable to delayed recruitment to several vacant posts, not all of which have been covered by agency. The £3k non-staffing underspend largely results from reduced printing costs associated with the smaller format April/May edition of Hillingdon People.
Business Performance (£4k underspend, £2k adverse movement)

114. Business Performance is showing an underspend position of £4k at Month 6, broadly in line with Month 5 assumptions.

Business & Technical Support (£219k underspend, £73k favourable movement)

115. The service is reporting an underspend of £219k, largely attributable to vacant posts, with recruitment to a number of these not now anticipated following staffing reviews across the group. Savings arising from post deletions are assumed to off-set £200k of the £267k 2019/20 MTFF savings target carried forward. The reorganisation of the Senior Management tier as part of the ongoing Service BID reviews approved by the Leader is reflected for the current month.
Appendix B – Other Funds

SCHOOLS BUDGET

Dedicated Schools Grant (£9,136k overspend, £10k adverse)

116. The Dedicated Schools Grant (DSG) monitoring position is an in-year overspend of £9,136k at month 6, this is an increase of £1,961k on the budgeted deficit of £7,175k and a £10k adverse movement from the position reported at month 5. The overspend is due to ongoing pressures in the cost of High Needs placements, where significant growth continues. The budget for High Needs was increased for 2020/21 to take account of projected growth, but the recent publication of the SEN2 data indicates that growth in EHCPs in the past academic year has been significantly higher at 17.5%. When the £15,002k deficit brought forward from 2019/20 is taken into account, the cumulative deficit carry forward to 2021/22 is £24,138k.

Table 16: DSG Income and Expenditure 2020/21

<table>
<thead>
<tr>
<th>Original Budget</th>
<th>Budget Changes</th>
<th>Funding Block</th>
<th>Revised Budget</th>
<th>Forecast Outturn</th>
<th>Variance (As at Month 6)</th>
<th>Variance (As at Month 5)</th>
<th>Change from Month 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>£'000</td>
<td>£'000</td>
<td></td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
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<td>(50)</td>
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<tr>
<td>25,401</td>
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<td>25,401</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
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<tr>
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<td>22,177</td>
<td>24,138</td>
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</table>

Dedicated Schools Grant Income (Nil variance, no change)

117. It is not expected that there will be any further adjustments to the Dedicated Schools Grant Income for 2020/21. The DfE recognises that the number of children attending childcare may not have returned to normal levels by early January, in light of the coronavirus (COVID-19) outbreak. Therefore the final Early Years funding allocation to local authorities will exceptionally be based on the January 2020 census count with no adjustment made based on any change in numbers in the January 2021 census.

Schools Block (£119k underspend, £50k favourable)

118. The Schools Block includes all funding paid directly to mainstream schools as part of their delegated budget share, including the funding recouped by the ESFA and paid to mainstream academies. There is also a growth contingency fund which is funded from the Schools Block. Schools that are expanding, in agreement with the local authority, to meet basic need pupil population growth, receive additional funding to provide financial recompense throughout the relevant financial year to cover the cost of this agreed and planned growth.

119. Schools Forum took the decision to withhold growth contingency allocations for one school due to insufficient projected pupil growth in September 2020 and therefore there will be an underspend relating to this allocation. The growth contingency policy has been amended for 2020/21 in order address the growth in secondary pupils. Schools will be funded for any Year 7 pupils which are above the Published Admission Number (PAN). £480k was set aside for this
purpose, with the actual funding requirement will not be known until actual numbers on roll recorded on the October census are confirmed.

120. The growth contingency also funds diseconomies of scale funding for new basic need academy schools. School Forum has taken the decision to limit the funding to one school in receipt of diseconomies which has resulted in a further projected underspend.

Early Years Block (Nil variance, no change)

121. The process for determining early years funding allocations for local authorities is to take an annual census count of the number of hours taken up by children each January. The rationale is that this is the mid-point of the academic year and therefore balances the lower numbers eligible for the free entitlements in the autumn term and the higher numbers in the summer term. The DfE recognises that, given COVID-19, the number of children accessing childcare may not have returned to normal levels by January 2021. Therefore the final funding allocation to local authorities for the 2020 autumn term will be based on the January 2020 census count.

122. From the start of the autumn term 2020, the guidance is for local authorities to continue to fund providers which are open at broadly the levels they would have expected to see in the 2020 autumn term had there been no COVID-19 outbreak. Providers which have been advised to close, or left with no option but to close, due to public health reasons should also be funded as normal. Providers which are closed, without public health reason, should not receive funding. Officers are currently reviewing the number of providers planning to open from September and will adjust payments accordingly. The financial impact of this will be known in more detail in the coming months.

Central School Services Block (£38k overspend, no change)

123. The published DSG budget allocations confirmed a 20% decrease in the Central School Services Block provided for historic commitments. This resulted in a £265k reduction in funding, though this was partly off-set by £51k of additional funding for pupil growth. This reduction in funding resulted in a budget shortfall for the services funded by the Central School Services block adding to the pressure which has led to an overall deficit DSG being agreed for 2020/21.

124. At month 6 the Central School Services block is projecting a £38k pressure predominantly due the additional cost of maternity cover in the School Placement and Admissions.

High Needs Block (£2,042k overspend, £60k adverse)

125. There continues to be significant pressure in the High Needs Block in 2020/21, with an overspend of £2,042k being projected at month 6. The growth in the number of pupils with an EHCP continued throughout 2019/20 with the recently published SEN2 data indicating that growth in Hillingdon in the past academic year has been 17.5%.

126. The current academic year has seen a further increase in the number of in-borough special schools that are now over their commissioned place number. Where a special school is over its planned place number there is a requirement to fund for the additional places plus the agreed top-up funding which is placing additional pressure on the High Needs block.

127. Due to a continuing lack of capacity in-borough and across other local authority provision, there is a requirement to place pupils in more costly school placements, with an increase in the number of children that commenced new placements in Independent special schools in the current academic year. This is resulting in significant additional pressure on the High Needs block. There are still a number of SEN pupils awaiting a school placement and whilst an estimate of the cost of this has been included in the current projection, the actual cost of these
placements is not yet known and so there may be a further increase to the total expenditure on
SEN placements.

128. There was a further increase in the cohort of post-16 SEN placements in 2019/20 and this
has put additional pressure on the 2020/21 High Needs budgets with the potential that
placements for young people with SEN can continue to be funded up to the age of 25. The fees
for the September 2020 cohort are still being finalised and a more up to date position will be
reported at Month 7, which may result in an adverse movement.

129. In addition to the cost of pupils with an EHCP, the High Needs Block is now funding Early
Support Funding (ESF) as an alternative to the allocation of statutory funding for children with
SEN who experience significant barriers to learning. This funding allows schools to access
funding quicker to enable them to intervene early and have the greatest impact. Whilst the
expectation is that this might reduce total costs in the long-term, we are yet to see the financial
impact of this.

COVID-19 - Financial Impact on Schools

130. Some schools have indicated budget pressures as a consequence of additional costs in
relation to COVID-19. Whilst there is the opportunity for schools to claim for exceptional costs
through the Department for Education directly, the categories of expenditure are very specific
(increased premises costs, support for free school meals for eligible children who are not
attending school and additional cleaning) and the guidance indicates that schools with reserves
are unlikely to be eligible for funding.

131. The DfE has confirmed that there will be no opportunity for schools to claim for exceptional
costs incurred as a result of COVID since September. The expectation is that these costs should
be met from existing school funding.

132. The impact of COVID-19 on income generation has also been significant for some schools.
A number of schools generate significant levels of additional income from private sources for
letting the premises and COVID-19 has resulted in a temporary stop on all such activities. The
DfE has confirmed that there will be no compensatory additional funding in relation to this
and therefore this lost revenue will create an additional pressure on school budgets.

133. The DfE has confirmed that the £650m universal catch-up premium funding will be paid
directly to schools on a per pupil basis. Mainstream schools will receive £80 per pupil, with
Special Schools receiving £240 per place. Schools will have flexibility to use this funding which
should be used for specific activities to support pupils to catch up for lost teaching over the
previous months. In addition, schools will be able to access £350m of funding through a National
Tutoring Programme to provide additional targeted support for those children and young people
who need the most help.
COLLECTION FUND

134. A deficit of £4,804k is reported within the Collection Fund relating to an adverse position across both Council Tax and Business Rates, which is predominantly driven by reduced growth in the Council Tax taxbase and a reduction in the Business Rates taxbase as a result of expected business failures due to the COVID-19 pandemic. Additional support within Council Tax is driving approximately 40% of the pressure as households face financial difficulty. The majority of the movement sits within Business Rates and is attributable to a significant reduction in gross yield, nearly wholly offset by Section 31 Grant income as more businesses qualify for Retail Relief.

135. The Council is participating in the 50% Business Rates Retention Pool for London, which provides scope for retaining additional growth while guaranteeing the level of income the Council would have received under the existing 50% Retention system. Business Rates projections below reflect this guaranteed position, with any additional funds available from the pool to be captured separately in budget setting reports as appropriate.

Table 17: Collection Fund

<table>
<thead>
<tr>
<th>Original Budget</th>
<th>Budget Changes</th>
<th>Service</th>
<th>Month 6</th>
<th>Variance (As at Month 6)</th>
<th>Variance (As at Month 5)</th>
<th>Movement from Month 5</th>
</tr>
</thead>
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<td>£000</td>
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<td>53,666</td>
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<td>Less: Tariff</td>
<td>53,666</td>
<td>53,666</td>
<td>0</td>
<td>0 0</td>
</tr>
<tr>
<td>8,784</td>
<td>0</td>
<td>Less: Levy</td>
<td>8,784</td>
<td>5,613</td>
<td>(3,171)</td>
<td>(3,077) (93)</td>
</tr>
<tr>
<td>(498)</td>
<td>0</td>
<td>B/fwd Surplus</td>
<td>(498)</td>
<td>(1,464)</td>
<td>(966)</td>
<td>(966) 0</td>
</tr>
<tr>
<td>(56,503)</td>
<td>0</td>
<td>Sub-Total</td>
<td>(56,503)</td>
<td>(54,679)</td>
<td>1,824</td>
<td>1,818 6</td>
</tr>
<tr>
<td>(177,250)</td>
<td>0</td>
<td>Total Collection Fund</td>
<td>(177,250)</td>
<td>(172,446)</td>
<td>4,804</td>
<td>4,800 4</td>
</tr>
</tbody>
</table>

136. At Month 6 a deficit of £2,980k is projected against Council Tax, the position includes an adverse variance reported against Gross Income of £607k, which is being driven by a smaller than forecast growth in the taxbase as a result of delays in property building during the pandemic alongside a reduction in the collection rate forecasting to lead to an increase in the bad debt provision required for 2020/21. The movement from Month 5 is mainly driven by a marginal movement in the taxbase forecast. The majority of the pressure in Council Tax is driven by a £2,109k pressure within Council Tax Support as a result of increased demand as households face financial difficulties. The position is compounded by a pressure of £264k against the brought forward surplus as a result of an adverse movement at outturn within Council Tax, this is the result of the Council ceasing debt chasing activities at the end of 2019/20 due to the COVID-19 pandemic. Within this position, potential volatility in Discounts and Exemptions continue to be closely monitored.

137. A £1,824k deficit is reported across Business Rates at Month 6, the position includes an adverse variance against in-year activity of £2,790k with this variance being driven by an adverse position within Gross Rates of £31,712k. This is predominantly due to the Government’s support package to assists businesses during the pandemic, including 100% rates relief for the retail, hospitality and leisure sectors, this relief is wholly funded by Section
31 Grants and explains the favourable position in this area, represented by an overachievement of grant income of £25,751k. The £31,712k adverse variance against gross rates assumes a reduction in the taxbase due to business failure caused by financial hardship during the pandemic. The additional support offered by Central Government was announced after the Council set the 2020/21 budget and explains why such large variances are being reported.

138. The in-year position includes a favourable position being reported against the Levy of £3,171k, which is the result of the reduction in the taxbase and lower gross rates yield for the Council, leading to a lower levy payment due to Central Government. In addition, a surplus is reported against the brought forward surplus of £966k, driven by a favourable movement at outturn as a result of clarity received from the London Pool position at year end.
Appendix C – HOUSING REVENUE ACCOUNT

139. The Housing Revenue Account (HRA) is currently forecasting a drawdown of reserves of £2,033k, which is £5k favourable compared to the Month 5 position. This excludes the potential cost pressures of Covid-19, which are estimated at £495k. The 2020/21 closing HRA General Balance is forecast to be £15,042k. The use of reserves is funding investment in new housing stock. The table below presents key variances by service area.

Table 18: Housing Revenue Account

<table>
<thead>
<tr>
<th>Service</th>
<th>Month 6</th>
<th>Variance (+ adv / - fav)</th>
<th>Movement from Month 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Revised Budget</td>
<td>Forecast Outturn</td>
<td>Variance (As at Month 6)</td>
</tr>
<tr>
<td></td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
</tr>
<tr>
<td>Rent Income</td>
<td>(57,872)</td>
<td>(57,693)</td>
<td>179</td>
</tr>
<tr>
<td>Other Income</td>
<td>(5,414)</td>
<td>(5,307)</td>
<td>107</td>
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<tr>
<td>Net Income</td>
<td>(63,286)</td>
<td>(63,000)</td>
<td>286</td>
</tr>
<tr>
<td>Housing Management</td>
<td>14,741</td>
<td>14,543</td>
<td>(198)</td>
</tr>
<tr>
<td>Tenant Services</td>
<td>3,759</td>
<td>3,796</td>
<td>37</td>
</tr>
<tr>
<td>Repairs</td>
<td>5,368</td>
<td>5,549</td>
<td>181</td>
</tr>
<tr>
<td>Planned Maintenance</td>
<td>4,040</td>
<td>3,710</td>
<td>(330)</td>
</tr>
<tr>
<td>Capital Programme Funding</td>
<td>20,790</td>
<td>20,790</td>
<td>0</td>
</tr>
<tr>
<td>Interest &amp; Investment Income</td>
<td>15,385</td>
<td>15,385</td>
<td>0</td>
</tr>
<tr>
<td>Development &amp; Risk Contingency</td>
<td>1,260</td>
<td>1,260</td>
<td>0</td>
</tr>
<tr>
<td>Operating Costs</td>
<td>65,343</td>
<td>65,033</td>
<td>(310)</td>
</tr>
<tr>
<td>(Surplus) / Deficit</td>
<td>2,057</td>
<td>2,033</td>
<td>(24)</td>
</tr>
<tr>
<td>General Balance 01/04/2020</td>
<td>(17,075)</td>
<td>(17,075)</td>
<td>0</td>
</tr>
<tr>
<td>General Balance 31/03/2021</td>
<td>(15,018)</td>
<td>(15,042)</td>
<td>(24)</td>
</tr>
</tbody>
</table>

Income

140. As at Month 6 the rental income and other income forecast is an under recovery totalling £286k, nil movement on Month 5.

141. The number of Right to Buy (RTB) applications received in the first six months of 2020/21 was 93 compared to 94 for the same period in 2019/20; a reduction of 1%. There has been 20 RTB completions in the first six months of 2020/21 compared to 26 for the same period in 2019/20; a reduction of 23%. The RTB applications and sales will be kept under review during the year. As at Month 6, the 2020/21 RTB sales forecast is 50, which is the same as the budgeted sales.

Expenditure

142. The Housing management service is forecast to underspend by £198k, a favourable movement of £134k on Month 5 due to reduced staffing forecasts on tenancy management £25k and repairs management £95k, and running costs of £14k.

143. Tenant services is forecast to overspend by £37k, a minor favourable movement of £1k on Month 5.
144. The repairs and planned maintenance budget totals £9,408k. There is an adverse movement on Month 5 of £130k due an increase in forecasts for scaffolding equipment £35k, maternity cover £20k, repairs staffing costs of £53k, and confirmed Covid-19 costs of £22k relating to day-to-day catch up repairs.

145. As at Month 6 the capital programme funding, interest and investment income and development and risk contingency budgets are forecast to break even.

**COVID-19 cost pressures on the HRA**

146. The table below summarises the HRA COVID-19 cost pressures identified to date and this will be kept under review during the year. These pressures total £495k in Month 6 and are not included in the HRA forecast position.

147. The key pressures relate to repairs and maintenance totalling £281k due to unreported and catch up day-to-day repairs and void works, and bad debt provision totalling £214k due to increasing arrears and the age of the arrears.

148. The movement from Month 5 is £22k and relates to day-to-day catch up repairs. This pressure of £22k has been moved from the COVID-19 risk list below and is now declared in the HRA Month 6 forecast £24k underspend position.

**Table 19: HRA COVID-19 pressures**

<table>
<thead>
<tr>
<th>HRA COVID-19 pressures</th>
<th>2020/21 Month 6</th>
<th>2020/21 Month 5</th>
<th>2020/21 Movement from Month 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
</tr>
<tr>
<td>Repairs and Planned Maintenance</td>
<td>281</td>
<td>303</td>
<td>(22)</td>
</tr>
<tr>
<td>Development and Risk Contingency – Bad Debt Provision</td>
<td>214</td>
<td>214</td>
<td>0</td>
</tr>
<tr>
<td>Total HRA Revenue Covid-19 pressures</td>
<td>495</td>
<td>517</td>
<td>(22)</td>
</tr>
</tbody>
</table>
HRA Capital Expenditure

149. The HRA capital programme is set out in the table below. The 2020/21 revised budget has increased to £69,472k following receipt of the Green Homes Grant approved by Cabinet in October. The 2020/21 forecast expenditure is £45,314k with a net variance of £24,158k of which £23,163k is due to re-phasing and £995k due to cost under spends.

Table 20: HRA Capital Expenditure

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
</tr>
<tr>
<td>Major Projects (Note 1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New General Needs Housing Stock</td>
<td>39,712</td>
<td>28,398</td>
<td>(170)</td>
<td>(11,144)</td>
<td>141,424</td>
<td>141,254</td>
<td>(170)</td>
<td>5</td>
</tr>
<tr>
<td>New Build - Shared Ownership</td>
<td>7,023</td>
<td>1,223</td>
<td>(125)</td>
<td>(5,675)</td>
<td>14,867</td>
<td>14,742</td>
<td>(125)</td>
<td></td>
</tr>
<tr>
<td>New Build - Supported Housing Provision</td>
<td>816</td>
<td>816</td>
<td>0</td>
<td>0</td>
<td>816</td>
<td>816</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Total Major Projects</td>
<td>47,551</td>
<td>30,437</td>
<td>(295)</td>
<td>(16,819)</td>
<td>157,107</td>
<td>156,812</td>
<td>(295)</td>
<td>5</td>
</tr>
<tr>
<td>HRA Programmes of Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Works to Stock programme</td>
<td>15,870</td>
<td>9,526</td>
<td>0</td>
<td>(6,344)</td>
<td>60,243</td>
<td>60,243</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Major Adaptations to Property</td>
<td>2,188</td>
<td>1,488</td>
<td>(700)</td>
<td>0</td>
<td>10,129</td>
<td>9,429</td>
<td>(700)</td>
<td>(400)</td>
</tr>
<tr>
<td>Green Homes</td>
<td>3,863</td>
<td>3,863</td>
<td>0</td>
<td>0</td>
<td>3,863</td>
<td>3,863</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Total HRA Programmes of Work</td>
<td>21,921</td>
<td>14,877</td>
<td>(700)</td>
<td>(6,344)</td>
<td>74,235</td>
<td>73,535</td>
<td>(700)</td>
<td>(400)</td>
</tr>
<tr>
<td>Total HRA Capital</td>
<td>69,472</td>
<td>45,314</td>
<td>(995)</td>
<td>(23,163)</td>
<td>231,342</td>
<td>230,347</td>
<td>(995)</td>
<td>(395)</td>
</tr>
<tr>
<td>Movement from Month 5</td>
<td>3,863</td>
<td>3,189</td>
<td>(395)</td>
<td>(279)</td>
<td>3,863</td>
<td>3,468</td>
<td>(395)</td>
<td></td>
</tr>
</tbody>
</table>

Note 1: see Annex A for a detailed breakdown of the major projects by scheme

Major Projects

150. The 2020/21 Major Projects programme revised budget is £47,551k. Forecast expenditure is £30,437k, with a re-phasing variance of £16,819k and a cost underspend of £295k forecast in 2020/21.

New General Needs Housing Stock

151. There is forecast re-phasing of £11,144k across the General Needs programme due to delays in the progress of several projects, partly arising from Covid-19 lockdown.

152. A cost under spend of £300k is forecast on the completed mixed tenure development at Acol Crescent, apportioned across general needs and shared ownership, after agreement of the final account with the contractor. This is marginally offset by a minor over spend of £5k on the acquisition of 17 new build homes over three sites.

153. The redevelopment of Maple and Poplar Day Centre was put on hold due to the Covid-19 crisis. The construction works have been tendered and a contractor is ready to be appointed. The project has a planned development of 34 units comprising 50% general needs social housing and the remainder being shared ownership.
154. Works are in progress on site for the redevelopment of the former Willow Tree depot into
general needs housing and are expected to be complete in April 2021.

155. Construction works at the Nelson Road development were paused due to Covid-19 however
the main contractor resumed work on site in July 2020 with the construction of the 6 new homes
due to earlier delays now expected to be complete by May 2021.

156. Seventeen buybacks have been formally approved in 2020/21 estimated to cost up to
£5,328k inclusive of stamp duty, legal fees & expected void repairs costs from the Acquisitions
and Internal Developments budget, partially offset by the reallocation of £1,080k previously
approved funding for three properties that are no longer progressing. Formal approval will be
sought shortly for an amount of £1,477k to purchase and repair a further six ex-Right-to-Buy
properties.

157. In October 2019 Cabinet Members approved the purchase of land at Newport Road and a
turnkey package development of 28 units for short-term accommodation, at a total cost of
£9,071k including stamp duty and fees, and a deposit of £1,297k was previously paid in
2019/20. Further staged payments will be released in 2020/21 and 2021/22 as the construction
works progress, which are due to complete in September 2021.

158. In September 2020 Cabinet Members approved the purchase of freehold acquisition of 253
Park Road, Uxbridge and 9 new build homes for short term accommodation which are currently
under construction at a package price of £3,736k including stamp duty and fees, with a deposit of
£724k payable on exchange of contracts. A further staged payment will be released in
2020/21 on completion of the construction works, which are due to complete in March 2021.

New Build - Shared Ownership

159. The New Build Shared Ownership budget comprises schemes being delivered across five
sites. These are expected to deliver 116 units in total.

160. The mixed tenure redevelopment of the former Belmore Allotments site has had planning
approval however the project remains on hold with options for the site under review.

161. Revised plans for the redevelopment of Woodside Day Centre have been reviewed following
changes to the original plan for the ground floor. A planning application is to be submitted
shortly followed by tenders. Construction works are not expected to proceed until next year.

New Build - Supported Housing

162. Construction of the supported housing projects at Grassy Meadow and Park View are
complete and sites are operational, with some minor external works at Grassy Meadow
remaining to be completed in 2020/21. Liquidated damages continue to be held against the
Park View contractor for delays. Currently the total project costs are expected to come in within
the revised budget pending any appeals from the contractor.

HRA Programmes of Work

163. The Works to Stock 2020/21 revised budget is £15,870k. Due partly to the Covid-19 crisis,
forecast expenditure has reduced by £6,344k from budget across various work streams, with
planned programmes in various stages of progress and some schemes continuing into next
year.

164. The major adaptations to property budget forecast has reduced by a further £400k compared
to Month 5 based on anticipated demand for the year.
165. The Council has been successful with an application to the Green Homes Grant Local Authority Delivery scheme for funding to provide energy efficiency upgrades to low-income homes, and has recently been awarded £3,863k from the Department for Business, Energy and Industrial Strategy. Works will be tendered shortly to appoint contractors to provide loft insulation, cavity wall insulation, low energy lights and double glazing across existing Council housing.

HRA Capital Receipts

166. There has been 20 Right to Buy sales of council dwellings as at the end of September 2020 for a total gross sales value of £3,995k. A further 30 sales are forecast to bring the yearly total to 50, totalling £9,200k in 2020/21.

167. The application of retained Right to Buy receipts is limited by the retention agreement to a maximum 30% of the cost of replacement housing. In the event that expenditure does not meet the criteria, funds would be payable to the MHCLG.

168. During 2020/21, the £8,385k Right to Buy 1-4-1 capital receipts generated in 2017/18 could potentially become repayable unless the following expenditure profile is achieved: £18,561k by Q3 and £9,389k by Q4. Cumulative expenditure on 1 for 1 replacement from previous quarters above the minimum requirement can be carried forward.
<table>
<thead>
<tr>
<th>Prior Years</th>
<th>Scheme</th>
<th>Unit Numbers</th>
<th>2020/21 Total Revised Budget</th>
<th>2020/21 Total Revised Forecast</th>
<th>2020/21 Variance</th>
<th>2020/21 Cost Variance</th>
<th>Proposed Re-phasing</th>
<th>Total Project Budget 2020-2025</th>
<th>Total Project Forecast 2020-2025</th>
<th>Total Project Variance 2020-2025</th>
</tr>
</thead>
<tbody>
<tr>
<td>£'000</td>
<td></td>
<td></td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
</tr>
<tr>
<td>6,859</td>
<td>Acol Crescent</td>
<td>33</td>
<td>711</td>
<td>411</td>
<td>(300)</td>
<td>(300)</td>
<td>711</td>
<td>411</td>
<td>(300)</td>
<td>411</td>
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<tr>
<td>325</td>
<td>Belmore Allotments</td>
<td>86</td>
<td>4,220</td>
<td>60</td>
<td>(4,160)</td>
<td>0</td>
<td>(4,160)</td>
<td>10,493</td>
<td>10,493</td>
<td>0</td>
</tr>
<tr>
<td>315</td>
<td>Maple And Poplar</td>
<td>34</td>
<td>1,253</td>
<td>300</td>
<td>(953)</td>
<td>0</td>
<td>(953)</td>
<td>6,072</td>
<td>6,072</td>
<td>0</td>
</tr>
<tr>
<td>315</td>
<td>Willow Tree</td>
<td>10</td>
<td>2,455</td>
<td>1,984</td>
<td>(471)</td>
<td>0</td>
<td>(471)</td>
<td>2,627</td>
<td>2,627</td>
<td>0</td>
</tr>
<tr>
<td>31</td>
<td>2 East Way</td>
<td>1</td>
<td>203</td>
<td>10</td>
<td>(193)</td>
<td>0</td>
<td>(193)</td>
<td>203</td>
<td>203</td>
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</tr>
<tr>
<td>25</td>
<td>Bartram Close</td>
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<td>305</td>
<td>5</td>
<td>(300)</td>
<td>0</td>
<td>(300)</td>
<td>305</td>
<td>305</td>
<td>0</td>
</tr>
<tr>
<td>67</td>
<td>34-44 Sullivan Crescent</td>
<td>6</td>
<td>1,895</td>
<td>1,271</td>
<td>(624)</td>
<td>0</td>
<td>(624)</td>
<td>1,944</td>
<td>1,944</td>
<td>0</td>
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<tr>
<td>363</td>
<td>Nelson Road</td>
<td>6</td>
<td>686</td>
<td>35</td>
<td>(651)</td>
<td>0</td>
<td>(651)</td>
<td>949</td>
<td>949</td>
<td>0</td>
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<tr>
<td>285</td>
<td>Great Bentley</td>
<td>2</td>
<td>471</td>
<td>100</td>
<td>(371)</td>
<td>0</td>
<td>(371)</td>
<td>471</td>
<td>471</td>
<td>0</td>
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<tr>
<td>39</td>
<td>Petworth Gardens</td>
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<td>38</td>
<td>(1,495)</td>
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<td>(1,495)</td>
<td>3,104</td>
<td>3,104</td>
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</tr>
<tr>
<td>14,600</td>
<td>Parkview</td>
<td>60</td>
<td>786</td>
<td>786</td>
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<td>0</td>
<td>786</td>
<td>786</td>
<td>0</td>
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</tr>
<tr>
<td>50,556</td>
<td>Grassy Meadow</td>
<td>88</td>
<td>946</td>
<td>466</td>
<td>(480)</td>
<td>0</td>
<td>(480)</td>
<td>1,089</td>
<td>1,089</td>
<td>0</td>
</tr>
<tr>
<td>36</td>
<td>113-127 Moorfield Road</td>
<td>5</td>
<td>28</td>
<td>28</td>
<td>0</td>
<td>0</td>
<td>28</td>
<td>28</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>403</td>
<td>Woodside Day Centre</td>
<td>27</td>
<td>2,876</td>
<td>250</td>
<td>(2,626)</td>
<td>0</td>
<td>(2,626)</td>
<td>4,915</td>
<td>4,915</td>
<td>0</td>
</tr>
<tr>
<td>1,297</td>
<td>Acquisition Of Freehold Land At TCM House</td>
<td>28</td>
<td>7,774</td>
<td>3,460</td>
<td>(4,314)</td>
<td>0</td>
<td>(4,314)</td>
<td>7,774</td>
<td>7,774</td>
<td>0</td>
</tr>
<tr>
<td>556</td>
<td>Acquisition Of 2 Units At 191 Harefield Road</td>
<td>2</td>
<td>28</td>
<td>28</td>
<td>0</td>
<td>0</td>
<td>28</td>
<td>28</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>5,400</td>
<td>Acquisition Of 17 New Build Homes Over 3 Sites</td>
<td>17</td>
<td>265</td>
<td>270</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td>265</td>
<td>270</td>
<td>5</td>
</tr>
<tr>
<td>0</td>
<td>Acquisition of New Build Flats Park Road</td>
<td>9</td>
<td>3,736</td>
<td>3,555</td>
<td>(181)</td>
<td>0</td>
<td>(181)</td>
<td>3,736</td>
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<td>0</td>
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<tr>
<td>n/a</td>
<td>New Acquisitions and Internal Developments</td>
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<td>17,378</td>
<td>17,378</td>
<td>0</td>
<td>0</td>
<td>111,605</td>
<td>111,605</td>
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</tr>
<tr>
<td>51,472</td>
<td></td>
<td></td>
<td>425</td>
<td>47,551</td>
<td>30,437</td>
<td>(17,114)</td>
<td>(295)</td>
<td>(16,819)</td>
<td>157,107</td>
<td>156,812</td>
</tr>
<tr>
<td>16,228</td>
<td>New General Needs Housing Stock</td>
<td>161</td>
<td>39,712</td>
<td>28,398</td>
<td>(11,314)</td>
<td>(170)</td>
<td>(11,144)</td>
<td>141,424</td>
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<td>(170)</td>
</tr>
<tr>
<td>88</td>
<td>New Build - Shared Ownership</td>
<td>116</td>
<td>7,023</td>
<td>1,223</td>
<td>(5,800)</td>
<td>(125)</td>
<td>(5,675)</td>
<td>14,867</td>
<td>14,742</td>
<td>(125)</td>
</tr>
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<td>35,156</td>
<td>New Build - Supported Housing</td>
<td>148</td>
<td>816</td>
<td>816</td>
<td>0</td>
<td>0</td>
<td>816</td>
<td>816</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>51,472</td>
<td></td>
<td></td>
<td>425</td>
<td>47,551</td>
<td>30,437</td>
<td>(17,114)</td>
<td>(295)</td>
<td>(16,819)</td>
<td>157,107</td>
<td>156,812</td>
</tr>
</tbody>
</table>
Appendix D - GENERAL FUND CAPITAL PROGRAMME

169. As at Month 6 an under spend of £52,792k is reported on the 2020/21 General Fund Capital Programme of £113,888k, due mainly to re-phasing of project expenditure into future years. The 2020/21 forecast under spend is partly due to various schemes being temporarily put on hold during the Coronavirus pandemic. The forecast outturn variance over the life of the 2020/21 to 2024/25 programme is an under spend of £4,962k.

170. General Fund Capital Receipts of £7,538k are forecast for 2020/21, with a deficit of £485k in total forecast receipts to 2024/25.

171. Overall, Prudential Borrowing required to support the 2020/21 to 2024/25 capital programmes is forecast to be under budget by £817k. This is due to a combined shortfall of £1,485k on other sources of funding (capital receipts and CIL), offset by net cost under spends of £1,385k and additional available grant and contributions of £917k.

Capital Programme Overview

172. Table 19 below sets out the latest forecast outturn on General Fund capital projects, with project level detail contained in annexes A - D to this report. Forecasts for future years include capital projects and programmes of work approved by Cabinet and Council in February 2020.

<table>
<thead>
<tr>
<th>Total Project Budget 2020-2025</th>
<th>Total Project Forecast 2020-2025</th>
<th>Total Project Variance</th>
<th>Movement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools Programme</td>
<td>20,244</td>
<td>20,515</td>
<td>(271) (36)</td>
</tr>
<tr>
<td>Major Projects</td>
<td>189,841</td>
<td>189,728</td>
<td>(113) -</td>
</tr>
<tr>
<td>Programme of Works</td>
<td>169,304</td>
<td>164,184</td>
<td>(5,120) (611)</td>
</tr>
<tr>
<td>General Contingency</td>
<td>6,657</td>
<td>6,657</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Capital Programme</strong></td>
<td><strong>386,046</strong></td>
<td><strong>381,084</strong></td>
<td><strong>(4,962)</strong> <strong>(647)</strong></td>
</tr>
<tr>
<td>Movement</td>
<td>277</td>
<td>(370)</td>
<td>(647)</td>
</tr>
</tbody>
</table>

173. The 2020/21 revised budget has increased by £277k due to schools’ contributions towards the Devolved Formula schools programme.

Schools Programme

174. The Schools Expansions programme is reporting an over spend of £271k relating mainly to additional items of £277k requested by Ruislip High School to be included in the expansion, which were not in the original scope of works. Works at Ruislip High were delayed due to Covid-19 lockdown, with completion expected in November 2020. There is a favourable movement of £36k arising on the agreement of final accounts for both primary school expansions (Hillside and Warrender).

175. The installation of a modular classroom at Hedgwood primary school for pupils with special educational needs has been completed for September 2020 term, funded from the Special
Provision Capital Fund. Other plans for the remainder of the grant are under feasibility review with expenditure expected to fall mainly in future years.

176. The approved programme includes £2,850k for additional temporary classrooms in 2020/21 however it is not forecast to be required this year based on current demand for school places.

**Major Projects**

177. Including prior years, the Major Projects programme includes £50,000k prudential borrowing to finance the housing company Hillingdon First with construction work in progress at the residential development site in South Ruislip. The budget will also finance identified potential acquisitions of development land and commencement of construction of other sites, over a number of years. One new development is expected to progress this year, another identified development site is subject to planning approval.

178. The programme includes £15,970k for a major residential development at the Falling Lane site in Yiewsley which will be self financing from the sale of discounted market sale properties. The scheme is temporarily on hold during the Coronavirus pandemic.

179. The construction works contract for the provision of a new £30,000k leisure centre in Yiewsley/West Drayton is in the process of being re-tendered and construction works are planned to start towards the end of next year. The £2,000k refurbishment of Yiewsley and West Drayton Community Centre is in progress on site for completion in June 2021.

180. Works have been re-tendered and evaluated for the contract to extend the Uxbridge mortuary, which is expected to commence towards the end of this year. Due to increases in scope identified during the design phase and specialist mechanical and electrical services required at the mortuary, the budget requires to be increased from the general contingency by £676k.

181. The first phase of remedial works at the Battle of Britain Bunker are commencing, following contract award approval. Works to expand the Rural Activities Garden Centre are currently on hold during the pandemic.

182. The re-provision of Hillingdon Outdoor Activity Centre project is set to re-commence shortly, with temporary facilities planned to be provided next year.

183. The new Shopping Parades Initiative programme reports an under spend of £46k as a secondment post is no longer required with lower than anticipated shop front grants at this stage, possibly impacted by Covid-19. Design work on shop fronts will be completed this year with public realm work paused until future Transport for London funding or other sources can be identified.

184. There are cost under spends amounting to £67k following settlement of retentions and minor items for completed projects such as the refurbishment of Bessingby FC clubhouse and Battle of Britain Visitor Centre.

185. Detailed design work has commenced on the regeneration of Cranford Park, largely funded from the National Lottery Heritage Fund with Council match funding. Works are expected to start on site next year.

186. Works are in progress on the creation of a new Polish Air Force exhibition and installation of a soundscape and lighting display in the Controller’s Cabin at the Battle of Britain Bunker, with a revised budget of £172k.

**Programmes of Works**
187. The 2020/21 Transport for London programme has been severely curtailed with the previously agreed LIP grant significantly reduced due to Covid-19 and the impact it has had on TFL’s finances from reduced tube fares. As a consequence, TFL have agreed to fund only £156k in respect of sunk costs and social distancing measures, resulting in a £3,577k expenditure and grant financing shortfall.

188. The Department for Transport have recently awarded £100k Emergency Active Travel funding for measures to improve walking and cycling and support reducing use of public transport during the pandemic. A number of road safety measures funded from the HS2 Road Safety fund will be implemented this year with further works falling into next year.

189. A number of Chrysalis outdoor gyms and playgrounds projects were put on hold when the pandemic started but are now planned to be implemented later this year, reflected in an increase in forecast expenditure for the year.

190. The libraries refurbishment programme continues with five sites completed. Works are in progress at Manor Farm and Oak Farm libraries and are expected to be complete before the end of the year. The refurbishment of Hayes End and Ickenham libraries are scheduled to commence shortly. Some urgent refurbishment works within the leisure centre refurbishment programme are to be completed by December 2020.

191. Works are underway on refurbishing the Mezzanine area at the Civic Centre to enable relocation of services. A number of schemes within the Civic Centre and Property Works Programme are in various stages of progress, and £118k total under spends are reported on completed projects that commenced in 2019/20. A total of £139k for Covid-19 protective screens installed at various sites and the Civic Centre are to be charged to these budgets.

192. An overall under spend of £311k is reported within the Environmental and Recreational Initiatives programme, relating mainly to pollution screening works being introduced at various schools this year, with further works to be funded from future year allocations.

193. New pay and display parking payment machines will be rolled out across the borough this year, following approval of the contract award at June Cabinet. An under spend of £89k is reported on the project, as the contract sum was below the budget estimate. Installation work is planned to be complete before Christmas.

194. Disabled Facilities Grant adaptations are forecast to under spend by £1,000k based on anticipated demand for the year, a reduction in month of £500k. The grant will be able to be utilised on financing Social Care equipment capitalisation and other eligible expenditure. Private Sector Renewal Grants are also forecast to under spend by £25k.

195. Works are in various stages of progress on numerous carriageway refurbishments within the Highways improvement programme with £3,920k of works completed or in progress and a further phase of works covering 23 carriageways and 34 footways, amounting to £7,597k, to commence later this year. Under Corporate Technology and Innovation, the project to upgrade computer hardware and transition to Windows 10/Microsoft 365 is in progress.

196. There have been a number of Covid 19 related general equipment capitalisation items arising this year, however it is expected this will be managed from the existing approved budget.

197. The remaining 2020/21 general capital contingency budget will be £657k following Cabinet approval of the allocation of £676k towards the extension of Uxbridge mortuary.
Capital Financing - General Fund

198. Table 22 below outlines the latest financing projections for the capital programme, with an underspend of £817k in the medium term reported on Prudential Borrowing.

Table 22: General Fund Capital Programme Financing Summary

<table>
<thead>
<tr>
<th>Revised Budget 2020/21 £’000</th>
<th>Forecast 2020/21 £’000</th>
<th>Variance £’000</th>
<th>Total Financing Budget 2020-2025 £’000</th>
<th>Total Financing Forecast 2020-2025 £’000</th>
<th>Total Variance £’000</th>
<th>Movement £’000</th>
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</thead>
<tbody>
<tr>
<td>Council Resource Requirement</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Self Financing Schemes</td>
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<td>6,150</td>
<td>(14,479)</td>
<td>62,160</td>
<td>62,160</td>
<td>-</td>
</tr>
<tr>
<td>Invest to Save Schemes</td>
<td>5,881</td>
<td>4,804</td>
<td>(1,077)</td>
<td>8,881</td>
<td>8,792</td>
<td>(89)</td>
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<tr>
<td>Service Provision</td>
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<td>38,623</td>
<td>(28,815)</td>
<td>221,513</td>
<td>219,300</td>
<td>(2,213)</td>
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<tr>
<td>Total Council Resources</td>
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<td>49,577</td>
<td>(44,371)</td>
<td>292,554</td>
<td>290,252</td>
<td>(2,302)</td>
</tr>
<tr>
<td>Financed By</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Receipts</td>
<td>9,431</td>
<td>7,538</td>
<td>(1,893)</td>
<td>52,820</td>
<td>52,335</td>
<td>(485)</td>
</tr>
<tr>
<td>Prudential Borrowing</td>
<td>3,500</td>
<td>2,500</td>
<td>(1,000)</td>
<td>17,500</td>
<td>16,500</td>
<td>(1,000)</td>
</tr>
<tr>
<td>CIL</td>
<td>81,017</td>
<td>39,539</td>
<td>(41,478)</td>
<td>222,234</td>
<td>221,417</td>
<td>(817)</td>
</tr>
<tr>
<td>Total Council Resources</td>
<td>93,948</td>
<td>49,577</td>
<td>(44,371)</td>
<td>292,554</td>
<td>290,252</td>
<td>(2,302)</td>
</tr>
<tr>
<td>Grants &amp; Contributions</td>
<td>19,940</td>
<td>11,519</td>
<td>(8,421)</td>
<td>93,492</td>
<td>90,832</td>
<td>(2,660)</td>
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<tr>
<td>Capital Programme</td>
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<td>61,096</td>
<td>(52,792)</td>
<td>386,046</td>
<td>381,084</td>
<td>(4,962)</td>
</tr>
<tr>
<td>Movement</td>
<td>277</td>
<td>(6,135)</td>
<td>(6,412)</td>
<td>277</td>
<td>(370)</td>
<td>(647)</td>
</tr>
</tbody>
</table>

199. Forecast capital receipts in 2020/21 have reduced by £459k due to an increase in financing transformation costs. Two sales have been completed totalling £1,332k and a deposit has also been received on one other marketed residential property with legal completion expected in October. Cabinet has approved the disposal of several sites for disposal, with auctions planned for October, December and February 2021. The forecast also includes General Fund share of Right to Buy (RTB) sales of £1,658k based on a forecast of 50 RTB sales this year.

200. As at the end of September 2020, a total of £628k Community Infrastructure Levy receipts have been invoiced (after administration fees), an increase in month of £273k. A shortfall of £1,000k is forecast as developer activity has been affected by Covid-19 with a subsequent impact on timing and certainty of CIL payments. Eligible expenditure exceeds the CIL forecast with spend on Highways investment, community assets through the Chrysalis Programme and other major community infrastructure such as schools meeting the criteria for application of CIL monies.

201. Forecast grants and contributions are £2,660k lower than the revised budget, due mainly to the cut to the 2020/21 TFL LIP grant, partially offset by confirmed Capital Maintenance Grant being higher than the estimate included in the capital financing budget, including a further additional award of £994k recently announced. This can be used to support the existing Schools Conditions Building Programme and eligible expenditure within the Schools
Expansions programme. Section 106 balances of £68k pertaining to libraries provision are to be applied to the libraries refurbishment programme. Social Care equipment capitalisation is forecast to be fully funded from uncommitted Disabled Facilities Grant.

202. The movement of £597k in month is due to reductions in forecast DFG expenditure and pollution screening, funded from Public Health grant. Prudential Borrowing has increased by £409k due mainly to the reduction in capital receipts available for capital financing.
## ANNEX A - Schools Programme

<table>
<thead>
<tr>
<th>Prior Year Cost</th>
<th>Project</th>
<th>2020/21 Revised Budget</th>
<th>2020/21 Forecast</th>
<th>Forecast Re-phasing</th>
<th>Total Project Budget 2020-2025</th>
<th>Total Project Forecast 2020-2025</th>
<th>Total Project Variance 2020-2025</th>
<th>Project Forecast Financed by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>£'000</td>
<td></td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
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<tr>
<td>Education and Children Services</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Council Resources</td>
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<td>New Primary Schools Expansions</td>
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<td>361</td>
<td>(6)</td>
<td>367</td>
<td>361</td>
<td>(6)</td>
<td>361</td>
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<td>16,868</td>
<td>Secondary Schools Expansions</td>
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<td>5,058</td>
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<td>(910)</td>
<td>9,571</td>
<td>9,848</td>
<td>277</td>
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<td>6,650</td>
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<td>Meadow School</td>
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<td>240</td>
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<td>33,358</td>
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<td>20,515</td>
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### APPENDIX B – Major Projects

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<th>Prior Year Cost</th>
<th>Project</th>
<th>2020/21 Revised Budget £'000</th>
<th>2020/21 Forecast £'000</th>
<th>2020/21 Cost Variance £'000</th>
<th>2020/21 Re-phasing £'000</th>
<th>Total Project Budget 2019-24 £'000</th>
<th>Total Project Forecast 2019-24 £'000</th>
<th>Total Project Variance 2019-24 £'000</th>
<th>Project Forecast Financed by:</th>
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<td></td>
<td>Community Commerce &amp; Regeneration</td>
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<td></td>
<td></td>
<td>Council Resources £'000</td>
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<td>0</td>
<td>New Theatre</td>
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<td>44,000</td>
<td>44,000</td>
<td>0</td>
<td>42,950</td>
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<td>963</td>
<td>New Yiewsley Leisure Centre</td>
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<td>29,037</td>
<td>21,365 (7,672)</td>
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<td>21,365</td>
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<tr>
<td>69</td>
<td>Yiewsley/West Drayton Comm Centre</td>
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<td>9,603</td>
<td>7,672</td>
<td>9,603</td>
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<tr>
<td>773</td>
<td>Hillingdon Outdoor Activity Centre</td>
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<td>25,727</td>
<td>25,727</td>
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<td>2,850 (46)</td>
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<td>590</td>
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<td>7,294</td>
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<td>1,597</td>
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<td>492</td>
<td>492</td>
<td>0</td>
<td>438</td>
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<tr>
<td>93</td>
<td>Battle of Britain Underground Bunker</td>
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<td>(490)</td>
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<td>RAGC Expansion</td>
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<td>Uxbridge Mortuary Extension</td>
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<td>Uniter Building Refurbishment</td>
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<td>Botwell Leisure Centre Football Pitch</td>
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<td>Council Resources £'000</td>
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<td>Cranford Park Heritage Lottery Project</td>
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<td>2,597</td>
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<td>Finance Property and Business Services</td>
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<td>6,871</td>
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<td>15,970</td>
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<td>0</td>
<td>Belmore Allotments Development</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td>4,605</td>
<td>4,605</td>
<td>0</td>
<td>3,061</td>
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<tr>
<td>0</td>
<td>Purchase of Uxbridge Police Station</td>
<td>5,000</td>
<td>0</td>
<td>0 (5,000)</td>
<td></td>
<td>5,000</td>
<td>5,000</td>
<td>0</td>
<td>5,000</td>
</tr>
<tr>
<td>1,485</td>
<td>Bessingby Football/Boxing Clubhouse</td>
<td>111</td>
<td>56</td>
<td>(55)</td>
<td></td>
<td>111</td>
<td>111 (55)</td>
<td>56</td>
<td>56</td>
</tr>
<tr>
<td>2,552</td>
<td>Cedars and Grainges Car Park</td>
<td>119</td>
<td>119</td>
<td>0</td>
<td></td>
<td>119</td>
<td>119</td>
<td>0</td>
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<tr>
<td>6,761</td>
<td>Battle of Britain Visitors Centre</td>
<td>20</td>
<td>8</td>
<td>(12)</td>
<td></td>
<td>20</td>
<td>8 (12)</td>
<td>0</td>
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<tr>
<td>0</td>
<td>Battle of Britain Enhancements</td>
<td>172</td>
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<td>0</td>
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<td>172</td>
<td>172</td>
<td>0</td>
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<tr>
<td>28,806</td>
<td>Total Major Projects</td>
<td>40,117</td>
<td>10,898</td>
<td>(113) (29,106)</td>
<td></td>
<td>189,165</td>
<td>189,052 (113)</td>
<td>154,551</td>
<td>2,723</td>
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## ANNEX C - Programme of Works

<table>
<thead>
<tr>
<th>Project</th>
<th>2020/21 Revised Budget</th>
<th>2020/21 Forecast</th>
<th>2020/21 Cost Variance</th>
<th>Forecast Re-phasing</th>
<th>Total Project Budget 2020-2025</th>
<th>Total Project Forecast 2020-2025</th>
<th>Total Project Variance 2020-2025</th>
<th>Project Forecast Financed by:</th>
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<tbody>
<tr>
<td>N/A - School Building Condition Works</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
<td>£'000</td>
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</tr>
<tr>
<td>N/A - Sports Clubs Rebuild / Refurbishments</td>
<td>4,706</td>
<td>3,090</td>
<td>0</td>
<td>(1,616)</td>
<td>10,906</td>
<td>10,906</td>
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</tr>
<tr>
<td>N/A - Bowls Clubs Refurbishments</td>
<td>750</td>
<td>250</td>
<td>0</td>
<td>(500)</td>
<td>3,750</td>
<td>3,750</td>
<td>0</td>
<td>Government Grants</td>
</tr>
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<td>N/A - Leisure Centre Refurbishment</td>
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<td>556</td>
<td>0</td>
<td>0</td>
<td>556</td>
<td>556</td>
<td>0</td>
<td>Other Cont'ns</td>
</tr>
<tr>
<td>N/A - Libraries Refurbishment Programme</td>
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<td>183</td>
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<td>(1,763)</td>
<td>3,097</td>
<td>3,097</td>
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<td>N/A - Youth Provision</td>
<td>2,320</td>
<td>1,577</td>
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<td>(743)</td>
<td>2,320</td>
<td>2,320</td>
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<td>N/A - Harlington Road Depot Improvements</td>
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<td>(1,420)</td>
<td>3,620</td>
<td>3,620</td>
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<td>N/A - Property Works Programme</td>
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<td>2,211</td>
<td>(44)</td>
<td>(972)</td>
<td>8,986</td>
<td>8,942 (44)</td>
<td>8,917</td>
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<tr>
<td>N/A - Civic Centre Works Programme</td>
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<td>2,529</td>
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<td>(2,553)</td>
<td>8,177</td>
<td>8,103 (74)</td>
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<td>N/A - CCTV Programme</td>
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<td>60</td>
<td>384</td>
<td>384</td>
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<td>47,684</td>
<td>47,684</td>
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<td>210</td>
<td>0</td>
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<td>645</td>
<td>645</td>
<td>0</td>
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<td>N/A - Transport for London</td>
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<td>448</td>
<td>(3,577)</td>
<td>(163)</td>
<td>17,590</td>
<td>14,013 (3,577)</td>
<td>0</td>
<td>13,602 (411)</td>
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<tr>
<td>N/A - Emergency Active Travel</td>
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<td>100</td>
<td>0</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>N/A - Street Lighting Replacement</td>
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<td>781</td>
<td>(143)</td>
<td>2,403</td>
<td>2,403</td>
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<td>2,283</td>
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<td>N/A - Road Safety</td>
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<td>200</td>
<td>(110)</td>
<td>910</td>
<td>910</td>
<td>910</td>
<td>0</td>
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<td>N/A - Disabled Facilities Grant</td>
<td>2,852</td>
<td>1,852</td>
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<td>0</td>
<td>14,260</td>
<td>13,260 (1,000)</td>
<td>0</td>
<td>13,260 (2,000)</td>
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<tr>
<td>N/A - Equipment Capitalisation - Social Care</td>
<td>2,359</td>
<td>2,359</td>
<td>0</td>
<td>11,795</td>
<td>11,795</td>
<td>0</td>
<td>2,824</td>
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<tr>
<td>N/A - PSRG/LPRG</td>
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<td>75</td>
<td>(25)</td>
<td>500</td>
<td>475</td>
<td>(25)</td>
<td>475</td>
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<td>N/A - Homeless Provision</td>
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<td>190</td>
<td>0</td>
<td>190</td>
<td>190</td>
<td>0</td>
<td>190</td>
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</tr>
<tr>
<td>N/A - Corporate Technology and Innovation</td>
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<td>7,440</td>
<td>7,440</td>
<td>0</td>
<td>7,440</td>
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<tr>
<td>N/A - Environmental/Recreational Initiatives</td>
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<td>976</td>
<td>(311)</td>
<td>(118)</td>
<td>2,905</td>
<td>2,594 (311)</td>
<td>821</td>
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<tr>
<td>N/A - Playground Replacement Programme</td>
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<td>170</td>
<td>0</td>
<td>420</td>
<td>420</td>
<td>0</td>
<td>420</td>
<td></td>
</tr>
<tr>
<td>N/A - Equipment Capitalisation - General</td>
<td>765</td>
<td>765</td>
<td>0</td>
<td>3,825</td>
<td>3,825</td>
<td>0</td>
<td>3,825</td>
<td></td>
</tr>
<tr>
<td>N/A - Leader's Initiative</td>
<td>356</td>
<td>83</td>
<td>(273)</td>
<td>1,156</td>
<td>1,156</td>
<td>0</td>
<td>1,156</td>
<td></td>
</tr>
<tr>
<td>N/A - Car Park Pay &amp; Display Machines</td>
<td>1,040</td>
<td>951</td>
<td>(89)</td>
<td>1,040</td>
<td>951</td>
<td>(89)</td>
<td>951</td>
<td></td>
</tr>
<tr>
<td>N/A - Purchase of Vehicles</td>
<td>2,960</td>
<td>750</td>
<td>(2,210)</td>
<td>7,022</td>
<td>7,022</td>
<td>0</td>
<td>7,022</td>
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</tr>
<tr>
<td>N/A - Chrysalis Programme</td>
<td>1,127</td>
<td>925</td>
<td>(202)</td>
<td>5,127</td>
<td>5,127</td>
<td>0</td>
<td>5,127</td>
<td></td>
</tr>
<tr>
<td>N/A - Section 106 Projects</td>
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<td>464</td>
<td>0</td>
<td>464</td>
<td>464</td>
<td>0</td>
<td>464</td>
<td></td>
</tr>
<tr>
<td>N/A - Devolved Capital to Schools</td>
<td>558</td>
<td>558</td>
<td>0</td>
<td>1,446</td>
<td>1,446</td>
<td>0</td>
<td>1,159</td>
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</tr>
<tr>
<td><strong>Total Programme of Works</strong></td>
<td>£61,332</td>
<td>£42,795</td>
<td>(£5,120)</td>
<td>(£13,417)</td>
<td>£169,304</td>
<td>£164,184 (5,120)</td>
<td>(£5,120)</td>
<td>£113,819 (45,662)</td>
</tr>
</tbody>
</table>

**Notes:**
- Variance figures are in parentheses.
- Council Resources, Government Grants, and Other Cont'ns columns are not filled in the table.
Appendix E – Treasury Management Report as at 30 September 2020

Table 23: Outstanding Deposits – Average Rate of Return 0.19%

<table>
<thead>
<tr>
<th>Period</th>
<th>Actual (£m)</th>
<th>Actual (%)</th>
<th>Benchmark (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call Accounts and MMF’s*</td>
<td>12.9</td>
<td>46.24</td>
<td>70.00</td>
</tr>
<tr>
<td>Up to 1 Month Fixed-Term Deposits</td>
<td>0.0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Over 1 Month Fixed-Term Deposits</td>
<td>0.0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12.9</strong></td>
<td><strong>46.24</strong></td>
<td><strong>70.00</strong></td>
</tr>
<tr>
<td>Strategic Pooled Funds</td>
<td>15.0</td>
<td>53.76</td>
<td>30.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>27.9</strong></td>
<td><strong>100.00</strong></td>
<td><strong>100.00</strong></td>
</tr>
</tbody>
</table>

*Money Market Funds

203. Deposits are held with UK institutions, all of which hold a minimum A- Fitch (or lowest equivalent) long-term credit rating and AAA rated Money Market funds. UK deposits are currently held in NatWest Bank plc, and Santander UK plc. There is also an allocation to Strategic Pooled Funds.

204. The average rate of return on day-to-day operational treasury balances is 0.19%. As part of the Council’s investment strategy for 20/21, the Council continues to hold a total of £15m in three long-dated strategic pooled funds (£5m in each). The strategic pooled funds have a 3-5 year investment horizon with dividends being distributed periodically.

205. The Council aims to minimise its exposure to bail-in risk by utilising bail-in exempt instruments and institutions whenever possible. While it is not always possible to avoid investing in institutions subject to bail-in risk, the Council’s use of such institutions is limited to instant access accounts whereby monies can be recalled in the event that the risk of a bail-in is heightened.

206. Liquidity was maintained throughout September by placing surplus funds in instant access accounts and making short-term deposits with the DMADF with maturities matched to cash outflows. In addition a £10m of short-term temporary borrowing was taken to replace matured temporary borrowing, ensuring cash balances were kept above minimum levels.

Table 24: Outstanding Debt - Average Interest Rate on Debt: 3.23%
Average Interest Rate on Temporary Borrowing: 0.46%

<table>
<thead>
<tr>
<th></th>
<th>Actual (£m)</th>
<th>Actual (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
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</tr>
<tr>
<td>PWLB</td>
<td>45.77</td>
<td>15.75</td>
</tr>
<tr>
<td>Long-Term Market</td>
<td>15.00</td>
<td>5.16</td>
</tr>
<tr>
<td>Temporary</td>
<td>60.00</td>
<td>20.65</td>
</tr>
<tr>
<td>HRA</td>
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<tr>
<td>PWLB</td>
<td>136.82</td>
<td>47.08</td>
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<tr>
<td>Long-Term Market</td>
<td>33.00</td>
<td>11.36</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>290.59</strong></td>
<td><strong>100.00</strong></td>
</tr>
</tbody>
</table>

207. During September there were three scheduled EIP debt repayments, for £0.5m, £0.75m and £1m. Gilt yields fell during the month, ending around 20bps lower than it began. With the ongoing need to take further borrowing and with restrictive premiums, early repayment of debt remains unfeasible.

208. There were no breaches of the Prudential Indicators or non-compliance with the Treasury Management Policy and Practices. In order to maintain liquidity for day-to-day business operations during October, cash balances will be placed in instant access accounts and short term deposits. In addition, £10m of forward dated temporary borrowing will reach settlement.
210. The following Agency staff costing over £50k have been approved under delegated powers by the Chief Executive in consultation with the Leader and are reported here for information.

### Table 25: Consultancy and agency assignments

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Original Start Date</th>
<th>Approved From</th>
<th>Proposed End Date</th>
<th>Previous Approval £'000</th>
<th>Approved £'000</th>
<th>Total £'000</th>
</tr>
</thead>
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<tr>
<td>Social Care</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>29/11/2020</td>
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<td>4</td>
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<td>134</td>
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<td>140</td>
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<td>29/11/2020</td>
<td>109</td>
<td>6</td>
<td>115</td>
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<tr>
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<td>02/11/2020</td>
<td>29/11/2020</td>
<td>103</td>
<td>6</td>
<td>109</td>
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<tr>
<td>AMHP</td>
<td>03/08/2019</td>
<td>02/11/2020</td>
<td>29/11/2020</td>
<td>92</td>
<td>6</td>
<td>97</td>
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<tr>
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<td>02/11/2020</td>
<td>29/11/2020</td>
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<td>6</td>
<td>90</td>
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<tr>
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<td>02/11/2020</td>
<td>29/11/2020</td>
<td>84</td>
<td>6</td>
<td>90</td>
</tr>
<tr>
<td>AMHP</td>
<td>01/11/2019</td>
<td>02/11/2020</td>
<td>29/11/2020</td>
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<td>7</td>
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<td>02/11/2020</td>
<td>29/11/2020</td>
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<td>63</td>
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<tr>
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<td>02/11/2020</td>
<td>29/11/2020</td>
<td>58</td>
<td>6</td>
<td>63</td>
</tr>
<tr>
<td>Social Worker</td>
<td>03/02/2020</td>
<td>02/11/2020</td>
<td>29/11/2020</td>
<td>63</td>
<td>6</td>
<td>70</td>
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<tr>
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<td>02/11/2020</td>
<td>29/11/2020</td>
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<td>50</td>
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<td>29/11/2020</td>
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<td>273</td>
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<td>02/11/2020</td>
<td>29/11/2020</td>
<td>305</td>
<td>6</td>
<td>311</td>
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<td>02/11/2020</td>
<td>29/11/2020</td>
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<td>241</td>
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<td>333</td>
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<td>29/11/2020</td>
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<td>29/11/2020</td>
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<td>303</td>
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<td>02/11/2020</td>
<td>29/11/2020</td>
<td>255</td>
<td>11</td>
<td>266</td>
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<tr>
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CABINET DELEGATIONS TO THE DEPUTY CHIEF EXECUTIVE AND CORPORATE DIRECTOR OF RESIDENTS SERVICES

Cabinet Member(s) | Councillor Sir Raymond Puddifoot MBE
---|---
Cabinet Portfolio(s) | Leader of the Council
Officer Contact(s) | Mark Braddock - Democratic Services
Papers with report | None

HEADLINES

Summary | With the upcoming retirement of the Deputy Chief Executive and Corporate Director of Residents Services, Jean Palmer OBE, Cabinet is requested to permit the orderly transfer of delegated authority to this post previously granted by Cabinet, to posts within the Council’s new top-tier management structure.

Putting our Residents First | This ensures the correct delegated authority is in place to carry out the decisions of the Cabinet to deliver services and projects to the residents of Hillingdon.

Financial Cost | None.

Relevant Policy Overview Committee | Corporate Services, Commerce and Communities

Relevant Ward(s) | N/A

RECOMMENDATIONS

That the Cabinet:

1. Expresses its appreciation to Jean Palmer OBE, the Council’s Deputy Chief Executive and Corporate Director of Residents Services, for her outstanding service to the London Borough of Hillingdon.

2. Effective 12 January 2021, permits the transfer of all previous delegations granted by Cabinet to the Deputy Chief Executive and Corporate Director of Residents Services (in conjunction with the Leader of the Council and Cabinet Members) to the Chief Executive or the relevant Corporate Director or Director post responsible for the service area relating to that delegation.
Reasons for recommendation

This report proposes the orderly transfer of the substantial delegated authority Cabinet has previously granted to the retiring Deputy Chief Executive and Corporate Director of Residents Services, to the new posts within the Council’s new top-tier management structure.

Alternative options considered / risk management

None, as Cabinet is the body that has previously delegated such authority, and thereby is the body to determine the transfer of such delegated authority.

Democratic compliance

The recommendations are compliant with the Executive Procedure Rules - Schedule C in the Council’s Constitution that permit Cabinet to discharge and delegate its functions to a designated officer of the Council, or as is frequently the case, to delegate to individual Cabinet Members, in consultation with a designated officer post.

Policy Overview Committee comments

None at this stage.

SUPPORTING INFORMATION

Background

Full Council in February 2020 authorised the implementation of a new top-tier management structure of the Council, in light of the upcoming retirement of the Deputy Chief Executive and Corporate Director of Residents Services. Whilst Council granted authority for relevant changes to be made to the Council Constitution and Officer Delegations in light of the transition to the new management structure, it cannot amend the authority that Cabinet itself has specifically granted on decisions already taken.

Whilst the key strategic service and project decisions are taken by the Cabinet, the use of such delegated executive decision-making over the years has enabled the Council to be highly responsive in terms of service and project delivery for residents. As Deputy Chief Executive and Corporate Director of Residents Services, Jean Palmer has, therefore, received an exceptionally high degree of delegated authority in conjunction with the Leader and Cabinet Members.

Jean Palmer OBE


Throughout her career in Hillingdon, Jean Palmer has continuously strived for improvements for Hillingdon’s residents and has achieved many successes, through cross-cutting projects, determination and by gaining the trust and respect of key Members.
As a result, Jean Palmer has taken on pivotal roles, including Group Director of Planning and Transportation in 2005, in 2006 Corporate Director of Planning and Community Services and then later becoming the Council’s Deputy Chief Executive in 2011. Upon the creation of a new directorate in 2013 to successfully deliver the Council’s mission of “putting our residents first”, Jean Palmer took up her current role of Deputy Chief Executive & Corporate Director of Residents Services.

Jean Palmer’s achievements at Hillingdon include refurbishing or rebuilding each of the Borough’s libraries, the only project of its kind in the country, as well as driving forward a £150m school expansion programme, the largest of its kind in London. Jean Palmer has also been responsible for two new sports centres, including the first 50m swimming pool to be built in London for more than 40 years. Jean has also led the Council’s Business Improvement Delivery Programme, which has played an integral part in delivering gold standard front-line services and achieving sound financial management.

In 2015, Jean Palmer’s record as an outstanding public service employee was recognised when Her Majesty The Queen graciously conferred on her the honour of Officer of the Most Excellent Order of the British Empire (OBE) for services to the community.

Delegation to the Deputy Chief Executive and Corporate Director of Resident Services

Since Jean Palmer OBE’s appointment to this post in 2013, Cabinet has delegated a significant number of decisions to her in two ways:

1. The Leader and Cabinet Members, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services *(Democratic Cabinet Member decisions)*
2. Directly to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader and relevant Cabinet Members *(Officer executive decisions)*.

Whilst the majority of such previous delegations from Cabinet will have already been exercised and there would be no need to amend these, as they are of historical record, there will continue to be a number of delegations that are ‘ongoing’ in nature, as well as more recent delegations that are yet to be exercised for specific services or projects. Two examples of these include the School Condition Programme (ongoing delegation since 2017) and Cranford Park Renovation Project (delegation in 2020, with some decisions yet to be exercised).

Rather than consider each and every Cabinet delegation granted and review whether it remains ‘active’, it is considered that a general transfer authorisation from Cabinet is the most practicable approach. It will ensure good governance so that these delegations can still be exercised in light of senior management changes.

It is, therefore, proposed that these delegations would transfer to the following new posts, dependent on their service responsibilities at the current time:

- Director, Environment, Education & Community Services (Dan Kennedy)
- Director of Building Services, Infrastructure & Business Improvement (Perry Scott)
- Director, Corporate Services and Resources (Interim - Mike Talbot)
Additionally, the recommendation before Cabinet is worded in such a way to provide flexibility in respect of Jean Palmer’s specific delegations from Cabinet, should changes in top-tier management service responsibility be amended in the future. Indeed, over time, the requirement for this will gradually diminish as new delegated authority is granted by Cabinet to new Director posts, and in consultation with the Leader and Cabinet Members as determined.

Whilst not directly applicable to this report’s recommendations, where Cabinet Member portfolio titles have changed over the years, this does not affect the ability to take previous delegated decisions by Cabinet to specific Cabinet Member posts/titles, as they all by default include delegated authority to the Leader of the Council, whose authority would take precedence in terms of decision-making.

Financial Implications

There are no financial implications arising from this report.

RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon Hillingdon residents, service users and communities?

Good delegated authority in place enables the Cabinet to be responsive, accountable and transparent in terms of service and project delivery for residents.

Consultation carried out or required

None required.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed the report and concur with the Financial Implications set out above, noting that there are no financial implications arising from the report recommendations.

Legal

The Executive Procedure Rules, which form part of the Council's Constitution, provide for the discharge of Cabinet functions by a designated Council officer which, if exercised, is usually done in consultation with the relevant Cabinet Members. On the basis that Cabinet has previously authorised delegations of Cabinet functions to the Deputy Chief Executive and Corporate Director of Residents Services, only it has the constitutional and legal power to transfer such delegations to other designated officers.

BACKGROUND PAPERS

- Council Constitution
STRICTLY NOT FOR PUBLICATION
Exempt information by virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972 (as amended).

Document is Restricted
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