



HILLINGDON
LONDON



Corporate Services and Partnerships Policy Overview Committee

Councillors on the Committee

Richard Lewis (Chairman)

Michael White (Vice Chairman)

Sid Garg

Liz Kemp

Carol Melvin

Robin Sansarpuri

Date: WEDNESDAY, 14
OCTOBER 2009

Time: 7.30 PM

Venue: COMMITTEE ROOM 3 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

**Meeting
Details:** Members of the Public and
Press are welcome to attend
this meeting

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This Agenda is available online at:

<http://lbh-modgov:9071/ieListDocuments.aspx?CId=243&MId=394&Ver=4>

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Policy Overview

About this Committee

This Policy Overview Committee (POC) will undertake reviews in the areas covered by the Deputy Chief Executive's Office and Finance and Resources Directorate and can establish a working party (with another POC if desired) to undertake reviews if, for example, a topic is cross-cutting.

This Policy Overview Committee will consider performance reports and comment on budget and service plan proposals for the Deputy Chief Executive's Office and Finance and Resources Directorate.

The Cabinet Forward Plan is a standing item on the Committee's agenda.

The Committee will not consider call-ins of Executive decisions or investigate individual complaints about the Council's services.

Terms of Reference

The Constitution defines the terms of reference for Policy Overview Committees as:

1. To conduct reviews of policy, services or aspects of service which have either been referred by Cabinet, relate to the Cabinet Forward Plan, or have been chosen by the Committee according to the agreed criteria for selecting such reviews;
2. To monitor the performance of the Council services within their remit (including the management of finances and risk);
3. To comment on the proposed annual service and budget plans for the Council services within their remit before final approval by Cabinet and Council;
4. To consider the Forward Plan and comment as appropriate to the decision-maker on key decisions which relate to services within their remit (before they are taken by the Cabinet);

Policy Overview Committees will not investigate individual complaints.

This Committee performs the Policy Overview role in relation to the following services:

1. human resources and personnel service;
2. e-Government and ICT;
3. democratic services;
4. legal services;
5. the Council's property portfolio, including property and asset acquisition and disposal, and capital programme;
6. corporate finance, including:
 - a. development of a medium term budget strategy;
 - b. scrutiny of the Council's management of its resources;
 - c. reviewing the operation of the Council's financial rules making proposals to the Cabinet and/or Council for their development
7. the Council's overall performance and corporate improvement work particularly in relation to the Comprehensive Performance Assessment and Corporate Assessment;
8. economic development and single regeneration budget;
9. the Local Strategic Partnership and Community Strategy;

10. Local Area Agreement;
11. community partnerships and the Council's voluntary sector strategy;
12. corporate aspects of diversity & equalities policy;
13. Best Value;
14. any other cross-cutting portfolios that might be created and any functions not included within the remit of the other Policy Overview Committees.

Agenda

- 1 Apologies
- 2 Declarations of Interest
- 3 Minutes of the meeting held on 8 September 2009 (**Page 1-7**)
- 4 Exclusion of Press and Public
To confirm that the items of business marked Part I will be considered in public and that the items marked Part II will be considered in private.
- 5 Major Review: Impact of a Pandemic in Hillingdon and the Effects on Council Services (**Page 9-17**)
- 6 Work Programme 2009/10 (**Page 19-22**)
- 7 Cabinet Forward Plan (**Page 23-28**)

Agenda Item 3

Corporate Services & Partnerships Policy Overview Committee

8 September 2009

Minutes



HILLINGDON
LONDON

	<p>Members Present: Councillors Richard Lewis (Chairman), Phoday Jarjussey, Liz Kemp, Carol Melvin, Robin Sansarpuri and Michael White.</p> <p>Apologies: Councillor Sid Garg (Councillor Phoday Jarjussey substituting)</p> <p>Officers Present: Sarah Harty (Head of Resources, Policy & Performance, Education and Children's Services), Emma Marsh (Deputy Head of Communications, Deputy Chief Executives), Kevin Mullins (Executive Director for Flu Resilience, Hillingdon Primary Care Trust), Chris Scott (Uxbridge College) and Khalid Ahmed (Democratic Services Manager).</p>		
22.	<p>Declarations of Interest</p> <p>None.</p>		
23.	<p>Minutes of the meeting held on 23 July 2009</p> <p>Agreed as an accurate record.</p>		
24.	<p>Exclusion of the press and public</p> <p>It was agreed that all items of business were considered in public.</p>		
25.	<table border="1"><tr><td><p>Major Review: Impact of a Pandemic in Hillingdon and the Effects on Council Services and Residents – Witness Session 2</p><p>This second witness session was to focus on the issues which had been raised at the last meeting which were namely:- communication, schools and their business and resilience plans, the vaccination programme and the possible prioritisation being given to healthcare and social care workers, the carrying out of vaccinations in the Occupational Health Suite and the implementation of additional hygiene measures.</p><p>Steve Smith – Head of Facilities Management, LBH</p><p>Members were provided with a written submission which</p></td><td><p>Action:</p></td></tr></table>	<p>Major Review: Impact of a Pandemic in Hillingdon and the Effects on Council Services and Residents – Witness Session 2</p> <p>This second witness session was to focus on the issues which had been raised at the last meeting which were namely:- communication, schools and their business and resilience plans, the vaccination programme and the possible prioritisation being given to healthcare and social care workers, the carrying out of vaccinations in the Occupational Health Suite and the implementation of additional hygiene measures.</p> <p>Steve Smith – Head of Facilities Management, LBH</p> <p>Members were provided with a written submission which</p>	<p>Action:</p>
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provided details of action taken during the flu pandemic. This included:-

- Additional cleaning had taken place. The cleaning specification in the Civic Centre had been varied within the terms of the cleaning contract at no additional cost to the Council. This had involved additional touch cleaning of all wc facilities, over and above their usual daily clean
- Notices have been displayed at various locations, particularly in toilets, advising staff to regularly wash their hands and providing details on the correct way of doing so.
- £10,000 has been spent on additional preventative measures which included the procurement and distribution of desk and surface wipes across the Council. This included areas such as Civic Centre Phase reception and toilets plus all Civic Centre public facing toilets.
- Hand gels have been installed in over 40 locations across the Borough in reception areas.
- Sterilisation had taken place in all office areas where there had been confirmed cases of swine flu, using a mist of anti-viral chemicals
- Work was taking place with the Council's Facilities Management provider to ensure they had robust business continuity processes in place to cover for staff absences.
- The Council had offered to provide the swine flu vaccination service to essential Facilities Management employees or those of their partners, providing front line services in key areas such as Children's residential premises, Special Schools and Early Years Centres, recognising the role these staff groups play in the daily functioning of 'life and limb' services to residents of the Borough

Kevin Mullins – Executive Director for Flu Resilience, Hillingdon Primary Care Trust

Members were provided with a presentation on the present swine flu pandemic. The main issues raised were:-

- There was an anticipation of a second wave of swine flu in the autumn and preparations were under way with vaccinations ready in mid October
- There were 22 community pharmacists and there would be a number of street pharmacists
- The current planning focuses on workforce issues, communications, prevention, prioritisation and recovery
- Reference was made to the Department of Health

planning assumptions which provided details of the potential effects of the infection and the stand out figures were that the projected case fatality rate was up to 0.1% of clinical cases

- The projection was that 700 plus people would end up in hospital. The treatment of children would be challenging as there was less specialist paediatric staff
- The severity of the pandemic had been downgraded
- Heathrow Airport had their own contingency plans and the PCT was geared up to support them
- The vaccination programme would initially be aimed at at risk individuals aged 6 months to 65 years, pregnant women, household contacts of immuno compromised individuals, people aged 65 + years and in at risk groups and frontline health and social care staff
- The vaccine would be administered in two doses, three weeks apart and school nurses and occupational health staff would be used to give the vaccine
- On one of these occasions the Seasonal Flu vaccine could also be given
- Discussions would be taking place with GPs regarding administering the vaccine as there would be a cost implication but nevertheless it would be given free of charge to the patient
- The vaccination programme would have a significant impact on the PCT's budget and the PCT would have to look at all options in terms of delivering the programme
- The second string of priority groups for vaccinations would involve Council staff such as staff involved in meals on wheels, Facility Management contractor staff, teachers etc
- The local NHS Trusts that provided services for Hillingdon residents were part of the reporting structure which was overseen by the Hillingdon Influenza Pandemic Committee and the PCT would take control once "gold alert" had been reached in the command and control chain
- A skills audit had been undertaken and a number of the Administrative staff had medical skills and expertise and these would be utilised on patient facing services if required

Andrew Scott – Uxbridge College

Members were provided with the details of the Colleges business and continuity plans for handling a pandemic. The main issues raised were:-

- Risk assessments have taken place to identify essential services which would be required and these would include Teaching and Learning, IT Services, Financial

Administration and Payroll

- Flu vaccinations will be offered and paid for by the college once the vaccine was available
- The pandemic would have an impact on transport and Members asked that the College gave consideration to providing additional car parking at the College
- Communication with employees, students and parents would be by email and through the College website
- Actions taken to maintain services would include combining course groups so that one lecturer could cover two classes, greater use of Agency Lecturers to cover sickness, extending the number of staff working from home and accessing the College's IT system and emails.

During discussion the College was asked to give consideration to undertaking a skills and knowledge audit of its staff to ensure that staff could be redeployed during a pandemic if required.

Sarah Harty - Head of Resources, Policy & Performance, Education and Children's Services

Members were informed of the following:

- That the Head of Resources, Policy & Performance's remit included overseeing schools and children's homes and her role was of leadership and guidance. Schools were individually managed but the department's website included information regarding business continuity
- Work had taken place with the Communications Team and the Civil Protection Team on devising a template for schools to produce their business and continuity plans
- There was an option of schools working in clusters to provide business and continuity in an area and the sharing of roles and responsibilities
- In relation to Children's Homes and Respite Care, the prioritisation of services was being looked as well as prioritising staff for the vaccinations

Reference was made to nurseries and playgroups within the Borough and the need for these to be included in the planning for a pandemic.

Emma Marsh – Deputy Head of Communications, LBH

Members gave consideration to a paper on swine flu: crisis management which had been written by the Deputy Head of Communications as a result of the death of a pupil in the Borough.

- Both the PCT's and Council's Communications Teams

- worked closely during the present pandemic
- The Team had been working closely with civil protection officers since the swine flu virus
- The Council's intranet had information and advice for staff on the present swine flu pandemic. There was a questions and answers section for managers
- Updates were provided at monthly team meetings for managers as well as regular updates on the Council's newsletter which was sent to all staff
- The major learning that had come out of the death of the pupil was that it was important to make sure that contacts and roles had been sorted out to enable quick and effective working with a variety of people
- It was important that staff were aware of the procedures
- The vaccination process would be managed through the Council's intranet
- Re-assurances would need to be given regarding the advantages of the vaccination
- Occupational Health were devising a vaccination strategy to offer vaccinations to all Council staff that fit the national eligibility criteria

Members thanked the witnesses for the information they had provided.

Discussion took place on the issues raised by the witnesses and it was agreed that a sample survey be undertaken of the Borough's educational and care establishments to ask whether they had in place business and continuity plans for a pandemic. These establishments to include playgroups, nurseries, schools, further education and higher education establishments and social care homes.

The survey should include the following information:

- Agreed roles and responsibilities
- A list of minimum staffing requirements
- Essential work which must continue
- Which work was a priority which could be produced
- Is there an agreement on communication processes?

In addition in relation to individuals organisations should be asked whether they had undertaken a skills and knowledge audit to ensure essential services were covered if staff were absent from work due to sickness. This should include:

- Cover arrangements
- A list of staff contact details
- Details of those staff with childcare or care responsibilities
- Working arrangements if there were transport problems

	<ul style="list-style-type: none"> • Flexible working policies i.e. home working, remote-working <p>Members also asked that an interim report of the pandemic review be submitted to Cabinet containing the following recommendations:</p> <ul style="list-style-type: none"> • A skills and knowledge audit be undertaken of the Council's workforce to build up a computerised database. Information to include details about staff who had been vaccinated, those who have had swine flu, those with children, those who were carers, those who were front line staff and those that dealt face to face with the public • That changes be made to the Council's Constitution to provide contingency arrangements for the decision-making process. This should also include the option of web casting of Council, Cabinet, and Committee meetings. • To mitigate the impact of a major pandemic, the Council to ensure business and continuity plans were in place at the Borough's educational and care establishments (includes playgroups, nurseries, schools, further education and higher education establishments and social care homes). <p>Resolved –</p> <ol style="list-style-type: none"> 1. That the information provided by the witnesses be noted and approval be given to the initial recommendations of the review being submitted to Cabinet in the form of an interim report. 2. That a sample survey be undertaken of the Borough's educational and care establishments to ask whether they had in place business and continuity plans for a pandemic. 3. That the following witnesses be invited to the next meeting of this Committee: a representative from Brunel University, an officer from Adult Social Care, Health and Housing and representatives from a school and a nursery. 	<p>Khalid Ahmed</p> <p>Khalid Ahmed</p> <p>Khalid Ahmed</p>
<p>26.</p>	<p>Work programme 2009/10</p> <p>The work programme was amended to reflect the witness session for 14 October 2009 meeting.</p> <p>Resolved –</p>	

	1. That the Work Programme as amended be noted.	Khalid Ahmed
27.	Cabinet Forward Plan Noted.	
	Meeting closed at 9.15pm Next meeting: 14 October 2009 at 7.30pm	

These are the minutes of the above meeting. For more information on any of the resolutions please contact Khalid Ahmed on 01895 250833. Circulation of these minutes are to Councillors, Officers, the Press and Members of the Public.

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Major review: Impact of a Pandemic in Hillingdon and the Effects on Council Services

Witness session 3

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

To enable the Committee to continue to gather evidence as part of their review into the impact of a pandemic in Hillingdon and the effects on Council services and residents.

OPTIONS AVAILABLE TO THE COMMITTEE

1. Question the witnesses using the suggested questions
2. Ask additional/supplementary questions as required
3. Highlight issues for further investigation

INFORMATION

1. The Committee commenced its review into the impact of a pandemic in Hillingdon and the effects on Council Services at its meeting on 7 July 2009. The first witness session on 23 July concentrated on the business and continuity plans which the Council already had in place in the event of a pandemic. Members heard evidence from the Civil Protection Manager, the Head of ICT, the Head of HR, the Council's Bereavement Officer and the Head of Democratic Services.

2. The second witness session on 8 September focused on communication, schools and their business and resilience plans, the vaccination programme and the possible prioritisation being given to healthcare and social care workers, the carrying out of vaccinations in the Occupational Health Suite and the implementation of additional hygiene measures. Members heard from the Head of Resources, Policy & Performance, Education and Children's Services, the Deputy Head of Communications, the Executive Director for Flu Resilience at Hillingdon Primary Care Trust and a representative from Uxbridge College

3. As a result of those first two witness sessions and because of the circumstances surrounding the present swine flu pandemic, Members have agreed three initial recommendations which will be submitted to the Cabinet meeting on 15 October 2009. These are:

a) That a skills and knowledge audit be undertaken of the Council's workforce to build up a computerised database. This information to include details about staff who have been vaccinated against the swine flu virus, those who have had swine flu, those with children and with childcare responsibilities, those staff who were front line staff and those that come into contact with the public.

b) That enhancements be considered to the Council's Constitution to provide further contingency arrangements for the decision making processes of the Council, in consultation with the Leader of the Council.

c) In order to mitigate the impact of a major pandemic, officers ensure that business and continuity plans are in place at all educational and care establishments operating within the borough. This includes but is not limited to playgroups, nurseries, schools, further education and higher education establishments as well as social care homes.

4. At the last meeting Members asked that officers undertake a sample survey of the Borough's educational and care establishments to ask whether they had in place business and continuity plans for a pandemic. Subsequent to the meeting, and with the agreement of the Chairman, this was not carried out as this was already being carried out by Education officers. Regarding the survey for care establishments, a representative from Adult Social Care, Health and Housing will attend this meeting and answer Members questions on the contingency arrangements for social care homes and facilities.

5. In addition Members asked that a representative of Brunel University be invited to inform Members of their preparations for a pandemic.

6. For Members information, the latest figures from the Health Protection Agency shows that an estimated 14,000¹ new cases of swine flu in the previous week, which was an increase in the previous week. A license for the GSK vaccine has been approved by the European Commission and all NHS Organisations must ensure that their plans for vaccinating patients in the priority groups and eligible staff are in place.

WITNESSES

7. The following witnesses have been invited to attend the second witness session:

- Representative from Adult Social Care, Health and Housing, LBH
- Dr Iran Adil-Smith – Brunel University
- Representatives from schools in the Borough

¹ Department of Health – "The Week" – issue 115 25-1 October 2009

Suggested questions

- i) What are the business and continuity plans which are in place for a pandemic for the social care establishments in the Borough?
- ii) What hygiene measures are taking place in social care establishments to mitigate the impact of a pandemic?
- iii) What preparations are in place to ensure care staff are in place to ensure the provision of care is maintained if staff are off work sick?
- iv) What plans are in place for Brunel University to ensure the education of students is not compromised if there is an upsurge in swine flu?
- v) Is Brunel University is the communication loop with all agencies within the Borough to ensure a partnership approach to the effects of a pandemic?
- vi) Are schools in the Borough prepared for the anticipated second wave of swine flu and what contingency arrangements are in place to ensure that the education of children is not compromised?
- vii) Is the communication from the Council and the PCT effective in ensuring schools are being kept up to date in terms of information on the pandemic and on the imminent vaccination programme?

PAPERS WITH THE REPORT

Revised scoping report (as updated at 8 September meeting) - Appendix 1

SUGGESTED COMMITTEE ACTIVITY

1. Members question the witnesses and identify important issues for their review.
2. Members to discuss the evidence gathered to date on their review and note any potential draft recommendations.

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**CORPORATE SERVICES & PARTNERSHIPS
POLICY OVERVIEW COMMITTEE**

2009/10

REVIEW SCOPING REPORT

Proposed review title:

**THE IMPACT OF A PANDEMIC IN HILLINGDON AND THE EFFECTS ON
COUNCIL SERVICES**

Aim of the review

To review how the Council has prepared for a pandemic in terms of the effects on Council services, including schools and further education establishments.

Proposed outcome

A report summarising the Committee's findings would be completed and presented to the Council's Cabinet. The report will present recommendations on the Council's individual and multi-agency resilience and response plans for a potential pandemic in relation to the impact on Council services.

Terms of reference

1. To examine the local resilience and response plans which are in place for this Council to respond to a pandemic.
2. To examine how the Council could mitigate the impact of a pandemic on Council staff and the services provided.
3. To examine the multi-agency planning for a pandemic and looking at any gaps which may exist in the delivery of services?
4. To examine the working practices that the Council will require during a pandemic to ensure a minimum disruption to Council services.
5. To examine the priority services which the Council and its partners will need during a pandemic to vulnerable people in conjunction with its partners.
6. To make recommendations from the above investigations, in relation to the resilience and planning processes for this Council's response to a

APPENDIX 1

pandemic.

Reasons for the review

It has been widely reported that the World Health Organisation has raised the alert over swine flu to pandemic status. Swine flu originated in Mexico and has spread rapidly to other parts of the world, including this country.

As the Port Authority for Heathrow Airport, the Council already has well developed plans in place for this type of issue and the Council works with the Health Protection Agency and other partners to put necessary measures in place. This review is therefore timely in that it will seek to examine whether the Council could do more to mitigate the effects of a pandemic on Council services and residents.

Part of the review will examine the existing arrangements the Council has in place for dealing with pandemic Influenza as detailed in the London Regional Resilience Flu Pandemic Response Plan and the work carried out by the Council's Civil Protection Service. The review will contribute to ensuring preparations are in place to enable the Council to provide essential services to residents, particularly the most vulnerable, during a pandemic.

Key issues

1. What business continuity and contingency plans have the Council in place to ensure that critical services and outputs continue to be delivered throughout a pandemic?
2. What is the multi-agency approach to a pandemic, particularly in relation to the provision of essential services to residents?
3. What will the effects of a pandemic be on Hillingdon PCT' budget? How will providing both Tamiflu and/or vaccines to patients affect the financial deficit of the PCT?
4. What operational plans will the Council have in place should a pandemic widely affect the Council's workforce? What advice would be given to staff who meet the public face-to-face and what safeguards would be put in place? How would staff commute to work if public transport is affected?
5. Are the command structures, roles and responsibilities during a pandemic clear?
6. Would flexible working be encouraged such as home or remote working and would the Council have the IT infrastructure to enable this to happen?
7. To some extent the level of staff absence during a pandemic depends on the demographics of the Council's work teams and the numbers who have childcare or family responsibilities. What estimates can be made of the likely numbers of the Council's workforce this will include?

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Methodology

A review of the relevant literature and websites including:

- Cabinet Office – London Resilience preparing for emergencies
<http://www.cabinetoffice.gov.uk/ukresilience.aspx>
- Health Protection Agency - <http://www.hpa.org.uk/>
- Department of Health - <http://www.dh.gov.uk/en/index.htm>
- London Borough of Hillingdon – Council’s response to swine flu -
<http://www.hillingdon.gov.uk/index.jsp?articleid=17634>
- Australian Government – Department of the Prime Minister and the Cabinet – National Action Plan for Human Influenza Pandemic
<http://www.dPMC.gov.au/publications/pandemic/docs/NAP.doc>
- Improvement and Development Agency – Swine Flu Information for Elected Members
- Department of Health: Swine Flu- UK Planning Assumptions (July and September 2009)
- Improvement and Development Agency – Swine Flu: crisis management
- Written submission from Head of Facilities Management LBH (Sept 2009)

Witness sessions to potentially include:

- Mike Price, Civil Protection Manager, London Borough of Hillingdon
- Amanda Marsh – Head of HR, London Borough of Hillingdon
- Claude Seng, Health Protection Agency
- Kevin Mullins, Hillingdon Primary Care Trust
- Steve Palmer, Head of Information and Communications Technology, London Borough of Hillingdon
- Lloyd White, Head of Democratic Services, London Borough of Hillingdon
- Emma Marsh, Deputy Head of Corporate Communications, London Borough of Hillingdon
- An officer from Education and Children’s Services, London Borough of Hillingdon
- Representative from Uxbridge College
- Steve Smith, Head of Facilities Management, London Borough of Hillingdon
- Paul Whaymand, Head of Accounting Services, London Borough of Hillingdon
- John Purcell, Bereavement Manager, London Borough of Hillingdon
- Other local authorities
- Business Continuity specialist
- Officer from the London Resilience Team – Government Office for London

Stakeholders and consultation plan

As many stakeholders as possible would be invited to give evidence to the Committee in person. In addition to those outlined above, further stakeholders could be invited to give written evidence to the review. For example, the Council’s Corporate Communications Team could be used to undertake consultations for the review. In addition the Council’s website and/or

APPENDIX 1

Hillingdon People could be used to engage with stakeholders and to invite views on the review.

Connected work (recently completed, planned or ongoing)

In undertaking their work on the effects of a pandemic, the Committee will need to be aware of the work the Head of Business Services has already carried out in relation to the Council's response to a pandemic.

In addition this Council is part of the London Regional Resilience Forum which was required by the Cabinet Office in 2005, to oversee the development of individual and multi-agency resilience and response plans for a potential influenza pandemic. The London Regional Resilience Flu Pandemic Response Plan was approved at the Forum in May 2006, and was last updated in March 2009.

Hillingdon PCT in their role as the lead NHS Organisation are also involved in the planning process for responding to the effects of a pandemic. More information will be obtained from the PCT from witness sessions.

Proposed timeframe & milestones

Meeting	Action	Comments
7 July 2009	Consider draft scoping report and to give consideration to the witnesses the Committee would like to invite to give evidence	Comment on the draft scope for the review and discuss preferred witnesses. Background information on pandemics and its impact on the public and on Council services.
23 July 2009	Finalisation of scoping report and consideration of potential witness sessions First witness session	Members to set the parameters for the review and to hear what this Council already has prepared in the event of a pandemic. Also to decide on witness sessions Potential witnesses: Mike Price, Civil Protection Manager, LBH, Steve Palmer, Head of Information and Communications Technology LBH, John Purcell Bereavement Manager at LBH, Amanda Marsh, Head of Human Resources and Lloyd White, Head of Democratic Services, LBH
8 September 2009	Second witness session	Session to focus on the work the Council's partners have already undertaken in relation to planning

APPENDIX 1

		for a pandemic. Potential witnesses: Representative from Hillingdon PCT, Emma Marsh, Deputy Head of Corporate Communications, LBH, An officer from Facilities Management, LBH, an officer from Education and Children's, LBH and a representative from Uxbridge College
14 October 2009	Third witness session	Session to look at preparations in social care homes, schools and Brunel University Potential witnesses: Representative from school(s), representative from Brunel University and an officer from Adult Social Care, Health & Housing
12 November 2009	Fourth witness session	Final Session to finish off the review and to draft the review's recommendations Potential witnesses – To be decided
20 January 2009	Agree report	Sign off final report.

Risk assessment

This is a broad topic and it will therefore be important to ensure that the Committee remain focused on areas within the remit of this Policy Overview Committee. The Committee will note that Emergency Planning falls within the remit of Residents and Environmental Services Policy Overview Committee so it will be important for Members to look at areas it can influence.

Information Updates

As there is currently a Worldwide pandemic alert in operation, coupled with emergency procedures active in the UK, it is important that the POC receive regular updates on the progress of the pandemic. It is proposed that in addition to reports to the Policy Overview Committee, email bulletins on a monthly basis are provided to Members, bringing together global, national and local information on this issue.

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Agenda Item 6

Work Programme 2009/10

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

This report is to enable the Committee to review meeting dates and forward plans. This is a standard item at the end of the agenda.

OPTIONS AVAILABLE TO THE COMMITTEE

1. To confirm dates for meetings
2. To make suggestions for future working practices and/or reviews.

INFORMATION

All meetings to start at 7.30pm

Meetings	Room
9 June 2009	CR 3
7 July 2009	CR 3
23 July 2009	CR 3
8 September 2009	CR 3
14 October 2009	CR 3
12 November 2009	CR 3
20 January 2010	CR *
23 February 2010	CR *
17 March 2010	CR *
21 April 2010	CR *

* Rooms to be allocated by FM

Corporate Services & Partnerships Policy Overview Committee

2009/10 DRAFT Work Programme

Meeting Date	Item
9 June 2009	Setting High Ethical Standards – Implementation of Action Plan
	Discussion on work programme for 2009/10
	Cabinet Forward Plan
7 July 2009	Deputy Chief Executive's and Finance and Resources reports on Key Performance Indicators linked to Group Plans
	Work programme for 2009/10: Draft Scoping Report on the Economic Effects of a Pandemic and its Effect on Council services and residents
	Cabinet Forward Plan
23 July 2009	Budget Outturn and Context for 2009/10
	Work Programme 2009/10
	Work programme for 2009/10: Finalisation of Scoping Report on the Impact of a Pandemic in Hillingdon and the Effects on Council Services and Residents
	Witness Session 1
	Work Programme
	Cabinet Forward Plan
8 September 2009	Major Review in 2009/10 – First Review
	Witness Session 2
	Cabinet Forward Plan
	Work Programme

14 October 2009	Major Reviews in 2009/10 – First Review Witness Session 3
	Cabinet Forward Plan
	Work Programme

12 November 2009	Major Reviews in 2009/10 – First Review Witness Session 4
	Cabinet Forward Plan
	Work Programme

20 January 2010	Direction of Travel for Performance Indicators
	Presentation of Group Plans for 2010/2011
	Draft Budget for Consideration
	Major Reviews in 2009/10 – First Review Final Report
	Draft Scoping Report for Second Review
	Cabinet Forward Plan
	Work Programme

23 February 2010	Major Reviews in 2009/10 – Second Review Witness Session 1
	Cabinet Forward Plan
	Work Programme

17 March 2010	Major Reviews in 2009/10 – Second Review Witness Session 2
	Cabinet Forward Plan
	Work Programme

21 April 2010	Major Reviews in 2009/10 – Second Review Witness Session 3
	Cabinet Forward Plan
	Work Programme

Cabinet Forward Plan

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REASON FOR ITEM

The Committee is required to consider the Forward Plan and provide Cabinet with any comments it wishes to make before the decision is taken.

OPTIONS OPEN TO THE COMMITTEE

1. Decide to comment on any items coming before Cabinet
2. Decide not to comment on any items coming before Cabinet

INFORMATION

1. The Forward Plan is updated on the 15th of each month. An edited version to include only items relevant to the Committee's remit is attached below. The full version can be found on the front page of the 'Members' Desk' under 'Useful Links'.

SUGGESTED COMMITTEE ACTIVITY

1. Members decide whether to examine any of the reports listed on the Forward Plan at a future meeting.

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The Cabinet Forward Plan October 2009 to January 2010 onwards - (Corporate Services and Partnerships POC items only)

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
ASCH&H = Adult Social Care, Health & Housing; DCEO = Deputy Chief Executive's Office; E&CS = Education & Children's Services; E&CP = Env't & Consumer Protection; F&R = Finance & Resources; P&CS = Planning & Community Services									
CABINET - 15 OCTOBER 2009									
319	Appointment of Banking Services Supplier to the London Borough of Hillingdon	The Council's main banking contract expires on 31.3.2010. The report will outline the tendering process and results, and recommend that a new contract be awarded to the preferred supplier.	All		Cllr Jonathan Bianco	F&R Annette Reeves			
371	Regulation of Investigatory Powers Act 2000 (RIPA) - Revised Policy	Cabinet will be asked to approve a revised Regulation of Investigatory Powers Act 2000 Policy. This report will detail amendments to the Council's existing RIPA policy in order to ensure that it addresses new recommendations made by the Office of Surveillance Commissioner as well as complying with statutory codes of practice. Secondly, Cabinet will be asked to approve the Acquisition of Communications Data Policy. This falls within the remit of the Information Commissioner and is therefore presented as a separate policy document for Cabinet approval.	All		Cllr Ray Puddifoot / Cllr Scott Seaman-Digby	DCEO Beejal Soni		Cabinet report dated 13 August 2003	NEW
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&R Paul Whaymand 01895 556074			
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed			as appropriate	DCEO Democratic Services			
CABINET MEMBER DECISIONS - OCTOBER 2009									

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367	Wi-Fi Pilot Schemes - Procurement of Wi-Fi Infrastructure and Services	Introducing two pilot wi-fi schemes into Hayes and Ruislip town centres with the intention of encouraging people and businesses into these town centres.	Ruislip, Botwell and Townfield		Cllr Jonathan Bianco	F&R Darryl Wallace	Consultation is taking place with businesses in Hayes and Ruislip, the local Chambers of Commerce and the Hayes Town Centre Partnership.		NEW
CABINET - 19 NOVEMBER 2009									
SI Page 26	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&R Paul Whaymand 01895 556074			
CABINET - 17 DECEMBER 2009									

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354	The Council's Budget - Medium Term Financial Forecast 2010/11 - 2013/14	This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2010/11 for consultation, along with indicative projections for the following three years.	All		Cllr Jonathan Bianco	F&R Paul Whaymand	Internal only with Council departments - the proposals will then be subject to public consultation through the Policy Overview Committee in accordance with the Budget and Policy Framework rules and statutory consultation with business ratepayers	Local government finance settlement information on DCLG website	
355	Financial Support to Voluntary Organisations	The report to Cabinet will make recommendations on the level of financial support to voluntary organisations for the 2010/11 financial year.	All		Councillor Douglas Mills	DCEO Nigel Cramb 01895 250394			
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&R Paul Whaymand 01895 556074			
SI	Quarterly Voluntary Sector Leases Report - Quarter 2	Regular quarterly report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	F&R Gregory Morrison			
SI	Quarterly Performance report and Council Plan monitoring - Quarter 2	Regular monitoring report about how the council is performing and delivering its priorities as set out by the Leader in the Council Plan.	All		Cllr Ray Puddifoot & Cllr Douglas Mills	DCEO Susie Kemp 01895 277182			

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SI	Quarterly Performance report and LAA Monitoring - Quarter 2	Regular monitoring report about how the council is progressing against the targets in the Local Area Agreement.	All		Cllr Douglas Mills	DCEO Ian Edwards 01895 250612			
SI	Quarterly Performance Monitoring of the Sustainable Community Strategy - Quarter 2	Regular quarterly monitoring report of the Sustainable Community Strategy about how the council and its partners are performing and delivering its priorities as set out in the Strategy.	All		Cllr Douglas Mills	DCEO Ian Edwards 01895 250612			NEW
COUNCIL 14 JANUARY 2010									
369 Pag	Approval of Council Tax Base calculation (FULL COUNCIL ONLY)	Council will be asked to approve the calculation of the Council Tax Base for 2010/11	All	14 January 2010	Cllr Jonathan Bianco	F&R Ben Lea 01895 250818			NEW
CABINET - 21 JANUARY 2010									
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&R Paul Whaymand 01895 556074			