

Minutes

CABINET

Thursday, 10 December 2020

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



Decisions published on: 11 December 2020

Decisions come into effect from: 18 December 2020

Cabinet Members Present:

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
Simon Arnold

1. APOLOGIES FOR ABSENCE

All Cabinet Members were present.

2. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

Councillor Jane Palmer declared a non-pecuniary interest on a voluntary sector lease in respect of the Wayfarers Lawn Tennis club where she was a regular player. Cllr Palmer remained in the room during the discussion and vote on the item.

3. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING

The minutes and decisions of the Cabinet meeting held on 12 November 2020 were agreed as a correct record.

4. TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS OF BUSINESS MARKED PART 2 IN PRIVATE

This was confirmed.

COUNCILLOR SIR RAY PUDDIFOOT MBE

Prior to the commencement of formal business, the Deputy Leader of the Council, Councillor Jonathan Bianco and Cabinet Member, Councillor Douglas Mills, led a tribute to the Leader of the Council, Councillor Sir Ray Puddifoot MBE who was stepping down after 20 years as Council Leader and presiding over his last Cabinet meeting. In speaking, they congratulated the Leader for the substantial service, cultural and financial transformation that had taken place over these years, which had resulted in Hillingdon becoming one of the best performing and most financially sound local authorities in the UK. Cabinet gave their appreciation to the steadfast leadership of the Borough by Councillor Sir Ray Puddifoot and his exceptional legacy across Hillingdon.

5. MONTHLY COUNCIL BUDGET MONITORING REPORT - MONTH 7

RESOLVED:

That Cabinet:

- 1. Note the budget position as at October 2020 (Month 7) as outlined in Table 1.**
- 2. Note the Treasury Management update as at October 2020 at Appendix E.**
- 3. Continue the delegated authority up until the January 2021 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 12 November 2020 and 10 December 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. Keith House (Eastern Site), Hayes - £32,000**
 - b. Hillingdon Hospital - £80,000**
- 5. Agree that the Council donates £50k to the Mayor of Hillingdon's Charitable Trust to support the Mayor's charitable work.**
- 6. Ratify an Emergency Decision by the Leader of the Council taken on 7 December 2020 to grant a temporary Licence to the NHS North West London Clinical Commissioning Group to use the Winston Churchill Hall in Ruislip as a COVID-19 Vaccination Centre.**

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, which continued to show an improving position.

The Leader of the Council detailed the recommendations in the report, drawing to Members' attention the latest treasury position. The Leader updated Cabinet on how the Council was effectively managing to cover the costs associated with the COVID-19 pandemic.

Cabinet made a number of financial related decisions, including the acceptance of planning monies for two key developments in the Borough and approved a £50k donation to the Mayor of Hillingdon's Charitable Trust to support her chosen charities locally.

Cabinet received an addendum to ratify a recent emergency decision taken by the Leader of the Council to facilitate one of the planned COVID-19 vaccination centres in the Borough.

Alternative options considered and rejected

None.

Officer to action:

Paul Whaymand, Finance Directorate

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 COUNCIL'S BUDGET - MEDIUM TERM FINANCIAL FORECAST 2021/22 - 2025/26

RESOLVED:

That Cabinet:

- 1. Approve the draft General Fund and Housing Revenue Account budgets and capital programme proposals for 2021/22 and beyond as the basis for consultation with Policy Overview Committees and other stakeholders.**
- 2. Approve the proposed amendments to fees and charges included in Appendix 8, as the basis for consultation with Policy Overview Committees and other stakeholders.**
- 3. Request the comments of individual Policy Overview Committees on the draft budget proposals relating to their areas of responsibility, to be collated into a single report back to Cabinet from the Corporate Services, Commerce & Communities Policy Overview Committee.**
- 4. Note that Provisional Local Government Finance Settlement is awaited from HM Government and the output from this will be factored into the final 2021/22 budget proposals to be considered by Cabinet in February 2021.**

- 5. Authorise the Corporate Director of Finance, in consultation with the Leader of the Council, to respond on behalf of the Council to the consultation on the provisional Local Government Finance Settlement and to the Mayor of London's budget consultation.**
- 6. Amends the draft General Fund budget for 2021/22 and beyond prior to commencing consultation to maintain the existing cash discounts for those households currently in receipt of the Older People's Council Tax Discount and to close the scheme to new entrants.**

Reasons for decision

Cabinet put forward its budget proposals for public consultation. This included the Council's Medium-Term Financial Forecast, the draft General Fund revenue budget for 2021/22 along with projections for future years, the Housing Revenue Account proposed budget, fees and charges proposals generally at 90% of the rate of other neighbour boroughs and the draft capital programme for 2021/22 and beyond.

Cabinet noted that the budget proposals for 2021/22 would continue to maintain the excellent front-line service provision residents expect and that this would require a 4.8% increase in the headline rate of Council Tax comprising of a core Council Tax increase of 1.8% based on 90% of the 2% anticipated increase across London, alongside a 3% increase relating to an Adult Social Care Precept to fund ongoing pressures within Adult Social Care.

Cabinet considered the impact of COVID-19 on the budget and the substantial earmarked reserves proposed to mitigate this exceptional cost in the coming year. Also in light of this, Cabinet agreed to amend its published budget proposals in respect of the Older Persons Council Tax Discount, where Cabinet recommended that the scheme should be discontinued to new entrants from 1 April 2021, but that cash discounts for those households already in receipt of the discount during the 2020/21 financial year would be maintained going forward which would ensure they would continue to receive the same level of financial support as they did currently, although their Council Tax bills would rise in line with the headline Council Tax increase and the Adult Social Care Precept.

In recommending their budget proposals, Cabinet agreed for them to go out for public and business sector consultation, including the Council's Policy Overview Committees, before being re-considered in February 2021.

Alternative options considered and rejected

The Cabinet could have chosen to vary other proposals in its budget before consultation. However, to comply with the Budget and Policy Framework, the Cabinet was required to publish a draft budget for consultation at the meeting.

Officers to action:

Paul Whaymand, Finance

Classification: Public

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

7. GRANTS TO HILLINGDON'S LOCAL VOLUNTARY ORGANISATIONS 2021-22

RESOLVED:

That the Cabinet agrees:

- 1. The overall allocation of grants to Voluntary Sector of up to £1,948,805 for the provision of core grant funding for the 2021/22 financial year with specific awards as set out in the schedule - Appendix A.**
- 2. Notes its previous decision (13 December 2018) to award dining centre grants to Voluntary Sector of up to £169,700 for the provision of dining centres for three years: 2019/20, 2020/21 to 2021/22 with specific awards as set out in the paper.**
- 3. Grants totalling £46,675 to organisations to enable the provision of transport as set out in Appendix C.**
- 4. The Council's contribution of £228,326 to the London Councils' Grants scheme for 2021/22 (subject to London Council's Leader's Committee meeting on 8th December 2020).**

Reasons for decision

Cabinet agreed to continue its strong financial commitment to this sector during 2021/22. The Cabinet Member for Community, Commerce and Regeneration remarked on the impact of the pandemic on many local organisations and how this had precipitated some to change their operations and collaborate better together.

After considering the merits of the individual grant applications received, Cabinet agreed grant funding for a variety of local groups which sought to maximise the benefits from the Council's investment. Cabinet also agreed the provision of specific dining centre grants and transport grants to benefit priority groups of residents.

Alternative options considered and rejected

Cabinet could have made changes to the proposed level of grants.

Officers to action:

Kevin Byrne – 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. REFERRAL FROM COUNCIL - WAR MEMORIALS: WALL MOUNTED WWI TRIPTYCH, ST MARTIN'S CHURCH, WEST DRAYTON

RESOLVED:

That Cabinet agree to the:

- 1. Inclusion in the Gazetteer A5 Booklet of the St Martin's Church, WWI Triptych, the WWII Book of Remembrance and a further ten memorials identified following an update of the Imperial War Museum's Register of War Memorials in 2017. (NB: already included in the online version). *Appendix A*.**
- 2. Re-print of the updated Gazetteer A5 Booklet for distribution to borough Libraries, schools, Councillors, local historians and churches.**
- 3. Inclusion of an article in a forthcoming edition of Hillingdon People highlighting all twelve newly identified memorials and requesting help from residents in identifying any other memorials.**
- 4. Design and printing of a 'loose leaf' insert page for the 'We Will Remember Them' book held in borough libraries and schools. To include any WWI memorials that meet the criteria for inclusion in the book from the recently updated list (*Appendix A*) and any that may be identified as a result of the Hillingdon People article.**

Reasons for decision

Following the Council motion of 10 September 2020 relating to commemorating those who died in WWI and the plaque (Triptych) at St Martin's Church in West Drayton, Cabinet received a report to enable the full and accurate facts to be considered and appropriate action taken.

The Cabinet Member for Central Services, Culture and Heritage highlighted Hillingdon Council's proud record of commemorating and remembering those who had lost their lives during both World Wars and its support for the Armed Forces and strong military ties in general. This had rightly included, amongst many things, the ongoing works to maintain the array of war memorials in Hillingdon, a dedicated effort to support to the Borough's veterans, refurbishment of the Polish War Memorial and more recently the opening of the state-of-the-art Battle of Britain Bunker Visitor Centre in Uxbridge.

In respect of the Council motion and the specific WWI Triptych at St Martin's Church in West Drayton, the Cabinet Member did not agree with the assertions made by a fellow Member regarding the Council's efforts to record and remember the fallen. He pointed out the meticulous research that had taken place, in conjunction with the Imperial War Museum, archivists and combined with publicity to residents, to ensure that as far as possible new names and memorials could continue to be discovered and properly recorded for posterity.

In that spirit, Cabinet agreed some additional actions as part of its ongoing commitment to never forget and remember those that gave their lives during WWI.

Alternative options considered and rejected

Cabinet considered other options such as the rebinding of the 'We Will Remember Them' books.

Officer to action:

Lyn Summers – 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.

9. STATEMENT OF LICENSING POLICY

RESOLVED:

That Cabinet considers the consultation responses and recommends to full Council the updated Statement of Licensing Policy in Appendix 2 for adoption.

Reasons for decision

Following consideration of the consultation responses from local organisations and a number of Councillors, Cabinet agreed to recommend to Council an updated Statement of Licensing Policy which would better reflect current working practices and provide residents, councillors and service users with a modern policy to follow in respect of all matters regarding licensed premises in the Borough.

Alternative options considered and rejected

None, as this was a statutory requirement.

Officer to action:

Daniel Ferrer – 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.

10. QUARTERLY PLANNING OBLIGATIONS MONITORING REPORT

RESOLVED:

That the Cabinet notes the updated financial information.

Reasons for decision

Cabinet noted the report which detailed the financial planning obligations received by developers and held by the Council. The Cabinet Member for Planning and Transportation encouraged Cabinet Members to continue to review the projects within their portfolio areas.

Alternative options considered and rejected

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

Officer to action:

Nicola Wyatt, Residents Services

Classification: Public

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

11. THE PLANNING SERVICE *

RESOLVED:

That the Cabinet:

- 1. Approves the termination of the TerraQuest Contract and agrees the in-sourcing of all planning functions to ensure the delivery of a Planning Service that is efficient, cost effective and customer focused.**
- 2. Grants delegated authority to the Deputy Chief Executive and Corporate Director of Residents Services to make any final changes to the proposals, in consultation with the Leader of the Council and the Cabinet Member for Planning and Transportation.**

Reasons for decision

Following a review, Cabinet agreed to bring back in-house certain planning functions that were currently outsourced, with the aim of continuing to deliver value for money and good quality planning services to local residents and businesses.

Alternative options considered and rejected

Cabinet could have decided to continue with contracted out arrangements.

Officer to action:

Noel Kelly – 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).

12. CONTRACT AWARDS - DISABILITY FACILITIES GRANT & ADAPTATION WORKS WITHIN PRIVATE DWELLINGS AND COUNCIL'S HOUSING STOCK

RESOLVED:

That the Cabinet:

- 1. Approves the direct award to Greyline Builders Ltd. a contract to participate in the Wet rooms & Associated Aids and Adaptions Works schemes within private dwellings and the Council's Housing stock for 1 year with the option to extend for a further 1 year at the estimated cost of £1,252k for the 2 year period.**
- 2. Approves the direct award to Pilon Ltd. a contract to participate in the Wet rooms & Associated Aids and Adaptions Works schemes within private dwellings and the Council's Housing stock for 1 year with the option to extend for a further 1 year at the estimated cost of £1,252k for the 2 year period.**
- 3. Approves the direct award to Arc Group London Ltd. a contract to participate in the Wet rooms & Associated Aids and Adaptions schemes within private dwellings and the Council's Housing stock for 1 year with the option to extend for a further 1 year at the estimated cost of £1,252k for the 2 year period.**
- 4. Approves the direct award to Procure Ltd a contract to participate in the Wet rooms & Associated Aids and Adaptions Works Pilot Scheme and provide the sanitary ware and specialist aids and adaptations materials to the above three works contractors for an estimated contract value of £864k for the 2 year period but at no direct cost to the Council.**
- 5. Furthermore, agrees that any contract extension be delegated to the Leader of the Council and Cabinet Member for Finance, Property and**

Business Services to approve, in conjunction with the Deputy Chief Executive and Corporate Director of Residents Services.

Reasons for decision

Cabinet agreed to four contracts to undertake its programme of works to provide wet rooms and associated aids and adaptations for disabled tenants and owner occupiers that qualify for such works so they can maintain their independence in their own homes.

Alternative options considered and rejected

Cabinet could have decided to continue with existing interim arrangements but considered this would not provide the speed and consistency of works required.

Officers to action:

Gary Penticost – Residents Services
Michael Breen – Finance

Classification: Private

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13. CONTRACT AWARD - PROVISION OF AGENCY WORKERS (PROFESSIONAL, TECHNICAL, ADMINISTRATIVE AND UNQUALIFIED SOCIAL CARE

RESOLVED:

That the Cabinet accept the single tender from Matrix SCM Ltd. for the provision of a Temporary Resource Neutral Vendor Solution via the London Collaboration Framework (ESPO) Lot 1a to the London Borough of Hillingdon for a two-year period from 4th May 2021 to 3rd May 2023 and at the value of £11,969,948.

Reasons for decision

Cabinet agreed to move to a Neutral Vendor model to provide the required flexibility across the supply chain for a range of agency and temporary staff to meet the continued delivery of council services, where it was not feasible to recruit permanent staff.

Alternative options considered and rejected

Cabinet could have considered a 'Master Vendor' approach, however, it did not consider this beneficial, both financially and in terms of supply quality.

Officer to action:

Lydia Newman – Corporate Resources & Services

Classification: Private

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14. PROPERTY DISPOSAL - MOOR PARK ROAD, NORTHWOOD

RESOLVED:

That the Cabinet:

- 1. Declares the property surplus to requirements;**
- 2. Authorises the freehold sale of the property on the open market; the marketing and sale to be via a local estate agent; 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 a five-bedroom property to maximise a financial receipt which would be ring fenced for other housing projects.

Alternative options considered and rejected

Cabinet considered the redevelopment or conversion of the property to flats, considered this uneconomic.

Officer to action:

Julie Markwell, Residents Services

Classification: Private

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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. VOLUNTARY SECTOR LEASES

RESOLVED:

That Cabinet agrees the rents set out in the table below, which have been the subject of negotiation with the voluntary sector organisations detailed in this report and instructs Legal Services to complete the legal documentation and Property and Estates to complete the rent review memorandum.

Reasons for decision

Cabinet made decisions regarding the rent and lease for the Wayfarers Lawn Tennis Club, Ickenham; 1st Harmondsworth scouts, The Pound Harmondsworth and the Southlands Art Centre, West Drayton. Cabinet's decisions enabled the organisations concerned to benefit from 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

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

No additional items were considered by the Cabinet.

The meeting closed at 7.44pm.

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

When the Cabinet's decisions come into effect

Meeting after Cabinet, the Executive Scrutiny Committee did not call-in any of the Cabinet's decisions.

Decisions that take immediate effect:

1. Cabinet's decisions on next year's budget proposals took immediate effect to enable the statutory consultation with residents, Policy Overview Committees and the business sector to commence.
2. Cabinet's decision on the Statement of Licensing Policy also took immediate effect and are referred to Full Council on 14 January 2021 for consideration.

Implementation of all other decisions:

All other decisions of the Cabinet can be implemented by officers upon the expiry of the scrutiny call-in period which is:

from 5pm, Friday 18 December 2020.

Officers to action the decisions are indicated in the minutes.

The minutes are the official notice for any subsequent internal process approvals required by officers to action the Cabinet's decisions.

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](#).