



HILLINGDON
LONDON



Council

To all Members of the Council

Date: THURSDAY, 15 JULY 2021

Time: 7.30 PM

Venue: COUNCIL CHAMBER -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE

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

View the agenda online at
www.hillingdon.gov.uk

Alternatively, use a smart phone camera
and scan the code shown below:



Published: Wednesday, 7 July 2021

Contact: Lloyd White, Head of
Democratic Services

Tel: 01895 556743

Email: lwhite@hillingdon.gov.uk

Putting our residents first

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

Useful information for residents and visitors

Watching & recording this meeting

You can watch this meeting on the Council's YouTube channel, live or archived.

Residents and the media are also welcome to attend in person, and if they wish, report on the public part of the meeting. Any individual or organisation may record or film proceedings as long as it does not disrupt proceedings.

Watch a **LIVE** broadcast of this meeting on the Council's YouTube Channel: *Hillingdon London*

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



It is recommended to give advance notice of filming to ensure any particular requirements can be met. The Council will provide seating areas for residents/public, high speed WiFi access to all attending and an area for the media to report. When present in the room, silent mode should be enabled for all mobile devices.

Travel and parking

Bus routes 427, U1, U3, U4 and U7 all stop at the Civic Centre. Uxbridge underground station, with the Piccadilly and Metropolitan lines, is a short walk away. Limited parking is available at the Civic Centre. For details on availability and how to book a parking space, please contact Democratic Services.

Please enter via main reception and visit the security desk to sign-in and collect a visitors pass. You will then be directed to the Chamber.



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

If there is a FIRE, you will hear a continuous alarm. Please follow the signs to the nearest FIRE EXIT and assemble on the Civic Centre forecourt. Lifts must not be used unless instructed by a Fire Marshal or Security Officer. In the event of a SECURITY INCIDENT, follow instructions issued via the tannoy, a Fire Marshal or a Security Officer. Those unable to evacuate using the stairs, should make their way to the signed refuge locations.

Agenda

Prayers

To be said by Minister of Religion, Shree Chetan Joshi

- 1 Apologies for Absence
- 2 Minutes 1 - 34

To receive the minutes of the meetings held on 25 February and 20 May 2021 (*both attached*)
- 3 Declarations of Interest
To note any declarations of interest in any matter before the Council
- 4 Mayor's Announcements
 1. To receive the Mayoral Announcements.
 2. The Mayor will call upon the Leader of the Council to make a statement in order to update all Members of the Council regarding the Council's ongoing response to the Covid19 pandemic.
- 5 Public Question Time 35 - 36

To take questions submitted by members of the public in accordance with Council Procedure Rule 10.
- 6 Report of the Head of Democratic Services 37 - 46
- 7 Local Development Scheme 47 - 62

To consider a recommendation from Cabinet for the adoption of the scheme.
- 8 Members' Questions 63 - 64

To take questions submitted by Members in accordance with Council Procedure Rule 11
- 9 Motions 65 - 66

To consider Motions submitted by Members in accordance with Council Procedure Rule 12
- 10 Adjournment Debate
In accordance with Council Rule 15, to hold an Adjournment Debate, submitted by Councillor Prince on the subject of '**Rats and Other Pests**'.



Minutes

COUNCIL

25 February 2021

VIRTUAL

Councillor Teji Barnes (Mayor)
Councillor Roy Chamdal (Deputy Mayor)

	<p>MEMBERS PRESENT: Councillors: Shehryar Ahmad-Wallana Scott Farley John Morgan Lynne Allen Duncan Flynn John Morse Simon Arnold Janet Gardner June Nelson Jonathan Bianco Martin Goddard Susan O'Brien Mohinder Birah Raymond Graham John Oswell Lindsay Bliss Becky Haggar Jane Palmer Wayne Bridges John Hensley Kerri Prince Nicola Brightman Henry Higgins Sir Ray Puddifoot MBE Keith Burrows Vanessa Hurhangee Devi Radia Alan Chapman Allan Kauffman John Riley Farhad Choubedar Kuldeep Lakhmana Paula Rodrigues Judith Cooper Eddie Lavery Raju Sansarpuri Philip Corthorne Richard Lewis Scott Seaman-Digby Peter Curling Heena Makwana David Simmonds CBE Nick Denys Michael Markham Jagjit Singh Alan Deville Stuart Mathers Brian Stead Jazz Dhillon Carol Melvin Colleen Sullivan Jas Dhot Ali Milani Jan Sweeting Janet Duncan Douglas Mills Steve Tuckwell Ian Edwards Richard Mills David Yarrow Tony Eginton Peter Money</p>
	<p>OFFICERS PRESENT: Fran Beasley, Paul Whaymand, Dan Kennedy, Perry Scott, Mike Talbot, Raj Alagh, Andy Evans, Lloyd White, Andy Goodwin, Iain Watters, Mark Braddock, Morgan Einon, Beth Rainey and Nikki O'Halloran</p>
45.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>) There were no apologies for absence.</p>
46.	<p>MINUTES (<i>Agenda Item 2</i>) RESOLVED: That the minutes of the meeting held on 14 January 2021 be agreed as a correct record.</p>
47.	<p>ROLL CALL & DECLARATIONS OF INTEREST (<i>Agenda Item 3</i>) The Head of Democratic Services asked each Member in alphabetical order to declare that they were present and whether they had any declarations of interest in any matter before Council. There were no declarations of interest.</p>

48. **REPORT OF THE HEAD OF DEMOCRATIC SERVICES** (*Agenda Item 4*)

i) Temporary Suspension of Council Procedure Rules for the Virtual Council Meeting Only

Councillor Edwards moved, and Councillor Bianco seconded, the recommendation subject to an amendment to allow for three speakers from each Group (in addition to the mover and seconder) on the debate on the budget only (Item 6).

RESOLVED: That, under Standing Order 26.1, Council agrees to temporarily suspend the specific Standing Orders set out in the report, as amended above, for the purposes of holding this virtual Full Council meeting, with immediate effect.

ii) Urgent Implementation of Decisions

The recent urgent decisions taken were noted.

iii) Members' Allowances 2021/22

Councillor Edwards moved the recommendation with an amendment to delete reference to the in-year increase in line with the annual local government pay settlement thereby freezing Members' allowances at the existing rate for 2021/2022. Councillor Bianco seconded the amended recommendation and it was put to a recorded vote:

Those voting for: The Mayor (Councillor Barnes), the Deputy Mayor (Councillor Chamdal), Councillors Ahmad-Wallana, Allen, Arnold, Bianco, Birah, Bliss, Bridges, Brightman, Burrows, Chapman, Choubedar, Cooper, Corthorne, Curling, Denys, Deville, Dhillon, Dhot, Duncan, Edwards, Eginton, Farley, Flynn, Gardner, Goddard, Graham, Haggart, Hensley, Higgins, Hurhangee, Kauffman, Lakhmana, Lavery, Lewis, Makwana, Markham, Mathers, Melvin, Milani, D Mills, R Mills, Money, Morgan, Morse, Nelson, O'Brien, Oswell, Palmer, Prince, Puddifoot, Radia, Riley, Rodrigues, Sansarpuri, Seaman-Digby, Simmonds, Singh, Stead, Sullivan, Sweeting, Tuckwell and Yarrow.

Those voting against: None.

Those abstaining: None.

The motion was carried and it was:

RESOLVED: That the current Members' Allowances Scheme be revoked as of 31 March 2021 and the new Scheme for 2021/22, as amended, be approved for implementation from 1 April 2021 as shown in Annex A to these minutes.

iv) Programme of Meetings 2021/22

Councillor Edwards moved, and Councillor Bianco seconded, the recommendation with the amendments as set out in the Order of Business and it was:

RESOLVED: That the timetable of meetings for 2021/22 as set out in Annex B to these minutes, be approved and the Head of Democratic Services, in consultation with the Chief Whip of the Majority Party, be authorised to make any amendments that may be required throughout the course of the year

49. **MAYOR'S ANNOUNCEMENTS** (*Agenda Item 5*)

The Mayor encouraged all ethnic minority communities to attend their COVID-19 vaccination appointment when they received their invitations, just as she would be doing when she received hers. She noted that the vaccination was safe, had been thoroughly tested and had been given medical approval. The vaccine did not include any animal products so was suitable for all faiths. It was the best way to protect yourself and your loved ones and save lives.

The vaccination centres were extremely efficient, and the clinicians could support residents if they had any questions. By having the vaccination, residents would be playing their part in protecting everyone so that they could eventually return to a life where they could safely mix with their friends and loved ones without fear.

The Mayor thanked everyone involved in administering the vaccine and thanked those residents, especially those in her own community, who had already received their vaccinations.

Statement from the Leader of the Council

The Leader stated that the Prime Minister had announced his roadmap for ending the lockdown. It was a cautious plan that was expected to prevent future lockdowns and would see the country moving together. The temptation was to believe that the battle had been won and the danger was that residents would begin to ignore the restrictions that remained necessary to ensure that the country stayed on track to achieve the ending of all restrictions on 21 June 2021 or thereafter. Members continued to have an important role to play through their own observance of the regulations as well as by influencing their communities to continue to follow the rules and encouraging residents to get vaccinated.

Since the last Council meeting on 14 January 2021, the situation in Hillingdon had improved considerably. The seven-day moving average infection rate per 100,000 residents had fallen from 799 to 120. The positivity rate (the percentage of residents that had tested positive for COVID-19) had been 22.3% in January 2021 but had now fallen to 6.4% (the London average was 4.8%). Hillingdon, Hounslow and Ealing continued to have the highest infection rates in London and were amongst the highest rates across the country. Although good progress had been made, this needed to continue.

Recently, an additional 9,788 residents had been included on the list of those that were shielding, which had taken the total to 27,464. With shielding expected to end at the end of March 2021, the additional burden on the Council would be limited. The Council was required to contact everyone on the list although this had not typically resulted in requests for additional support. The Government had provided additional funding for the Council to write to all shielding adult residents, inviting them to apply for a postal vote ahead of the GLA election.

North West London had been amongst the best performers with regard to vaccinations. The target to vaccinate the top four cohorts (those aged 70 or above, care workers and the clinically vulnerable) had been achieved with more than 87% of each age group vaccinated. Vaccine coverage (those who had received one dose) had reached 30% of the Borough's current eligible population (those over the age of 50, care workers and the clinically vulnerable). Hillingdon was on target to meet the second target date in May 2021.

Joint working had been undertaken with success in persuading the hesitant to be vaccinated. A strong network of community groups and leaders had been engaged to spread the message of the importance of being vaccinated. Videos in second languages had been made by community leaders and Members had offered to help in this endeavour.

The second strand of the strategy to exit the lockdown had been to ensure strong local asymptomatic testing capability. Hillingdon had been ahead of others with six testing sites open across the Borough and a seventh opening soon. A local publicity campaign had been started to encourage those without symptoms to be regularly tested. The number of asymptomatic tests conducted daily in Hillingdon was amongst the highest in London, with capacity to ramp up the testing even further should the South African or Brazilian variants be identified in the Borough.

The Council had been working with secondary schools and colleges in the Borough to ensure that they had the equipment and additional staff to allow them to conduct on site testing for their pupils when they reopened.

The Contact Tracing Service provided the third element of the strategy where Hillingdon had been prepared and performing well. The Council had contacted 88% of those residents referred by the NHS Track and Trace service. This performance had been amongst the highest in London.

The Leader assured Members that the immediate financial impact of the pandemic had been contained within the initial Government grants and the £9.1m earmarked COVID reserves. However, there continued to be uncertainties with the latest being a Government delay in the Council's issuing of business rate demands. Although this was unlikely to impact the Council's bottom line, it could have a short-term impact on cash flow which the authority would be comfortably able to withstand. The Leader thanked the Council's partners, community volunteers and staff who had been working tirelessly to help keep everyone safe.

In addition to the update above, the Leader reminded Members that Hillingdon had been in dispute with High Speed 2 over the lack of information that they had been providing in support of their planning applications. A small matter involving a newt pond had gone to the Supreme Court which, on 23 February 2021, had refused to hear an appeal against a decision of the Appeal Court that had ruled in Hillingdon's favour. This meant that the law on High Speed 2 planning applications had been settled once and for all. High Speed 2 Limited would now have to provide the Council with sufficient information in order for the authority to properly determine their applications and which the company had refused to do up until now.

High Speed 2 Limited had been ordered to pay the Council's costs which would be approximately £20k. The Leader thanked the Borough Solicitor and planning officers for securing this ruling which would better enable the Council to mitigate the impact of High Speed 2 on the Borough's residents.

50. **GENERAL FUND REVENUE BUDGET, HOUSING REVENUE ACCOUNT AND CAPITAL PROGRAMME 2021/2022** (*Agenda Item 6*)

Councillor Flynn moved, and Councillor Radia seconded, the suspension of Council procedure rule 14.4 to allow unlimited speaking time for the mover and seconder of the motion and the principal speaker / mover of the amendment and seconder of the amendment from the Labour Group.

RESOLVED: That the mover and seconder of the budget motion and the principal speaker / mover and seconder of the principal amendment from the Labour Group be allowed unlimited speaking time on this item.

Councillor Goddard moved, and Councillor Edwards seconded, the budget recommendations, as set out on the Order of Business.

Councillor Mathers moved, and Councillor Dhillon seconded, the following amendment:

That:

- a) **the Cabinet be invited to consider the Labour Group's amendments to the Cabinet's budget proposals set out in the Council Tax Resolution and report back to the Council;**
- b) **in relation to the General Fund Revenue Budget, the proposals are based on the budget proposals approved by Cabinet on 18 February 2021, subject to the following amendments:**

	2021/22 £'000	
Council Tax Requirement based on Cabinet Proposals		126,536
<u>One-off Growth Proposals</u>		
Feasibility Study for Solar Panels on Council owned assets	200	
Residents Climate Emergency Forum	100	
Fund a 10% discount of camera-style doorbells and PIR cameras for residents	55	
Urban Tree Challenge	50	
Independent review of universal youth services	7	
Drawdown from Priority Growth Earmarked Reserve	(412)	0
<u>New Revenue Proposals</u>		
25% Gym Discount for Low Income Household	150	
Delay Saving: Review of Adult Education	123	
Remove Saving: Review of Universal Youth Services	100	
Crematorium Fees	93	
Business Support Officer and Implement Purple Flags	54	
Introduce a new Care Leavers Council Tax Discount	50	
Domestic Violence	50	
Mental Health Support for Under 16s	50	
Remove Saving: Introduction of Charges for FIESTA	50	
Ruislip Woods Warden	35	
Outdoor Gym Instructors	20	
Reintroduction of Hillingdon Black History Month and LGBTI Pride events	10	
Mental Health First Aid Training	5	
Borough Wide Selective Landlord Licensing	0	790
<u>Funding for New Proposals</u>		
Utilise Remaining Public Health Growth	(159)	
Reduce Production of Hillingdon People	(40)	(199)
Council Tax Requirement based on Labour Group Proposals		127,127
Change in Council Tax Requirement		591
Increase drawdown from General Balances		(591)

- c) **In relation to the General Fund Capital Budget, the proposals are based on the budget proposals approved by Cabinet on 18 February 2021, subject to**

the following amendments:

	2020/21 £'000	2021/22 £'000	2022/23 to 2025/26 £'000	Total £'000
Capital Programme	23,037	47,243	93,421	163,701
<u>New Items</u>				
Drinking Fountains	0	38	0	38
IT equipment to Low Income Households	0	67	133	200
<u>Items Removed</u>				
New Museum	(50)	(1,275)	(4,307)	(5,632)
Purchase of Uxbridge police station	0	(5,000)	0	(5,000)
Battle of Britain Underground Bunker	(288)	(1,000)	(174)	(1,462)
Youth Provision	0	0	0	0
Council Programme	22,699	40,073	89,073	151,845

- d) In relation to the Housing Revenue Account Budget, the proposals are based on the budget proposals approved by Cabinet on 13 February 2020, subject to the following amendments to the HRA Revenue Budget:

Housing Revenue Account	2021/22 £'000	
Total Resources		58,944
Estate Wardens	130	
Increased Drawdown from Reserves	(130)	0
(Drawdown) / Contribution to Reserves based on Labour Group Proposals		58,944
Change in Total Resources		0

- e) In relation to the Housing Revenue Account Budget, the proposals are based on the budget proposals approved by Cabinet on 13 February 2020, subject to the following amendments to the HRA Capital Programme:

	2021/22 £'000	2022/23 to 2025/26 £'000	Total £'000
Capital Programme	52,478	147,472	199,950
Introducing CCTV cameras to all Council Housing blocks	1,200	4,800	6,000
Burglar Alarms for Council Tenants	100	0	100
Council Programme	53,778	152,272	206,050

Following debate (Councillors Bianco, Eginton, Prince and Sweeting), the amendment was put to a recorded vote:

Those voting for: Councillors Allen, Birah, Bliss, Curling, Dhillon, Dhot, Duncan, Eginton, Farley, Gardner, Lakhmana, Mathers, Milani, Money, Morse, Nelson, Oswald, Prince, Sansarpuri, Singh and Sweeting.

Those voting against: The Mayor (Councillor Barnes), the Deputy Mayor (Councillor

Chamdal), Councillors Ahmad-Wallana, Arnold, Bianco, Bridges, Brightman, Burrows, Chapman, Choubedar, Cooper, Corthorne, Denys, Deville, Edwards, Flynn, Goddard, Graham, Haggard, Hensley, Higgins, Hurhangee, Kauffman, Lavery, Lewis, Makwana, Markham, Melvin, D Mills, R Mills, Morgan, O'Brien, Palmer, Puddifoot, Radia, Riley, Rodrigues, Seaman-Digby, Simmonds, Stead, Sullivan, Tuckwell and Yarrow.

Those abstaining: None.

The amended motion was lost.

Following further debate (Councillors Corthorne, Duncan, Lavery, Morse and O'Brien), the original motion was put to a recorded vote:

Those voting for: The Mayor (Councillor Barnes), the Deputy Mayor (Councillor Chamdal), Councillors Ahmad-Wallana, Allen, Arnold, Bianco, Birah, Bliss, Bridges, Brightman, Burrows, Chapman, Choubedar, Cooper, Corthorne, Curling, Denys, Deville, Dhillon, Dhot, Duncan, Edwards, Eginton, Farley, Flynn, Gardner, Goddard, Graham, Haggard, Hensley, Higgins, Hurhangee, Kauffman, Lakhmana, Lavery, Lewis, Makwana, Markham, Mathers, Melvin, Milani, D Mills, R Mills, Money, Morgan, Morse, Nelson, O'Brien, Oswell, Palmer, Prince, Puddifoot, Radia, Riley, Rodrigues, Sansarpuri, Seaman-Digby, Simmonds, Singh, Stead, Sullivan, Sweeting, Tuckwell and Yarrow.

Those voting against: None.

Those abstaining: None.

The original motion was carried and it was:

RESOLVED: That the Cabinet budget recommendations as set out below, be approved.

- 1. The General Fund revenue budget proposals made by Cabinet be approved, resulting in a Council Tax requirement for 2021/22 of £126,539,460;**

Council note that at its meeting on 14 January 2021 the Council calculated the amount of 102,071 as its Council Tax Base for the year 2021/22. This was calculated in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as its Council Tax Base for the year (*Item T in the formula in Section 31B (3) of the Local Government Finance Act 1992*);

- 2. The Hillingdon element of Council Tax be set at £1,239.72 for a Band D property. Taking into account the precept levied by the Greater London Authority, this results in an overall Band D Council Tax of £1,603.38 for the Borough.**
- 3. The following amounts have been calculated by the Council for the year 2021/22, in accordance with Sections 32 to 36 of the Local Government Finance Act 1992 (the Act):**

- a) £472,322,600** being the aggregate of the amounts that the Council estimates for the items set out in Section 31A (2) (a) to (f) of the Act. (*Gross Expenditure including the*

amount required for additions to working balances)

b) £344,320,600 being the aggregate of the amounts that the Council estimates for the items set out in Section 31A (3) (a) to (d) of the Act. *(Gross Income including reserves to be used to meet Gross Expenditure)*

c) £126,539,460 being the amount by which the aggregate at 4 (a) above exceeds the aggregate at 4 (b) above. This is calculated by the Council in accordance with Section 31A (4) of the Act, as its Council Tax requirement for the year. *(Item R under Section 31B of the Act)*

d) £1,239.72 being the amount at 4 (c) above divided by Item T (2 above). This is, calculated by the Council in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year. *(Council Tax at Band D for the Council)*

e)

The London Borough of Hillingdon Council Tax			
Band A	Band B	Band C	Band D
826.47	964.22	1,101.97	1,239.72
Band E	Band F	Band G	Band H
1,515.20	1,790.71	2,066.19	2,479.44

being the amounts given by multiplying the amount at 4 (d) above by the number which, in the proportion set out in Section 5 (1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation B and D. This is calculated by the Council in accordance with Section 36 (1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands;

- 5 Council note that for the year 2021/22 the Greater London Authority and its functional bodies have stated the following amounts in precepts. These have been issued to the Council, in accordance with Section 40 of the Act, for each of the categories of dwellings shown below:

The Greater London Authority Precept			
Band A	Band B	Band C	Band D
242.44	282.85	323.25	363.66
Band E	Band F	Band G	Band H
444.47	525.29	606.10	727.32

- 6 The Council has calculated the aggregate in each case of the amounts at 4 (e) and 5 above. The Council in accordance with Section 30 and 36 of the Local Government Finance Act 1992 hereby sets the Council Tax for the year 2021/22 for each category of dwelling below:

Total Council Tax 2021/22			
Band A	Band B	Band C	Band D
1,068.91	1,247.07	1,425.22	1,603.38
Band E	Band F	Band G	Band H
1,959.67	2,316.00	2,672.29	3,206.76

- 7 The Council Tax Discount for Older People be retained for 2021/22 with a 1.67% discount on the Hillingdon's element of the Council Tax for those joining the scheme on or after 1 April 2020, 3.82% for those who joined the scheme before or on 31 March 2019 and 8.21% for those who joined before or on 31 March 2018;
- 8 The proposed amendments to Fees and Charges set out in Appendix 8 of the background report to Cabinet be approved;
- 9 The Capital Programme for 2021/22 to 2025/26 as set out in Appendix 9 of the background report to Cabinet be approved;
- 10 The Housing Revenue Account budget proposals and housing rents set out in Appendix 10 of the background report be approved;
- 11 The Treasury Management Strategy Statement, Annual Investment Strategy, Capital Strategy and Minimum Revenue Provision Statement for 2021/22 to 2025/26 as set out in Appendix 12 of the background report to Cabinet be approved;
- 12 The London Borough of Hillingdon Pay Policy Statement for 2021/22 as set out in Appendix 13 of the background report to Cabinet be approved;
- 13 Council note the Corporate Director of Finance's comments regarding his responsibilities under the Local Government Act 2003;
- 14 Council (as set out in Schedule G of the Constitution - Budget and Policy Framework Procedure Rules) resolves that Cabinet may utilise the general reserves or balances or approve virements between the General Fund budget, Housing Revenue Account budget or Capital budgets during the MTF financial years 2021/22 to 2025/26 in respect of those functions which have been reserved to the Cabinet in Article 7 of the Constitution;
- 15 Council confirm that the Council's relevant basic amount of Council Tax for 2021/22 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992 and therefore a referendum will not be triggered.

ANNEX A: MEMBERS' ALLOWANCES 2021/2022

ANNEX B: PROGRAMME OF MEETINGS 2021/2022

The meeting, which commenced at 7.30 pm, closed at 9.40 pm.

These are the minutes of the above meeting. For more information on any of the resolutions please contact Lloyd White, Head of Democratic Services on 01895 556743. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

This page is intentionally left blank

MEMBERS' ALLOWANCES SCHEME 2021/22

1. Introduction

In accordance with Local Authorities (Members Allowances) England Regulations 2003 No. 1021 (as amended) the London Borough of Hillingdon makes the following scheme: -

2. Basic Allowance

For 2021/22 an allowance of **£11,798.36** will be payable to all Councillors. This figure will be paid in equal monthly instalments. The basic allowance includes intra borough travel and subsistence costs.

3. Special Responsibility Allowances

Special responsibility allowances of the following amounts shall be paid in equal monthly instalments to Councillors holding the following responsibilities:

	(£)
1. Mayor	23,725.26
2. Deputy Mayor	9,252.71
3. Leader of the Council	58,700.29
4. Deputy Leader of the Council	49,447.58
5. Chief Whip of Largest Party	23,725.26
6. Cabinet Member	41,351.55
7. Chairman of Scrutiny and Policy Overview Committee	23,725.26
8. Chairman of Planning Committee	23,725.26
9. Chairman of Licensing Committee	10,030.32
10. Vice Chairman of Licensing Committee	6,686.93
11. Chairman of Standards Committee	3,343.46
12. Standards Committee Independent Person	1,674.73
13. Chairman of Audit Committee*	3,180.83
14. Champion	6101.08
15. Council representative on Adoption and Permanency Panel	13,373.87
16. Cabinet Assistant	9,252.71
17. Leader of 2 nd Party	23,725.26
18. Deputy Leader of 2 nd Party	6101.08
19. Chief Whip of 2 nd Party	6101.08
20. 2 nd Party Lead on Scrutiny and Policy Overview Committee	6101.08
21. Party Lead on Planning Committee	6101.08

* Where a non-Councillor is Chairman or Vice Chairman a co-optees' allowance is payable as set out in the Scheme under section 9.

4. Limit on Payment of Special Responsibility Allowances

Individual Councillors may not claim a special responsibility allowance for more than one position for which they qualify.

5. Renunciation

Councillors may elect to forego any of their entitlement to an allowance under the scheme by giving written notice to the Corporate Director of Finance.

6. Part-Year Entitlements

- (a) This paragraph regulates Councillors' entitlement to allowances where the scheme is amended during the year or where an individual ceases to be a Councillor or accepts or relinquishes a position of special responsibility.
- (b) If an amendment to this scheme is made during the year to which it refers and changes the amount which a Councillor may claim in basic allowances the annual entitlement shall be calculated using the following method: -

Annual entitlement to basic allowance	=	Days at unamended rate divided by 365	X	Annual payment at unamended rate	+	Days at amended rate divided by 365	X	Annual payment at amended rate
---------------------------------------	---	---------------------------------------	---	----------------------------------	---	-------------------------------------	---	--------------------------------

- (c) Where the term of office of a Councillor begins or ends part way through the year the annual entitlement to basic allowance shall be calculated using the following method:

Annual entitlement to basic allowance	=	Days as a Councillor divided by 365	X	Annual rate of allowance
---------------------------------------	---	-------------------------------------	---	--------------------------

- (d) Where this scheme is amended during the year to which it refers the annual entitlement to basic allowance of Councillors beginning or ending their term of office part way through the year shall be calculated using the following method:

Annual entitlement to basic allowance	=	Days as a Councillor during unamended scheme divided by 365	X	Annual payment at unamended rate	+	Days as a Councillor during amended scheme divided by 365	X	Annual payment at amended rate
---------------------------------------	---	---	---	----------------------------------	---	---	---	--------------------------------

- (e) Where Councillors hold positions of special responsibility during part of the year their annual entitlement to special responsibility allowance shall be calculated using the following method:

Annual entitlement for special responsibility allowance	=	Days holding position of special responsibility during unamended scheme divided by 365	X	Annual payment at unamended rate	+	Days holding position of special responsibility during amended scheme divided by 365	X	Annual payment at amended rate
---	---	--	---	----------------------------------	---	--	---	--------------------------------

7. Out of Borough Travelling and Subsistence Allowances

Councillors shall be entitled to claim for out of borough travelling allowances incurred in undertaking approved duties as agreed in advance by the Council.

The out of borough car mileage allowance for Councillors shall be paid at the same rate as those paid to officers for the Standard Mileage User Allowance.

The amounts paid for out of borough subsistence shall be in accordance with the maximum levels laid down from time to time by the Ministry for Housing, Communities and Local Government, but claims may only be made for approved duties.

8. Dependent / Carers Allowance

A dependent / carers allowance shall be payable at the National Minimum Wage for Adults hourly rate based on the following criteria:

- payments should be subject to a maximum weekly payment, equivalent to seven-and-a-half hours of care per week;
- the maximum rate should be set locally to reflect local costs, in accordance with social service departments levels;
- payment should be claimable in respect of children aged 15 or under or in respect of other dependants where there is medical or social work evidence that care is required;
- only one weekly payment should be claimable in respect of the household of each Member, except in special circumstances to be judged by the Council's Standards Committee;
- the allowance should be paid as a reimbursement of incurred expenditure against receipts;
- the allowance should not be payable to a member of the claimant's own household and;
- any dispute as to entitlement and any allegation of abuse should be referred to the Council's Standards Committee for adjudication.

9. Co-optees' Allowances

Where a co-optee and non-Councillor is the Chairman of the Audit Committee, an annual entitlement allowance of £3,180.83 may be paid. This will be paid on a pro-rata basis if the appointment of the co-optee begins or ends otherwise than at the beginning or end of a year. Where a co-optee is an Independent Person on the Standards Committee an annual entitlement allowance of £1,674.73 may be paid. Where a co-optee is one of the three statutory education co-optees on the Executive Scrutiny Committee, an annual entitlement allowance of £445.80 may be paid. This will be paid on a pro-rata basis if the appointment of the co-optee begins or ends otherwise than at the beginning or end of a year. These allowances will cover expenses, such as travel and subsistence, related to the duties of the postholder.

10. Claims and Payments

- (a) All claims for out of borough travelling and subsistence and carers allowances must be submitted within two months of the date of the approved duty to which they relate, made on the standard form as used by officers and returned to the Head of Democratic Services.
- (b) Payments shall be made in respect of basic and special responsibility allowances subject to sub-paragraph (c) below in Instalments of one twelfth of the amount specified in this scheme on or before the 15th of the month direct to each Member's bank or building society account.
- (c) Where the payment of allowances in one-twelfth instalments would result in a Councillor receiving more than he or she is entitled to because of a part year effect (as defined in paragraph 9 above) the payment shall be restricted to the annual entitlement.

11. Withholding Members' Allowances

Where there has been an adjudication, which suspends or partially suspends a Councillor from office following a breach of the Code of Conduct, the Council may withhold all allowances paid to that Councillor with immediate effect.

12. Records of Allowances and Publicity

In accordance with the 2003 regulations a detailed record will be kept of the name of the recipient and the amount and nature of each payment made. This will be available for public inspection at all reasonable times or copies supplied following the payment of a reasonable fee.

As soon as is reasonably practicable after the end of the municipal year to which the scheme relates the total sum paid to each recipient in respect of basic allowances, special responsibility allowance, dependant carers allowance and out of borough travelling and subsistence allowance will be published on the Council's website and local newspaper.

13. Independent Remuneration Panel

Hillingdon Council has had regard to the recommendations made by the Independent Panel for the Remuneration of Councillors in London in developing its Members' Allowances Scheme.

	2021					2022							
MEETING (and start time)	May	June	July	Aug'	Sept'	Oct'	Nov'	Dec'	Jan'	Feb'	Mar'	April	May
Council (7.30pm)	13 (AGM)*		15		9		18		13	24			12 (AGM)
Whips Meeting (5pm)			13		7		16		11	22			
Cabinet (7pm)	20	17	8		2	14	11	16	6	17	24	21	19
Petition Hearings with the Cabinet Member for Public Safety and Transport (7pm)	5	2	14	11	1	20	3	8	5	9	9	13	11
Petition Hearings with the Cabinet Member for Environment, Housing and Regeneration (7pm)		9			30		10		4		23		
Petition Hearings with other Cabinet Members (dates & times tbc)													
Central & South Planning Committee (7pm)	4	22	13	4	1,30		2	7	11	15	10	6	10
North Planning Committee (7pm)	19	24	21	18	16	14	16	15	19	23	29	26	18
Major Applications Committee (6pm)	19	24	21	18	16	14	16	15	19	23	29	26	18
Major Applications Sub-Committee (HS2) (dates & times tbc)													
Pensions Committee (5pm)		10			28			1			23		
Audit Committee (5.10pm)			29		29		9			1		28	
Health & Wellbeing Board (2.30pm)		15			14		30				8		
Licensing Committee (10am)			7			5			26			5	
Licensing Sub-Committee (10am) (dates tbc)													
Executive Scrutiny Committee (7.15 pm or at the rising of Cabinet)	20	17	8		2	14	11	16	6	17	24	21	19
Social Care, Housing and Public Health Policy Overview Committee (7pm)		1	28		8	26	30		4	2	31	19	
Corporate Parenting Panel (5.30pm)	27		1		7		24		25		3		25
Residents, Education & Environmental Services Policy Overview Committee (7pm)		8	22		14	13	25		20	16	16	14	
Corporate Services, Commerce & Communities Policy Overview Committee (7.30pm)		3	6		7	12	24		12	2	2	20	
External Services Select Committee (6.30pm)		16	20		15	7	23		27	22	22	27	
Standards Committee (7pm)		30			1			7			1		
Registration & Appeals Cttee (dates / times tbc)													
Hillingdon SACRE (5.30pm)		17					4				29		

This page is intentionally left blank

Minutes

COUNCIL

20 May 2021

Meeting held at Council Chamber - Civic Centre, High Street, Uxbridge



HILLINGDON
LONDON

Councillor Teji Barnes (Mayor in the Chair - agenda items 1 to 3)
Councillor Roy Chamdal (Deputy Mayor - agenda items 1 to 3)

Councillor Roy Chamdal (Mayor in the Chair - agenda items 4 to 11)
Councillor Becky Haggard (Deputy Mayor - agenda items 4 to 11)

	<p>MEMBERS PRESENT:</p> <p>Councillors: Shehryar Ahmad-Wallana Tony Eginton Peter Money Lynne Allen Scott Farley John Morgan Simon Arnold Duncan Flynn John Morse Jonathan Bianco Janet Gardner June Nelson Mohinder Birah Martin Goddard Susan O'Brien Lindsay Bliss Raymond Graham John Oswell Wayne Bridges Becky Haggard Jane Palmer Keith Burrows John Hensley Kerri Prince Alan Chapman Henry Higgins Sir Ray Puddifoot MBE Farhad Choubedar Allan Kauffman Paula Rodrigues Philip Corthorne Kuldeep Lakhmana Raju Sansarpuri Peter Curling Eddie Lavery David Simmonds CBE Darran Davies Richard Lewis Jagjit Singh Nick Denys Heena Makwana Colleen Sullivan Alan Deville Stuart Mathers Jan Sweeting Jazz Dhillon Carol Melvin Steve Tuckwell Jas Dhot Ali Milani David Yarrow Janet Duncan Douglas Mills Ian Edwards Richard Mills</p>
	<p>OFFICERS PRESENT: Raj Alagh, Lloyd White, Mark Braddock, Morgan Einon and Nikki O'Halloran</p>
1.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies for absence had been received from Councillors Nicola Brightman, Judith Cooper, Vanessa Hurhangee, Michael Markham, Devi Radia, John Riley, Scott Seaman-Digby and Brian Stead.</p>
2.	<p>DECLARATIONS OF INTEREST (<i>Agenda Item 2</i>)</p> <p>There were no declarations of interest.</p>
3.	<p>ELECTION OF MAYOR 2021/2022 (<i>Agenda Item 3</i>)</p> <p>The Mayor highlighted her extremely unusual Mayoral year where she had inherited an empty diary and had had to adapt. During her time as Mayor, she had heard some</p>

outstanding and uplifting stories of what residents in the Borough had been doing and had had the opportunity to engage with them: children and adults had used their time to raise money for charity, volunteers had helped others to feel less isolated, patient care packs had been distributed and old laptops had been repaired and given to children who were being home schooled.

There had been a number of business owners in the Borough who had had to reinvent themselves as a result of the pandemic and the Mayor had attended the reopening of some of these businesses. She had also been impressed by the number of new businesses that had started up during the pandemic. Meeting these individuals and listening to their stories had been motivational.

Over the last year, the Mayor's YouTube channel, upon which she had posted a weekly vlog, had gained 208 subscribers, 715 hours of watch time, 19,500 views and 145,000 impressions.

The Mayor was grateful that she had managed to showcase the residents of Hillingdon. She had completed 442 events during her mayoral year: 236 virtual and 206 face-to-face.

Raising money during the pandemic had been challenging for most charities. The Mayor thanked everyone who had donated to her chosen charity, Centre for ADHD and Autism Support, which amounted to just over £5,000. The pandemic had meant that Council officers had been largely working from home which had meant that there had been an underspend of £50,000 on the expenses budget which would be donated to the Mayor's charity taking the total to £55,000.

Nominations were invited for a Mayor to hold office for the 2021/22 municipal year. Councillor Chamdal was nominated by Councillor R Mills and seconded by Councillor Simmonds. There were no further nominations.

RESOLVED: That Councillor Roy Chamdal be elected as Mayor for the 2021/2022 municipal year.

The Council adjourned for robing of the new Mayor at 7.50pm and reconvened at 8.00pm.

4. **ACCEPTANCE OF OFFICE BY THE MAYOR** (*Agenda Item 4*)

The newly elected Mayor signed the declaration of acceptance of office.

5. **APPOINTMENT OF DEPUTY MAYOR** (*Agenda Item 5*)

The Mayor informed the Council that he had appointed Councillor Becky Haggar as Deputy Mayor.

RESOLVED: That the Deputy Mayor for 2021/2022 be noted.

6. **NEW MAYOR'S ANNOUNCEMENTS** (*Agenda Item 6*)

The new Mayor thanked Councillors R Mills and Simmonds for their kind words and thanked those present for electing him. He advised that his Mayoress for the year would be Mrs Reeta Chamdal and that his escort would be Miss Evangeline Chamdal. The Mayor stated that his nominated charities for the year would be Domestic Abuse

Survivors and Navratri Garba.

The Mayor encouraged all residents to get vaccinated against Covid-19 when they were offered the vaccine.

7. **VOTE OF THANKS TO OUTGOING MAYOR** (*Agenda Item 7*)

Councillor Edwards moved a vote of thanks to the retired Mayor, Councillor Barnes, her Mayoresses, Miss Roma Bell and Miss Elouisa Bell, and her Escort, Mr Cameron Swaran Bell. The Leader advised that, as the Council had come in under budget during the previous year, he would be recommending that Cabinet increase the funds raised by Councillor Barnes for her charities to £105k.

The vote of thanks was seconded by Councillor Curling. Councillor Sir Ray Puddifoot spoke in support of the vote of thanks to the outgoing Mayor, Councillor Teji Barnes.

RESOLVED: That the vote of thanks to the Outgoing Mayor, Councillor Barnes, be agreed.

The outgoing Mayor (Councillor Barnes) presented a Past Mayor's badge to Councillor Yarrow and a Past Mayoress' badge to Mrs Mary O'Connor for the 2019/2020 municipal year. The Mayor (Councillor Chamdal) presented a Past Mayor's badge to Councillor Barnes, Past Mayoresses' badges to Miss Roma Bell and Miss Elouisa Bell, and a Past Escort badge to Mr Cameron Bell for the 2020/2021 municipal year.

8. **REPORT OF THE HEAD OF DEMOCRATIC SERVICES** (*Agenda Item 8*)

i) Appointment of Cabinet

It was noted that Councillor Edwards had made the following appointments for 2021/22:

Position/Portfolio	Councillor
Deputy Leader and Property and Infrastructure	Jonathan Bianco
Finance	Martin Goddard
Environment, Housing and Regeneration	Eddie Lavery
Corporate Services & Transformation	Douglas Mills
Families, Education and Wellbeing	Susan O'Brien
Health and Social Care	Jane Palmer
Public Safety and Transport	John Riley

ii) Result of By-Election

Members noted the following results of the Charville by-election held on 6 May 2021 where Darran Davies of the Conservative Party had been elected a new Borough Councillor as follows:

Candidate	Votes
John Bowman (Green Party)	164
Alexander Cunliffe (Liberal Democrats)	107
Darran Davies (Conservative Party)	2098
Steve Garelick (Labour and Co-operative Party)	1799
Tiffany Ritter (Independent)	61

There had been no change to the overall political balance of the Council as a result of the by-election.

iii) **Review of Council Constitution (#1)**

Councillor Edwards moved the motion, subject to the correction of a typo' on page 5 of the report whereby SEND responsibilities should be shown as being transferred TO the Cabinet Member for Families, Education & Wellbeing FROM the Cabinet Member for Health & Social Care. This was seconded by Councillor Bianco.

Councillor Mathers moved the following amendment, which was seconded by Councillor Duncan:

a) pages 16 and 17 of the Council agenda – ref' paragraph 6. 'Select Committees', as follows:

- i) *REMOVE the additional wording shown in red "on these committees"*
- ii) *RE-INSTATE the proposed deleted wording*
- iii) *REPLACE "Executive Scrutiny" with "relevant Select"*

This section then to read as follows:

6. Select Committees

These committees support the work of the Cabinet and the Council as a whole. The committees are able to inquire into matters of local concern. This could lead to reports and recommendations which advise the Cabinet and the Council as a whole on its policies, budget and service delivery. The Committees monitor the decisions of the Cabinet and the performance of the Council's services. The Committees will have the opportunity to comment on forthcoming decisions to be made by the Cabinet and will have the opportunity to contribute to the development of policy.

Councillors can 'call-in' a decision that has been made by the Cabinet but not yet implemented.

The relevant Select Committee will consider whether the decision is appropriate, and it may recommend that the Cabinet reconsider the decision. The External Services Select Committee can examine the work of non-Council agencies in the Borough and advise the Cabinet of any issues of concern.

b) Page 35 of the Council agenda – ref' paragraph 16. 'Call-in process by a Select Committee (other than the External Services Select Committee)', as follows:

- i) *Para' (a) REMOVE "unless that decision is called in" and ADD "...unless a call-in of the decision is requested by any Member to the Head of Democratic Services. The Member shall give their reasons for requesting that the decision be called in at the time of making the request."*
- ii) *DELETE Para' (b) REPLACE with "The Head of Democratic Services shall arrange for a call-in of the decision for scrutiny if so supported by a majority of members of the relevant Select Committee."*

The section then to read as follows:

16. Call-in process by a Select Committee (other than the External Services Select Committee)

- a) *When a decision is made by the Cabinet, a Cabinet Member, Cabinet Sub-Committee, or a Key Decision is made by an officer with delegated authority from the Cabinet, or under joint arrangements, the decision shall be published, including by electronic means, and shall be available at the Civic Centre normally within 2 working days of being made.*

The notice of the decision will bear the date on which it is published and notified to all Members of the Council and will specify that the decision will come into force, and will then be implemented, on the expiry of 5 working days from 5pm, after the publication of the decision, unless a call-in of the decision is requested by any Member to the Head of Democratic Services. The Member shall give their reasons for requesting that the decision be called in at the time of making the request.

- (b) *The Head of Democratic Services shall arrange for a call-in of the decision for scrutiny if so supported by a majority of members of the relevant Select Committee.”*

Following debate (Councillors Curling and Edwards), the amendment was put to the vote and lost. The original motion was put to the vote and it was

RESOLVED: That the proposed amendments to the Constitution, as detailed in the report, and subject to the typo’ correction, be approved.

iv) Review of Council Constitution (#2) Planning Committees Terms of Reference and Scheme of Delegations to Officers

Councillor Edwards moved, and Councillor Bianco seconded, the motion as set out on the Order of Business, amended as follows:

- a) **page 12 of the Council agenda, paragraph 22, INSERT** the word ‘Councillor’ so that the final sentence reads:

“Should a Councillor or a petition request additional reasons for refusal, not in accordance with officer recommendations, then this would be referred to committee for determination.”

- b) **page 59 of the Council agenda, paragraph f) (second from the top of the page), INSERT** after “other sites in the green belt where....” the words “the proposal is contrary to Green Belt policy.” And **DELETE** “floorspace is more than 200sq.m” so that the paragraph would read:

“Determination of minor applications in the green belt at Brunel University, Harefield hospital and Mount Vernon hospital of over 1000sq.m floorspace and determination of minor applications on other sites in the green belt where the proposal is contrary to green belt policy.”

- c) **page 59 of the Council agenda, ADD new paragraph g) (after f), second from the top of the page), to read “g) Consultations on applications submitted to neighbouring planning authorities that could affect Hillingdon residents and cause loss of residential or environmental amenity.”**
- d) **Page 60 of the Council agenda, paragraph c) INSERT after ‘Where a petition’ the words “or Councillor request” and ADD at the end of the sentence the words “or Councillor” so that it reads:**

“Where a petition or Councillor request has been received requesting the refusal of a householder application and where the officer recommendation is to refuse consent and the reasons for refusal align with those requested by the petition. or Councillor.”

Following debate (Councillor Duncan), the amended motion was put to the vote and it was:

RESOLVED: That the updated Planning Committee arrangements and Terms of Reference detailed in the report and amended above be approved and the revised Scheme of Delegations to Officers for the Corporate Director of Planning, Environment, Education and Community Services relating to planning matters, as set out in Appendix 2 to the report, be approved.

NB: The proposed amendments would require consequential amendments to the proposed changes to the Officer Scheme of Delegations as shown in the Council agenda.

v) Scheme of Members’ Allowances 2021/2022

Councillor Edwards moved, and Councillor Bianco seconded, the motion as set out in the Order of Business.

RESOLVED: That the current Members’ Allowances Scheme be amended as detailed below:

- i) **‘Chairman of Scrutiny and Policy Overview Committee’ be amended to read ‘Chairman of Select Committee’**
- ii) **‘2nd Party Lead on Scrutiny and Policy Overview Committee’ be amended to read ‘2nd Party Lead on Select Committee’**

vi) Programme of Meetings 2021/22

It was noted that the Minor Applications Planning Committee scheduled for 10 May and the Petition Hearing with the Cabinet Member for Public Safety and Transport scheduled for 11 May 2022 would both be moved to a date after the AGM in May 2022.

The amended motion was moved by Councillor Edwards, seconded by Councillor Bianco, and it was:

RESOLVED: That the revised timetable of meetings for 2021/22, as set out in Minute Annex A, be approved and the Head of Democratic Services, in

consultation with the Chief Whip of the Majority Party, be authorised to make any amendments that may be required throughout the course of the year.

vii) Review of Council Appointments to Outside Bodies

Councillor Edwards moved, and Councillor Bianco seconded, the motion as set out on the Order of Business and it was:

RESOLVED: That:

- a) using the criteria outlined in the report, the Head of Democratic Services be authorised to undertake a review of outside bodies to which the Council makes appointments.
- b) following consultation, a report be submitted first to the Whips Committee and then to the Annual Council meeting in May 2022 regarding future appointments.

9. **COMMITTEE ALLOCATIONS AND MEMBERSHIP 2021/2022** (*Agenda Item 9*)

It was moved by Councillor Flynn, seconded by Councillor Choubedar, and:

RESOLVED: That the appointment of Committees, Sub-Committees and their memberships, as set out in Minute Annex B, be approved.

10. **POLICY OVERVIEW AND SCRUTINY COMMITTEES' ANNUAL REPORT** (*Agenda Item 10*)

The Council received a report of the work covered by the Policy Overview and Scrutiny Committees in 2020/21. It was moved by Councillor Corthorne, seconded by Councillor Bridges, and:

RESOLVED: That the report be noted.

11. **STATEMENT BY THE LEADER OF THE COUNCIL** (*Agenda Item 11*)

The Leader of the Council advised that his review of the previous year needed to include reference to the pandemic, how it had impacted on residents and how the Council had responded to support them. Many had experienced hurt and suffering.

757 residents had lost their lives within 28 days of testing positive for Covid-19. At its height, the infection rate in Hillingdon had been 952 residents per 100,000. This had reduced to 35.8 during the previous week and 30.6 on 20 May 2021. However, Hillingdon still had one of the highest infection rates in London. The residents of Hillingdon would not be safe until everyone was safe and the threat of new variants had been ended.

Hillingdon had been included in the growing list of local authorities where variants of concern had been identified and enhanced control measures had been implemented. By the start of the week, there had been two confirmed cases of the South African variant in Hayes and South Ruislip which had both been deemed to be community transmission. Robust track and trace measures had helped to stop further community transmission and surge testing had not yet found any further cases of the variant.

35 confirmed cases of Covid-19 had been identified at Queensmead School; 13 of these pupils had been Hillingdon residents. 3 of the 35 cases had been confirmed as

the Indian variant; 1 of these 3 had been a Hillingdon resident. Surge testing had been extended to Queensmead School and other schools in the area.

In the previous week, cases of the Indian variant had increased significantly. North West London boroughs had identified approximately half of the total number of cases for the whole of London. Unlike other areas, there had been no evidence of further community transmission in Hillingdon and the Borough's infection rate had been on a downward trajectory from a small spike at the beginning of May 2021.

It was important to note that Hillingdon's infection rate included all those Covid cases detected in quarantine hotels. As Hillingdon had half of all the quarantine hotels in the country, this had been causing a significant skewing of the data with regard to the Indian variant. The results of genome testing were not known for about two weeks, so the Council could not be sure that there was not an emerging problem. As such, plans were in place to step up community testing and the vaccination programme in hotspot areas if required and the communications team had been preparing community messages.

Getting ahead of the Covid threat continued to be the Council's greatest priority. Hillingdon had been an early adopter of the devolved contact track and trace and the testing regime was the most comprehensive in London. Hillingdon had been able to quickly move from lateral flow testing to PCR testing in hotspot areas if needed.

NHS colleagues deserved thanks for their achievements with regard to the vaccination programme. The availability of vaccines had meant that London had been lagging behind other areas in the country. Council officers and NHS colleagues had been working together to present information to communities so that they were then able to make informed choices about whether or not to be vaccinated. As a result, hesitancy had been slowly declining and Hillingdon had the highest vaccination uptake rate in West London across almost all age groups and cohorts.

It was probable that there would be an acceleration in the vaccination programme in Hillingdon in the coming days. This could include community outreach pop up sites and multi-generational household delivery if needed.

The Council's support for business funded by Government grants continued at pace. To date, £75m had been awarded to 4,000 individual businesses in the Borough. It was anticipated that all of the Business Support Grant would have been paid out by the closing date which would likely result in further funding being made available. To help reopen the Borough's high streets and town centres, the Council had paid over £10m in restart grants to businesses. The licence fee for pavement tables and chairs had been temporarily waived, a light touch had been taken on regulation and planning decisions for businesses adapting outdoor spaces for the resumption of trade and Covid marshals had been put in place.

The media had been talking about a return to normal but this would be a new, and currently unknown, normal. The pandemic had shown the vulnerability of people to the forces of nature so it would be no surprise if people showed more concern about their impact on the environment. Climate change and the environment would be important and would need to be woven into everything that the Council did without becoming lost.

The Council had made a good start with its Climate Change Pledge and the development of an overarching strategy. However, more detail needed to be filled

and investment plans needed to be developed to deliver a greener future. The energy efficiency of the Council's housing stock would be addressed which would likely result in the stepping up of Hillingdon's Council housing regeneration. Tree lined avenues and roads would be re-established and more trees would be planted in the Borough's parks and open spaces.

The switch from fossil fuel to electric driven vehicles would be encouraged and supported with the availability of a good vehicle charging infrastructure. Consideration would need to be given to the future charging needs of electric vehicles and associated policies as the required investment would be high. However, the Council would do more now to improve the charging points in its car parks.

There had been an increase in the number of residents using outdoor spaces for jogging and cycling which needed to be sustained and expanded. £6.5m had been invested in resurfacing 12.1 miles of roads and 15.6 miles of pavements. Further investment would be made into pavements and walking routes. Consideration would be given to better use of the green corridors to provide safe routes for cyclist rather than dedicated cycle routes.

Covid had highlighted health inequality and the associated consequences to the wider community. New methods would be needed to support and encourage residents to lead more healthy and active lives. There had also been a rapid change to online channels for retail, business and social purposes and the Council would need to ensure universal access to this digital world through libraries.

Working from home had been a surprising success during the pandemic and was unlikely to be fully reversed. This meant that more resident time would be spent locally with consequent growth in demand for local services and businesses which could halt or reverse the negative impact on the high streets. The Council's planning approach should be to facilitate rather than regulate this evolution.

The pandemic had impacted on the education, skills and employment of Hillingdon's young people. This would need to be addressed.

The additional cost of the pandemic had been contained within existing budgets and Government grants. It was anticipated that there would be an underspend of £4.9m and a closing general reserves of £32.8m which were both ahead of forecast. The Council had not had to call upon the £9.1m of earmarked reserves for Covid and was cautiously optimistic that this funding would not be needed for this purpose in the future.

Unspent Government grants of £6m would be carried forward into 2021/2022, further strengthening the Council's financial position. The bill for Covid had not yet been presented to the country and it was anticipated that local authorities would have to make a contribution through future funding constraints. To this end, it would be important to step up the Council's drive for efficiencies and reconsider the future shape of the authority. It was thought that the Council would need less office space, fewer staff to process and administer workflows and more investment in the automation of processes and robotics.

Although this period would be seen in the future as a period of loss, hurt and hardship, it might also be seen as a turning point that would lead to a better outcome for the Borough and its residents. The way that neighbours had supported each other and individuals had stepped forward to help charities, hospitals, etc, had been

encouraging. Services and institutions had innovated, adapted and worked more closely together and residents would be able to see service improvements as a consequence.

Council staff had been committed and flexible and implemented new ideas overnight, showing that they put residents first. The Chief Executive and Corporate Directors had excelled in their leadership and all Members had come together to strengthen the Borough in its fight against Covid. The last year had been challenging but had also been a year of resilience, determination and achievement.

MINUTE ANNEX A: PROGRAMME OF MEETINGS 2021/2022

MINUTE ANNEX B: COMMITTEE ALLOCATIONS AND MEMBERSHIP 2021/2022

The meeting, which commenced at 7.30 pm, closed at 9.03 pm.

These are the minutes of the above meeting. For more information on any of the resolutions please contact Lloyd White, Head of Democratic Services on 01895 556743. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

2021/22 Programme of Meetings	2021								2022				
MEETING (and start time)	May	June	July	Aug'	Sept'	Oct'	Nov'	Dec'	Jan'	Feb'	Mar'	April	May
Council (7.30pm) (*AGM)	20		15		9		18		13	24			12
Whips Meeting (5pm)			13		7		16		11	22			
Cabinet (7pm)	27	17	8		2	14	11	16	6	17	24	21	19
Petition Hearings - Cabinet Member for Public Safety and Transport (7pm)		2	14	11	1	20	3	8	5	9	9	13	
Petition Hearings - Cabinet Member for Environment, Housing and Regeneration (7pm)		9			30		10		4		23		
Minor Applications Planning Committee (7pm)		22	13	4	1,30		2	7	11	15	10	6	
Major Applications Planning Committee (7pm)		24	21	18	16	14	16	15	19	23	29	26	18
Pensions Committee (5pm)		10	-		28	-		1	-		23		
Audit Committee (5.10pm)			29		29	-	9			1		28	
Health & Wellbeing Board (2.30pm)		15			14		30				8		
Licensing Committee (10am)			7			5			26			5	
Licensing Sub-Committee (10am) (dates tbc)													
Public Safety and Transport Select Committee (7pm)		9	27		21	19	17		18	10	8	7	
Families, Health and Wellbeing Select Committee (7pm)		3	27		8	26	30		4	2	31	19	
Corporate Parenting Panel (5.30pm)	27		1		7		24		25		3		25
Environment, Housing and Regeneration Select Committee (7pm)		8	22		14	13	25		20	16	16	14	
Corporate, Finance and Property Select Committee (7.30pm)		3	6		7	12	24		12	2	2	20	
External Services Select Committee (6.30pm)		16	20		15	7	23		27	22	22	27	
Standards Committee (7pm)		30			1			7			1		
Hillingdon SACRE (5.30pm)		17					4				29		

NB: Meetings of Registration & Appeals Cttee and Petition Hearings with other Cabinet Members are dates & times tbc.

This page is intentionally left blank

COMMITTEE MEMBERSHIP 2021/2022

ORDINARY COMMITTEES**EXTERNAL SERVICES SELECT COMMITTEE: 7 (5-2)**

CONSERVATIVE	LABOUR
Denys (Chairman)	Money (Lead)
Radia (Vice-Chairman)	Nelson
Arnold	
Davies	
Makwana	

FAMILIES, HEALTH AND WELLBEING SELECT COMMITTEE: 7 (5-2)

CONSERVATIVE	LABOUR
Corthorne (Chairman)	Prince (Lead)
Makwana (Vice-Chairman)	Sweeting
Cooper	
Haggar	
Rodrigues	

Other Voting Members (for education related items only):

Parent Governor (3)	Vacant
Church of England Diocesan Representative	Vacant
Roman Catholic Diocesan representative	Anthony Little

ENVIRONMENT, HOUSING AND REGENERATION SELECT COMMITTEE: 7 (5-2)

CONSERVATIVE	LABOUR
Bridges (Chairman)	Farley (Lead)
Chapman (Vice-Chairman)	Gardner
Brightman	
Deville	
Kauffman	

PUBLIC SAFETY & TRANSPORT SELECT COMMITTEE: 7 (5-2)

CONSERVATIVE	LABOUR
Burrows (Chairman)	Sweeting (Lead)
Barnes (Vice-Chairman)	Lakhmana
Lewis	
Sullivan	
Tuckwell	

CORPORATE, FINANCE & PROPERTY SELECT COMMITTEE: 7 (5-2)

CONSERVATIVE	LABOUR
R.Mills (Chairman)	Eginton (Lead)
Hurhangee (Vice-Chairman)	Bliss
Choubedar	
Graham	
Lewis	

SUBSTITUTES FOR SCRUTINY AND POLICY OVERVIEW COMMITTEES ARE ALL COUNCILLORS EXCEPT THOSE IN THE CABINET

COMMITTEE MEMBERSHIP 2021/2022

MAJOR APPLICATION PLANNING COMMITTEE: 7 (5-2)

CONSERVATIVE	LABOUR
Tuckwell (Chairman)	Duncan (Lead)
Higgins (Vice-Chairman)	Dhot
Chapman	
Corthorne	
Yarrow	

MINOR APPLICATIONS PLANNING COMMITTEE: 7 (5-2)

CONSERVATIVE	LABOUR
Higgins (Chairman)	Morse (Lead)
Morgan (Vice-Chairman)	Birah
Ahmad-Wallana	
Brightman	
Kauffman	

(ALL PLANNING COMMITTEE MEMBERS AND ALL THAT HAVE RECEIVED APPROPRIATE PLANNING TRAINING TO BE SUBSTITUTES FOR BOTH COMMITTEES)

PENSIONS COMMITTEE: 5 (3-2)

CONSERVATIVE	LABOUR
Goddard (Chairman)	Morse (Lead)
Flynn (Vice-Chairman)	Sansarpuri
Melvin	
Substitutes	Substitutes
Hensley	Eginton
Markham	

APPOINTMENTS COMMITTEE: 7 (4-3)

CONSERVATIVE	LABOUR
Edwards (Chairman)	Curling (Lead)
Bianco (Vice-Chairman)	Dhillon
Goddard	Mathers
D.Mills	
Substitutes	Substitutes
All remaining Cabinet members	Farley
	Prince
	Sweeting

COMMITTEE MEMBERSHIP 2021/2022

REGISTRATION & APPEALS COMMITTEE: 7 (4-3)

CONSERVATIVE	LABOUR
Flynn (Chairman)	Dhot (Lead)
R.Mills (Vice-Chairman)	Allen
Bridges	Sansarpuri
Denys	
Substitutes	Substitutes
All Cabinet members	All Labour Members except Group Leader, Deputy Leader and Chief Whip

SUBSTITUTES ON THIS COMMITTEE MAY COMPRISE CABINET MEMBERS FOR THE PURPOSES OF BEING MEMBERS OR SUBSTITUTE MEMBERS OF THE THREE SUB-COMMITTEES, BUT NO CABINET MEMBERS SHOULD SIT AS MEMBERS OF THE MAIN REGISTRATION AND APPEALS COMMITTEE

OTHER COMMITTEES / PANELS (OUTSIDE THE OVERALL CALCULATION BUT ALLOCATED ON THE BASIS OF OVERALL POLITICAL BALANCE)

STANDARDS COMMITTEE: 4 (3-1)

CONSERVATIVE	LABOUR
Riley (Chairman)	Dhillon (Lead)
Denys (Vice-Chairman)	
Bridges	
Substitutes	Substitutes
R.Mills	Duncan

Non-voting Independent Person:

Mr David Smith

AUDIT COMMITTEE: 4 (3-1)

Independent Member:

John Chesshire (Chairman)

CONSERVATIVE	LABOUR
Flynn (Vice Chairman)	Eginton (Lead)
Graham	
Morgan	
Substitutes	Substitutes
R.Mills	Morse
R.Lewis	

NO MEMBER OF CABINET MAY SIT ON AUDIT COMMITTEE.

COMMITTEE MEMBERSHIP 2021/2022

LICENSING COMMITTEE: 10 (7-3)

CONSERVATIVE	LABOUR
Arnold (Chairman)	Allen (Lead)
Chapman (Vice-Chairman)	Gardner
Davies	Morse
Graham	
Hensley	
Melvin	
Sullivan	

N.B. NO SUBSTITUTES ALLOWED FOR LICENSING COMMITTEE

LICENSING SUB-COMMITTEE (2-1)

The sub-committee to comprise three Members of the Licensing Committee (2 Conservative and 1 Labour) selected on a rota basis from the membership of the Licensing Committee. Meetings of the Sub-Committee must be chaired by either the Chairman or Vice-Chairman of the Licensing Committee.

APPOINTMENTS SUB COMMITTEE: 4 (3-1)

CONSERVATIVE	LABOUR
Bianco	Curling (Lead)
Edwards	
D.Mills	
Substitutes	Substitutes
All remaining Cabinet members	Dhillon
	Mathers

INVESTIGATING AND DISCIPLINARY SUB-COMMITTEE (SENIOR OFFICER): 4 (3-1)

CONSERVATIVE	LABOUR
Bianco	Curling (Lead)
Edwards	
D.Mills	
Substitutes	Substitutes
All remaining Cabinet members	Dhillon
	Mathers
	Prince
	Sweeting

APPEALS SUB-COMMITTEE (SENIOR OFFICER): 4 (3-1)

CONSERVATIVE	LABOUR
Membership to be appointed by Group Leaders as required.	

GRIEVANCE SUB-COMMITTEE (SENIOR OFFICER): 4 (3-1)

CONSERVATIVE	LABOUR
Membership to be appointed by Group Leaders as required.	

COMMITTEE MEMBERSHIP 2021/2022

HEALTH AND WELLBEING BOARD: *Outside of the overall calculation and subject to the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.*

Organisation	Name of Member	Substitute
STATUTORY MEMBERS (VOTING)		
Chairman	Councillor Palmer	Any Elected Member
Vice-Chairman	Councillor O'Brien	Any Elected Member
Members	Councillor Bianco	Any Elected Member
	Councillor Edwards	Any Elected Member
	Councillor Goddard	Any Elected Member
	Councillor Lavery	Any Elected Member
	Councillor D Mills	Any Elected Member
	Councillor Riley	Any Elected Member
Healthwatch Hillingdon	Ms Lynn Hill	Mr Turkey Mahmood
Clinical Commissioning Group	Dr Ian Goodman	Dr Kuldhir Johal
For information Membership also includes:		
STATUTORY MEMBERS (NON-VOTING)		
Statutory Director of Adult Social Services	Mr Tony Zaman	Ms Sandra Taylor
Statutory Director of Children's Services	Mr Tony Zaman	Ms Sandra Taylor
Statutory Director of Public Health	VACANCY	Ms Sharon Daye
CO-OPTED MEMBERS (NON-VOTING)		
The Hillingdon Hospitals NHS Foundation Trust	Ms Patricia Wright	Mr Jason Seez
Central and North West London NHS Foundation Trust	Ms Robyn Doran	Mr Graeme Caul
Royal Brompton and Harefield NHS Foundation Trust	Mr Robert J Bell	Mr Nick Hunt
LBH	Mr Dan Kennedy	N/A
Clinical Commissioning Group (1)	Ms Sarah Crowther	Dr Kuldhir Johal
Clinical Commissioning Group (2)	Mr Sheikh Auladin	Mr Richard Ellis / Ms Sue Jeffers
Hillingdon Health and Care Partners	Ms Caroline Morison	N/A

This page is intentionally left blank

QUESTIONS FROM MEMBERS OF THE PUBLIC

5.1 QUESTION FROM MR TONY JAMES OF STATION APPROACH, HAYES, ON BEHALF OF THE SIGNAL BUILDING RESIDENTS' ASSOCIATION, TO THE CABINET MEMBER FOR PROPERTY AND INFRASTRUCTURE - COUNCILLOR BIANCO:

First time buyers, young families, airport and hospitality workers already hit hard by the COVID pandemic now potentially facing bankruptcy, forfeiture and eviction due to the building safety crisis happening in this borough, need support. Will the Council do the right thing and support the 'End Our Cladding Scandal' campaign?

This page is intentionally left blank

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

Reporting Officer: Head of Democratic Services

(i) URGENT IMPLEMENTATION OF DECISIONS

RECOMMENDATION: That the Urgency decisions detailed below be noted.

Information

1. The Constitution allows a Cabinet or Cabinet Member decision to be implemented before the expiry of the 5-day scrutiny call-in period, provided the decision is deemed urgent and agreement is given from the Chairman of the relevant Select Committee to waive the scrutiny call-in period. All such decisions are to be reported for information only to the next full Council meeting.
2. Since those noted at the 25 February 2021 Council meeting, the following decisions have been made using urgency procedures:

Date of Decision	Decision Type / Nature of Decision	Decision-Maker
8 April 2021	Contract Award for the Provision of Food Waste Vehicles	Leader of the Council
24 June 2021	Award of Contract: Care and Wellbeing Service in Supported Living for People with Learning Disabilities.	Deputy Leader of the Council / Cabinet Member for Health & Social Care.

Background Papers: Decision Notices

ii) WAIVER OF 6 MONTH COUNCILLOR ATTENDANCE RULE.

Introduction

1. Section 85 (1) of the Local Government Act 1972 requires a Member of a Local Authority to attend at least one meeting of that Authority within a six-month consecutive period, to avoid being disqualified as a Councillor. This requirement can be waived, and the time limit extended if any failure to attend was due to a reason approved by the Authority, in advance of the six-month period expiring.
2. Unfortunately, due to illness, Councillor Brian Stead has not been able to attend any Council or Committee meetings since the meeting of Full Council on 25 February 2021. A formal request has therefore been made for an extension to the six-month rule to be approved in his respect.

RECOMMENDATION: That, pursuant to Section 85(1) of the Local Government Act 1972, Councillor Stead's non-attendance at meetings of the authority due to ill health, be approved for a period ending on 5 May 2022.

Background

3. The Head of Democratic Services has received a request for the Council to consider approving an extension to the usual six-month attendance rule enabling Councillor Stead to remain in office until he is able to resume normal duties.
4. Council can only consider approval of any reasons for non-attendance before the end of the relevant six-month period, which will be 25 July 2021. This is the final Council meeting at which approval could be sought for an extension of the time limit. If approval to any extension is not therefore agreed at this meeting, Councillor Stead would, under Section 85 (1) of the Local Government Act 1972 be disqualified from office as a councillor.
5. Once a Member loses office, through failure to attend for the six-month period, the disqualification cannot be overcome by the Member subsequently resuming attendance nor can retrospective approval of the Council be sought for an extension in time.
6. Councillor Stead was elected to the Council in May 2006 and represents Brunel Ward.

FINANCIAL IMPLICATIONS

None associated with this report.

LEGAL IMPLICATIONS

Section 85 (1) of the Local Government Act 1972 states that, *“if a Member of a Local Authority fails, throughout a period of six consecutive months from the date of their last attendance, to attend any meeting of the Authority they will, unless the failure was due to some good reason approved by the Authority before the expiry of that period, cease to be a Member of the Authority.”*

BACKGROUND PAPERS: None

iii) CHANGES TO COMMITTEE MEMBERSHIPS

RECOMMENDATION: That the following change to committee memberships for 2020/2021, as proposed by the Conservative Group, be approved:

- **Pensions Committee** – Councillor Hensley to replace Councillor Melvin (with Cllr Melvin to become a substitute member).

iv) **AMENDMENT TO TERMS OF REFERENCE - PENSIONS BOARD & HEALTH AND WELLBEING BOARD**

1. The Constitution of the London Borough of Hillingdon sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to residents
2. The Constitution is reviewed on a regular basis to keep it up to date with legislative changes, best practice and that it continues to meet the needs of the political interface, which is integral to the efficient running of the Council.

RECOMMENDATION: That the changes to the Terms of Reference of both the Pensions Board and the Health & Wellbeing Board as set out in Appendices A&B, be approved.

Pensions Board

3. Following on from changes to the Pensions Committee's Terms of Reference at the May Council meeting, the Pensions Board has also undertaken a review of its Terms of Reference as set out in the Council's Constitution. The Board has put forward some minor changes to full Council to consider. These are:
 - Updating the term '*employee representative*' to '*scheme member representative*' to make it consistent.
 - Amending the term of office for members of the Board to 4 years, rather than indefinite. This may provide further opportunities for new people to join and contribute.
 - Adding a new Term of Reference, No.7, to give the ability to adopt further detailed guidelines on how the Pensions Board operates. This would be through the adoption of local code of practice.

The proposed changes to the Constitution relating to the Pensions Board are set out in **Appendix A** in ~~strikethrough~~ / underlined.

Health and Wellbeing Board

4. Consideration has been given by the Health and Wellbeing Board to reviewing how the Board works, its priorities and its future role. This process recognised the substantial changes faced by partners in responding to the Covid pandemic and its recovery, as well the need to respond to the ambition of the NHS long term plan and what this means for Hillingdon as a "place" in the emerging North West London Integrated Care System.
5. It has been recognised there is an opportunity to influence the forthcoming NWL ICS System Development Plan and a need to offer reassurance that in Hillingdon, through Hillingdon Health and Care Partners, there is a plan and track record of delivery and joint working. It is important, therefore, that Hillingdon as a place is able to build on its strong partnerships so far. That, through examples such as discharge from hospital and in managing the Covid pandemic, organisation at place level has brought pace and direction to tackling problems, enabled innovation and provided agility to respond, and that this should be made clear to the ICS and that the full level of delegation possible be sought from the NWL ICS.
6. To interact meaningfully with the NHS in the emerging ICS, it is suggested that,

to be most effective, the Board needs to be:

- A forum to discuss openly and honestly challenges and opportunities: to assert the view of place;
- A true partnership of equals;
- A Board with commitment from partners who view it as part of their governance; and
- Focussed on strategy rather than detail, with strong supporting governance to provide reassurance.

7. To this end, it is proposed that the membership of the Health and Wellbeing Board be revised and all members of the Board be entitled to vote (although it is not expected that the Board will operate in a way where formal voting is generally required). Currently, voting is restricted to Cabinet Members and the statutory Healthwatch and CCG members.
8. In addition, the Board should be able to take advantage of its ability to co-opt attendees at any time, for example to present issues to the Board as subject matter experts or where wider partners' views on topics may be helpful. Others, including the voluntary sector, would also be key partners in taking forward delivery plans as part of the supporting governance.
9. The Board is keen to embrace a more collaborative and open style of working. As such, it is proposed that the Board be co-chaired by the Cabinet Member for Health and Social Care and the Hillingdon Health and Care Partners Managing Director.

The proposed changes to the Constitution relating to the Health and Wellbeing Board are set out in **Appendix B** in ~~strikethrough~~ / underlined.

FINANCIAL IMPLICATIONS

None associated with this report.

LEGAL IMPLICATIONS

The Borough Solicitor has checked the proposed updates to the Constitution contained in Appendices A & B and confirms that they are compliant with relevant legislation. Under the terms of the Constitution it is for full Council to decide whether or not to approve the proposed amendments.

The Public Service Pensions Act 2013 require pension boards to be established for the public service pension schemes. The terms of reference have been updated to incorporate best practice as outlined by the Scheme Advisory Board.

BACKGROUND PAPERS: None

8.07 Pensions Board

(a) Information

The Pensions Board is not a decision making body, rather it has a compliance and scrutiny role to ensure the Pensions Committee effectively and efficiently complies with the code of practice on the governance and administration of public service pension schemes issued by the Pensions Regulator. Additionally, the Pension Board will help ensure that the London Borough of Hillingdon Pension Fund is managed and administered effectively and efficiently and complies with the code of practice on the governance and administration of public service pension schemes issued by the Pension Regulator.

(b) Membership

The membership of the Board must be equally split between employer and scheme member representatives with relevant experience and the capacity to represent.

Council has determined that membership shall be 2 employer and 2 **employee scheme member** representatives with no Councillors automatically appointed to sit on the Board. Applications for the employer representatives will be invited from a) the Council (Members will be entitled to apply for this position should they so wish) and b) all other employer bodies contributing to the fund - and then selected at interview by the Chairman and one other Member of the Pensions Committee and a Senior Officer, on the basis of capacity and/or experience. Term of Office to be **four years indefinite**.

(c) Terms of Reference

1. The Pensions Board will meet at a frequency determined by the Board.
2. Reports to the Board will either reflect decisions taken by Pensions Committee or be reports for noting already seen by Pensions Committee.
3. The role of the Board will be to assist London Borough of Hillingdon Administering Authority as Scheme Manager: to secure compliance with the LGPS regulations and any other legislation relating to the governance and administration of the LGPS;
4. To secure compliance with requirements imposed in relation to the LGPS by the Pensions Regulator; and in such other matters as the LGPS regulations may specify.
5. To secure the effective and efficient governance and administration of the LGPS for the London Borough of Hillingdon Pension Fund.
6. To provide the Scheme Manager with such information as it requires to ensure that any member of the Pension Board or person to be appointed to the Pension Board does not have a conflict of interest. NB: Being a member of the LGPS is not seen as a conflict of interest.
7. **The Board may agree a more detailed code of practice within the parameters of these Terms of Reference, as to how it operates to comply with other relevant guidelines.**

8.09 Health and Wellbeing Board

(a) Introduction

In accordance with the Health and Social Care Act 2012 and any subsequent related legislation, the Health and Wellbeing Board will seek to improve the quality of life of the local population and provide high-level collaboration between the Council, NHS and other agencies to develop and oversee the strategy and commissioning of local health services.

The Board will operate as a Committee of the Council in accordance with the Committee Standing Orders and Access to Information Procedure Rules set out in this Constitution.

The core functions of the Board are not executive functions and are not therefore subject to any scrutiny call-in procedure.

The Board will seek to comply with its duties under the Equality Act 2013, Freedom of Information Act 2000 and the Data Protection Act 1998.

(b) Membership

~~Statutory Members~~

The ~~Chairman membership~~ of the Board shall ~~comprise~~:

- 1) ~~Cabinet Member for Health and Social Care - Co-Chairman~~
- 2) ~~Cabinet Member for Families, Education and Wellbeing~~
- 3) ~~LBH Chief Executive~~
- 4) ~~LBH Corporate Director, Social Care and Health~~
- 5) ~~LBH Director, Public Health~~
- 6) ~~Hillingdon Health and Care Partners Managing Director - Co-Chairman~~
- 7) ~~NWL CCG - Hillingdon Board representative~~
- 8) ~~NWL CCG - nominated lead~~
- 9) ~~Central and North West London NHS Foundation Trust - nominated lead~~
- 10) ~~The Hillingdon Hospitals NHS Foundation Trust Chief Executive~~
- 11) ~~Healthwatch Hillingdon - nominated lead~~
- 12) ~~Royal Brompton and Harefield NHS Foundation Trust - nominated lead~~
- 13) ~~Hillingdon GP Confederation - nominated lead~~

~~Co-Chairmen~~

~~The Board shall be co-chaired by the Cabinet Member for Health and Social Care and the Managing Director of Hillingdon Health and Care Partners. The Vice Chairman of the Board shall be the Cabinet Member for Families, Education and Wellbeing. Only one Co-Chairman may chair a meeting and this will be determined at the start of each meeting. Should both Co-Chairmen be unavailable to chair, the meeting will be chaired by the Vice Chairman.~~

~~Other Statutory members that may attend meetings are:~~

- 1) ~~Cabinet Members from the London Borough of Hillingdon~~

- ~~2) A representative from the Clinical Commissioning Group covering Hillingdon~~
- ~~3) A representative from Healthwatch Hillingdon~~
- ~~4) Statutory Director of Adult Social Services~~
- ~~5) Statutory Director of Children's Services~~
- ~~6) Statutory Director of Public Health.~~

Political Balance

There is no requirement to have all political groups within the Council represented on the Board.

Substitutes ~~for Statutory Members~~

~~Cabinet members may nominate any other elected Member of the Council as a substitute. Other Statutory members~~

~~In the event that they are unable to attend the meeting, members~~ of the Board must ~~advise the Co-Chairmen in advance of the meeting and~~ nominate a single individual ~~who will have the authority to~~ substitute for them and make decisions ~~in the event that they are unable to attend a meeting on their behalf.~~

Co-opted Members

Other Attendees

From time to time, and upon the agreement of the ~~Board Co-Chairmen~~, other individuals, ~~such as subject matter experts, may be invited to attend Board meetings. In addition, individuals~~ or representatives may attend Board meetings as co-opted members ~~where agreed by the Board. Co-opted members may nominate a single, named individual who may substitute for them in the event that they are unable to attend a meeting e.g. representatives of local NHS hospitals or trusts.~~

Voting rights

~~Voting~~ Should a formal vote be required, voting rights will apply to ~~those set out in the list above. The following Statutory members:~~

- ~~• All elected Members of the Council on the Board~~
- ~~• The representatives from the Clinical Commissioning Group covering Hillingdon and representatives from Healthwatch Hillingdon.~~

~~Subject to consultation with the Board, the Council may then direct whether or not voting rights apply to other Statutory members or~~

~~Co-opted members will not be permitted to vote.~~

Code of Conduct

All voting Members of the Health and Wellbeing Board will be bound by the Council's Code of Conduct for Members, as adopted.

(c) Sub-Committees and Working Groups

The Board may establish and appoint to sub-committees *and working groups*. The Board may delegate any of its functions to sub-committees *or working groups* or request them to undertake task and finish reviews or project work in the pursuit of the Board's goals.

Members of a sub-committee or working group may be ~~a Statutory or Co-opted member of the Board or any elected Member of the London Borough of Hillingdon~~ any member of the Board. Additional members of a sub-committee or working group will be agreed by the Board.

Sub-committees and working groups will cease to exist upon a decision by the Board.

(d) Terms of Reference

1. To fulfil statutory requirements to improve the health and wellbeing of the local population, specifically to:
 - (a) Lead on the duty to assess and publish information about the needs of the local population (joint strategic needs assessment (JSNA));
 - (b) Deliver the duty to prepare and publish a Joint Health and Wellbeing Strategy based on the JSNA, to consider Health and Social Care Act flexibilities in developing the strategy and involve local residents and others as appropriate;
 - (c) Promote integrated and partnership working across areas, including through the promotion of joined up commissioning plans across the NHS, social care and public health; and
 - (d) Support, be involved in and provide opinion on joint commissioning plans and the review of how well the Health and Wellbeing Strategy is meeting needs. This includes providing an opinion on how well the Clinical Commissioning Group (CCG) contributes to the delivery of the Joint Health and Wellbeing Strategy.

2. To be responsible for:
 - (a) Providing leadership in developing a strategic approach for health and wellbeing in Hillingdon;
 - (b) Developing the statutory Health and Wellbeing Strategy;
 - (c) Ensuring that the Health and Wellbeing Strategy is informed and underpinned by the JSNA and is focused upon:
 - Improving the health and wellbeing of the residents of Hillingdon;
 - The continuous improvement of health and social care services;
 - The reduction of health inequalities;
 - The involvement of service users and patients in service design and monitoring; and
 - Integrated working across health and social care where this would improve quality;
 - (d) Reviewing performance on delivering the Health and Wellbeing Strategy and other key strategic targets;
 - (e) Holding partner agencies to account for performance on agreed priorities in conjunction with the External Services Select Committee;

- (f) Influencing and approving the Clinical Commissioning Group (CCG) commissioning plan and annual update;
- (g) Collaborative working to develop social care and health related commissioning plans to improve the health and wellbeing of residents of the Borough and monitor implementation and performance;
- (h) Monitoring the performance of Public Health and reviewing its services in conjunction with the External Services Families, Health and Wellbeing Select Committee; and
- (i) Reviewing the Terms of Reference and operation of the Board regularly, making recommendations to Council as required.

18. HEALTH AND WELLBEING BOARD

These Committee Standing Orders apply to the Health and Wellbeing Board set out in Article 8 of the Constitution, with the following exceptions to these rules taking precedence at any time:

1. Any speaking rights for Elected Members who are not Members of the Board do not apply to meetings of the Board or any of its sub-committees or working groups.
2. A Quorum of the Board shall be 50% of its statutory membership. A Quorum of any sub-committees or working groups of the Board shall be 50% of their membership or 3 members (whichever is the greater).
3. Any meeting of the Board may establish and appoint to its sub-committees or working groups.
4. Upon any recommendations from the Board, statutory membership will be approved by full Council.
5. Upon request from an organisation, approval of any appointments to the Board as a non-statutory Co-opted Member will be agreed by the Board, in consultation with the Co-Chairmen and the Head of Democratic Services.
6. Decisions shall be made on the basis of a vote and show of hands of a majority of members present. Subject to the vote being tied, the Co-Chairman chairing that meeting will have a second or casting vote.
7. The Board and any sub-committees or working groups shall meet as required, with the agreement of the Co-Chairman and/or in the circumstances where the Co-Chairman receives a request in writing by more than 50% of the statutory members of the Board.

This page is intentionally left blank

LOCAL DEVELOPMENT SCHEME

Reporting Officer: Head of Democratic Services

SUMMARY

Cabinet on 17 June 2021 resolved to recommend to Council the adoption of a revised Local Development Scheme (LDS) for the Council, which sets out timescales for the production of forthcoming Local Plan documents. The Cabinet report is attached as an appendix.

CABINET RECOMMENDATION: That the revised Local Development Scheme be adopted with effect from 22 July 2021.

SUPPORTING INFORMATION

The LDS is a project plan for the production of the Local Plan and other planning policy documents. It sets out the documents that the Council intends to produce and the timescale for their production. In order to be considered legally compliant in accordance with the Planning and Compulsory Purchase Act 2004, the Council's Local Plan documents should be in general conformity with the LDS. This means that they should be listed in the LDS and prepared in accordance with the timescales set out in the document.

The Council's current Local Development Scheme (LDS) was adopted in September 2018 and is considered to be out of date. Under the provisions of the Planning and Compulsory Purchase Act 2004 (as amended) the Council is required to publish an up to date LDS setting out the timetable for the production of Local Plan documents. In the absence of evidence that the necessary steps are being taken to prepare an up to date version, there is a risk that the forthcoming Local Plan review, will not be found to be 'legally compliant' at examination. This could result in a suspension of the examination process and a delay in the adoption of the Plan.

FINANCIAL IMPLICATIONS

The cost of preparing the Local Development Scheme will be contained within existing revenue budgets.

LEGAL IMPLICATIONS

The Council is required to prepare a Local Development Scheme (LDS) in accordance with the requirements of section 15 of the Planning and Compulsory Purchase Act 2004 (as amended). The Planning and Compulsory Purchase Act 2004 (as amended) requires the LDS to be revised at such times as the Local Planning Authority considers appropriate.

Section 19 of the Planning and Compulsory Purchase Act 2004 (as amended) requires Development Plan Documents to be prepared in accordance with the LDS. As such it is vital that the LDS is updated to ensure the Council's Local Plan can be found legally compliant in accordance with the Planning and Compulsory Purchase Act 2004 (as amended) and relevant supporting legislation.

Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended) requires a resolution of the Council, which must specify the date from which the LDS is to have effect.

Background Papers: None

This page is intentionally left blank



HILLINGDON
LONDON

London Borough of Hillingdon

Local Development Scheme

(Date to be inserted)

1 INTRODUCTION

In accordance with Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) the London Borough of Hillingdon ('Hillingdon') must prepare and maintain a Local Development Scheme (LDS).

Background and Purpose

1.1 This LDS was approved by the Full Council on DATE and takes effect from DATE. It will replace the previous version which was published in September 2018.

1.2 The LDS is a three-year project plan for the preparation of new planning policy documents. It identifies the documents to be prepared and an indicative timetable for preparation, including milestones to be achieved. It must be made publicly available and kept up-to-date. This enables the public and other stakeholders to find out about planning policies in their area, the status of those policies and the details of and timescales for the production of all relevant documents.

1.3 The National Planning Policy Framework (NPPF) (2019) requires local planning authorities to produce a Local Plan for their area. The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017/1244 requires local plan documents to be reviewed every 5 years. These can be reviewed earlier in whole or in part to respond to changing circumstances. Any additional development plan documents should only be used where clearly justified.

2 THE ADOPTED DEVELOPMENT PLAN

2.1 At the time of writing, the adopted development plan for Hillingdon consists of the following documents:

- The Local Plan Part 1: Strategic Policies (November 2012)
- The Local Plan Part 2: Development Management Policies (January 2020)
- The Local Plan Part 2: Site Allocations (January 2020)
- The West London Waste Plan (July 2015)¹
- The London Plan (March 2021)²

¹ The West London Waste Plan was prepared jointly by the London Boroughs of Brent, Ealing, Harrow, Hillingdon, Hounslow and Richmond upon Thames

² The London Plan is prepared by the Mayor of London and represents the Regional Spatial Strategy for London

2.2 Some of the policies in the Local Plan are supported by supplementary planning documents (SPDs), which provide greater detail to assist in the interpretation of the parent policy. The adopted SPDs that form part of Hillingdon's planning framework are set out in Appendix 2 of this LDS.

2.3 Whilst there may be a need for the Council to revise and/or prepare SPDs, they do not form part of the statutory Development Plan for Hillingdon. As such, the programme for future SPDs is not identified in this LDS.

3 DOCUMENTS TO BE REVIEWED/PREPARED

Local Plan

3.1 Hillingdon's Local Plan currently comprises a number of separate documents which include:

- Local Plan Part 1: Strategic Policies (November 2012)
- Local Plan Part 2: Development Managements Policies (January 2020)
- Local Plan Part 2: Site Allocations and Designations (January 2020)

3.2 A partial review of all current Local Plan documents is proposed to combine the two parts of the Local Plan. The new single Local Plan will cover the period 2023 – 2038. It will also update the Local Plan to reflect the latest version of the London Plan, which was published in March 2021. It is proposed that the partial review of the Local Plan would primarily cover the following sections of the Local Plan: Part 1 and 2:

- The Vision
- Strategic policies for the economy, housing, historic and built environment, environmental improvement, transport and infrastructure.
- Development management policies in relation to the economy, town centres, housing, historic and built environment, design, environmental improvements, community infrastructure and transport.
- The Site Allocations and Designations.
- The Policies Map as required.

3.3 The review will commence in 2021 and will conclude with the adoption of a revised Local Plan by December 2023. Further details of this timetable are contained in Appendix 1.

Other Possible Documents

West London Waste Plan

3.4 The West London Waste Plan (WLWP) was adopted in July 2015. A partial review may need to be progressed to take account of changes to waste apportionment targets in the current version of the London Plan. The WLWP is a joint plan between six London boroughs (Brent, Ealing, Harrow, Hillingdon, Hounslow and Richmond upon Thames) and therefore any decision on reviewing the document will need to be agreed with these boroughs.

4 MONITORING

4.1 The Local Development Scheme will be monitored and updated as necessary, in accordance with the timescales set out in Hillingdon's Authority Monitoring Report.

Appendix 1: Indicative Timetable for the Partial Review of the Local Plan

Document /Plan	Nature of Plan	Plan Area	Status and forward work plan
Local Plan	<ul style="list-style-type: none"> • Strategic policies • Site Allocations and Designations • Development Management Policies 	Borough-wide	Documents to be progressed in accordance with the following timetable.

2021				2022				2023			
Jan - March	April - June	July - Sept	Oct - Dec	Jan - March	April - June	July - Sept	Oct - Dec	Jan - March	April - June	July - Sept	Oct - Dec
			P			DP		S	EP		A

P	Preparation of the revised Local Plan and Consultation (Reg 18)
DP	Publication of the revised Local Plan (Reg 19)
S	Submission to Examination (Reg 22)
EP	Examination in Public (Reg 24)
A	Adoption (Reg 26)

Appendix 2: Supplementary Planning Documents (SPD)

1. Planning Obligations SPD (July 2014)
2. Accessible Hillingdon SPD (September 2017)
3. RAF Uxbridge SPD (January 2009)

LOCAL PLAN REVIEW AND REVISED LOCAL DEVELOPMENT SCHEME

Cabinet Member(s)	Cllr Eddie Lavery
Cabinet Portfolio(s)	Cabinet Member for Environment, Housing & Regeneration
Officer Contact(s)	Julia Johnson, Planning and Regeneration
Papers with report	Appendix 1 – Revised Local Development Scheme

HEADLINES

Summary	This report seeks approval to commence a partial review of the Local Plan and endorses the Local Development Scheme (which sets out timescales for the forthcoming Local Plan review) for adoption by Full Council.
Putting our Residents First	This report supports the following Council objectives of: <i>Our People; Our Natural Environment; Our Built Environment; Our Heritage and Civic Pride; and Strong financial management.</i>
Financial Cost	This review is expected to cost up to £998k over a four-year period. £200k funding is available through existing base budgets within Planning and Regeneration and the remaining £798k will be funded through the Local Plan Earmarked Reserve already set up and funded in anticipation of this work and will not therefore impact on the MTFE going forward.
Relevant Select Committee	Environment, Housing & Regeneration
Relevant Ward(s)	All

RECOMMENDATIONS

That the Cabinet:

1. **Agrees to a partial review of the Local Plan for adoption by December 2023.**
2. **Endorses and recommends the revised Local Development Scheme for adoption by Full Council.**
3. **Agrees to drawdown up to £798k over a four-year period from the Local Plan Earmarked Reserve.**

Reasons for recommendation

The Council has a statutory duty to review its Local Plan at least every five years and to prepare and maintain an up-to-date Local Development Scheme (LDS) setting out the timetable for the Local Plan review. The Council's current Local Development Scheme was published in September 2018 and is now scheduled for review. The Government has also set a deadline for the adoption of up-to-date Local Plans by December 2023 and this report sets out how this target will be met.

Alternative options considered / risk management

Cabinet may decline to recommend that the updated LDS at Appendix 1 is referred to Full Council. This option could result in the legal compliance of the Local Plan review being challenged later and cause a delay in its adoption.

The Local Plan review could be progressed with the existing resources in the Planning Policy team, but the Council would not be able to meet the Government's deadline for up-to-date Local Plans. The absence of an up-to-date Local Plan has consequences for the weight given to the Council's planning policies in future planning decisions.

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

INTRODUCTION

1. Hillingdon's Local Plan is currently in two parts with a Part 1 adopted in 2012 setting out the strategic policies, and a Part 2 adopted in 2020 which includes development management policies and site allocations. The National Planning Policy Framework requires that the policies in statutory development plans should be reviewed at least every five years and updated as necessary. The policies in Hillingdon's Local Plan Part 1 are now scheduled for review.
2. It is also recommended that this Partial Review of the Local Plan allows for updates to the Local Plan Part 2 where necessary, and that the two documents are brought together into a single Local Plan for the borough.
3. The Local Development Scheme (LDS) is a project plan for the production of the Local Plan and other development plan documents. It sets out the documents that the Council intends to produce and the timescale for their production. In order to be considered legally compliant in accordance with the Planning and Compulsory Purchase Act 2004, the Council's Local Plan documents should be in general conformity with the LDS. This means they should be listed in the LDS and prepared in accordance with the timescales set out in the document. The current LDS was prepared in 2018 and now requires updating following the adoption of the Local Plan Part 2.

THE NEED TO REVIEW THE LOCAL PLAN

4. The key drivers for a review of the Hillingdon Local Plan can be summarised as follows:

Legal Requirement

5. Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012 provides that local planning authorities must review their plans at least every five years to see if they require updating. Paragraph 33 of the National Planning Policy Framework sets out what the review should cover and when earlier review might be necessary and says that following the review, plans should be updated as necessary. In March 2020, the Secretary of State made an important statement on Planning for the Future which set a requirement for all local planning authorities to have up-to-date local plans by December 2023. The Government has stated its intention to intervene where local authorities fail to meet this deadline.

Examination of the Local Plan Part 2

6. In his Report on the examination of the Local Plan Part 2, the Planning Inspector stated that it was widely accepted that during the preparation of the Local Plan Part 2, there had been material changes in both national and London-wide policies. During the examination, the Council therefore committed to an early review of the Local Plan in response to these changes, and the Inspector accepted this as a 'reasonable and pragmatic approach'.

Planning legislative changes and challenges

7. As noted above, significant changes to the legislative and policy context have taken place with further substantial reforms on the horizon. Whilst the prospect of these further changes could be a potential reason to delay such a review, the Government's Chief Planner stated in her letter to Chief Planning Officers in October 2020 that the 'uncertainty' should not stop the progression of local plans given the importance of a strong planning framework in facilitating the recovery from the impacts of the pandemic. It is considered that there remain significant benefits to the borough in progressing a partial review of the Local Plan and that we can remain mindful of these future changes in the work undertaken.
8. Significant legislative changes have also already been made which have had an impact on the effectiveness of our existing policies. This includes changes to the use classes order particularly in relation to main town centre uses (the amalgamation of a number of A, B and D use classes into a new E class) which has impacted on our ability to manage change within our town centres at a critical point. There have also been other changes to guidance in relation to housing requirements, affordable housing, Heathrow and permitted development rights. Reviewing the Local Plan will enable us to address these changes through a revised planning framework.
9. As a London Borough, the other key component of change is the London Plan. A new London Plan was published on 2 March 2021. It sets out a significant number of new requirements on local planning authorities which will need to be addressed including a new annual housing target of 1,083 for Hillingdon. Additional site allocations will need to be identified to demonstrate that the borough is able to deliver against this target. The review will also provide the opportunity to establish the Council's priorities for the Heathrow and Hayes Opportunity Areas that have been identified by the London Plan.

Delivering the Council's Vision and Coordinating with other Strategies

10. The strategic policies in the Local Plan Part 1 were largely developed in 2010/11. Consequently, they do not reflect the priorities of the current administration or those set out in recent Council initiatives such as the Hillingdon Improvement Programme, the existing programme of town centre improvements, the proposed estate regeneration schemes and the emerging housing and climate change strategies. A partial review of the Local Plan will provide an opportunity to bring our planning policies in line with these priorities and assist with their implementation.

Responding to Opportunities and Challenges

11. Since the Local Plan Part 1 was adopted in 2012, new opportunities and challenges for the borough's built and natural environments have emerged with implications for planning and regeneration in Hillingdon that a review of the Local Plan could address. These include:
- a growing and changing population;
 - increasing housing targets and pressure from surrounding planning authorities to accommodate their needs;
 - the declaration of a climate change emergency by the Council;
 - changes to the planning framework in relation to the proposed third runway at Heathrow;
 - managing and mitigating the impacts of constructing High Speed 2;
 - the Council's proposed estate regeneration programme;
 - building on the opportunities arising from the completion of the Elizabeth Line;
 - the continuing need to secure improved sustainable transport infrastructure particularly north-south connections;
 - the need to secure the provision of early years and school places, health care and other key community facilities required to support a growing and changing population;
 - addressing the economic challenges arising from the COVID-19 pandemic including the impact on town centres and high streets; and
 - responding to the continuous pressure on Hillingdon's Green Belt.
12. The Partial Review will provide the opportunity to put in place a new planning framework to address these challenges and opportunities up until 2038.

Maintaining Control of Planning Decisions

13. Without an up to date Local Plan, there is a significant risk that the Council's ability as the local planning authority to influence and control development will be diminished through the application of the 'presumption in favour of sustainable development'. This would result in a requirement on the Council for new development to be granted planning permission unless it conflicts with the National Planning Policy Framework or the adverse effects would significantly and demonstrably outweigh the benefits. This application of this so-called 'tilted balance' would reduce the ability of the Council to apply its own planning policies to the determination of planning, with the potential consequence of developments coming forward that the Council would have otherwise considered unacceptable. In these circumstances it is also likely that the Council would lose more planning appeals and may be subject to greater influence of the Mayor of London in planning decisions through the increased use of call-in powers.

KEY AREAS OF REVIEW

14. It is proposed that the Partial Review of the Local Plan would cover the following sections of the Local Plan Part 1 and 2:
- The Vision.
 - Core Policies for the economy, housing, historic and built environment, environmental improvement, transport and infrastructure.
 - Development management policies focusing on employment, town centres, housing, design, environmental improvements and transport.

- Site Allocations.
- The Policies Map, as required.

DEVELOPING A ROBUST EVIDENCE BASE

15. The National Planning Policy Framework requires that the Local Plan should be based on adequate, up-to-date and relevant evidence about the economic, social and environmental characteristics and prospects of the borough. This will also allow the Council to take the most appropriate approach based on local circumstances in the context of national and regional planning requirements.
16. Given the extensive period of time that has passed since the evidence was developed in support of the current Local Plan and the significant economic, social and environmental changes that have taken place in recent years, the Planning Policy team will need to prepare a suite of new evidence base documents to inform the partial review. The amount of work required is significantly greater than that required for the Local Plan Part 2 as this largely relied on strategic framework set by the Part 1, for which the majority of work was undertaken between 2007 and 2012 when the Planning Delivery Grant was available for plan-making purposes. Given the government deadline of December 2023, the work will also have to be undertaken at speed which will require more external resource than might otherwise be necessary.
17. The work identified for external commissioning includes a Green Belt review, employment land study, open spaces assessment, updates to the Council's needs assessments, a full plan viability assessment and the preparation of a Strategic Infrastructure Delivery Plan.
18. Alongside the above, and in line with Planning Regulations, additional technical assessments will have to be prepared to inform and support the Local Plan including:
 - Sustainability Appraisal
 - Habitats Regulation Assessment
 - Equalities Impact Assessment
 - Health Impact Assessment
19. There is also a requirement on the Council to undertake significant consultation to gather the views of as wide a range of stakeholders as possible during the preparation of new planning policies. The preparation of consultation documentation and delivery of consultation events will also require some limited additional expenditure.
20. It is estimated that the preparation of this evidence and the supporting assessments, much of which will need to be commissioned externally from specialist companies, together with stakeholder engagement, will require additional funding over a three-year period.
21. It should also be noted that a further £100,000 funding will be required when the Local Plan Partial Review reaches the examination stage in the fourth year, to cover the costs of a government appointed Planning Inspector and supporting Programme Officer employed by the Council.

UPDATING THE LOCAL DEVELOPMENT SCHEME

22. The proposed LDS is attached at Appendix 1 of this report. The key milestones for the partial review of the Local Plan are as follows:

- Preparation of the revised Local Plan and consultation – Dec 2021
- Publication of the revised Local Plan – Sept 2022
- Submission to Examination – Mar 2023
- Examination in Public – June 2023
- Adoption – Dec 2023

NEXT STEPS

23. Subject to Cabinet approval, the LDS will go forward to Full Council for adoption. The document will then be made available on the Council's website.
24. The Planning Policy Team will prepare a detailed programme for the partial review of the Local Plan in accordance with the milestones set out in the LDS.

Financial Implications

25. It is recognised that the proposed partial review of the Local Plan has significant financial implications given the scale of the work required to support the development of new planning policies. The government has indicated that additional funding could be made available to local planning authorities to support any change arising from the forthcoming reforms, however; in the interim costs would need to be met from Council resources. Opportunities to maximise grant funding will be sought if such grant funding becomes available. Officers will also look at options as to how tasks are undertaken to keep costs to a minimum. The projected cost is therefore a maximum sum that the work is expected to be deliverable within.
26. The Planning Policy base budget includes £50k for external services, which is expected to be retained in future years and so will contribute £200k funding across four years. The remaining £798k will be funded through the Local Plan Earmarked Reserve over the same four-year period. This earmarked reserve has already been provided for and as such the estimated cost of the entire exercise is already covered within existing Council resources and will not therefore impact on the MTFP going forward.
27. It is proposed to create temporary staff resources of 2 FTE's at a cost of £120k p.a. for a period of three years to ensure this review is delivered within the expected timeframe. This will also allow for some of the works to be undertaken internally, therefore reducing the costs of external services which is likely to be considerably higher than that of fixed term appointments.
28. In addition to the increased in-house capacity, there will be the need for externally commissioned work including a Green Belt review, employment land study, open spaces assessment, updates to the Council's needs assessments, a full plan viability assessment and the preparation of a Strategic Infrastructure Delivery Plan. These are estimated to cost around £538k over a 3-year period. A further £100k will be required when the Local Plan Partial Review reaches the examination stage in the fourth year, to cover the costs of a government appointed Planning Inspector and supporting Programme Officer employed by the Council. If any of these tasks can be delivered within existing staffing resources, the overall cost would reduce.

29. The review process is expected to commence following successful appointment to the fixed term posts. It is anticipated that the cost of the review will be profiled over four years as follows:

Expenditure	Year 1	Year 2	Year 3	Year 4	Totals
Evidence Base	£215k	£215k	£108k	0	£538k
Additional Staff	£120k	£120k	£120k	0	£360k
Examination	£0	£0	£0	£100k	£100k
Total Costs	£335k	£335k	£228k	£100k	£998k
Local Plan EMR	(£285k)	(£285k)	(£178k)	(£50k)	(£798k)
Existing Base Budget	(£50k)	(£50k)	(£50k)	(£50k)	(£200k)
Total Funding	(£335k)	(£335k)	(£228k)	(£100k)	(£998k)

RESIDENT BENEFIT & CONSULTATION

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

The Local Plan sets out a vision for the development of the Borough for the next 15 years and determines the future pattern of development. It should also seek to implement development related aspects of other Council strategies such as those for Housing and Climate Change which are currently being developed. It should also link to strategies of other local public bodies e.g. health and be in general conformity with the Mayor's London Plan.

Consultation carried out or required

The LDS is a project plan for the production of the Council's own Local Plan and as such no consultation is required beyond the statutory internal consultees below. The partial review of the Local Plan will be subject to statutory consultations as set in the relevant Regulations and summarised in the Council's Statement of Community Involvement.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed this report and concurs with the financial implications set out above, noting that the maximum cost £998k can be funded by £200k from the existing base budget and £798k from Earmarked Reserves already set aside.

Legal

The Council is required to prepare a Local Development Scheme (LDS) in accordance with the requirements of section 15 of the Planning and Compulsory Purchase Act 2004 (as amended). The Planning and Compulsory Purchase Act 2004 (as amended) requires the LDS to be revised at such times as the Local Planning Authority considers appropriate.

Section 19 of the Planning and Compulsory Purchase Act 2004 (as amended) requires Development Plan Documents to be prepared in accordance with the LDS. As such it is vital that the LDS is updated to ensure the Council's Local Plan can be found legally compliant in accordance with the Planning and Compulsory Purchase Act 2004 (as amended) and relevant supporting legislation.

Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended) requires a resolution of the Council, which must specify the date from which the LDS is to have effect.

BACKGROUND PAPERS

NIL

QUESTIONS FROM MEMBERS

8.1 QUESTION SUBMITTED BY COUNCILLOR R.MILLS TO THE CABINET MEMBER FOR FINANCE - COUNCILLOR GODDARD:

Would the Cabinet Member please advise the progress made in distributing Additional Restrictions Grants to local businesses within the Borough?

8.2 QUESTION SUBMITTED BY COUNCILLOR DUNCAN TO THE CABINET MEMBER FOR PROPERTY AND INFRASTRUCTURE - COUNCILLOR BIANCO:

The Council bought Packet Boat House and sold the flats to first time buyers. Following the discovery of major building faults all residents were moved out at Council expense to privately rented properties while remedial work was carried out. Residents have still not been able to move back into their homes. The Council have now approached them offering to buy them out at an enhanced price but one that does not buy them a comparable home as house prices have risen more than the enhanced price offered. Will the Cabinet Member please inform Council if it is the intention to increase the offer to allow these residents to purchase a comparable home or tell us what other options it is considering to compensate them?

8.3 QUESTION SUBMITTED BY COUNCILLOR EGINTON TO THE CABINET MEMBER FOR FINANCE - COUNCILLOR GODDARD:

Detailed information related to the financial position of the Council is essential to ensure proper accountability and scrutiny by Members and our residents. This is particularly the case with central Government funding for local government so constrained.

However, the detailed Budget Monitoring report to Cabinet this month has been reduced to only a shadow of previous versions. Can the Cabinet Member ask for future Budget Monitoring reports to Cabinet to provide the detailed information as in earlier months?

This page is intentionally left blank

MOTIONS

9.1 MOTION FROM COUNCILLOR MATHERS

That this Council is concerned at the level of bee colony collapse in the UK over the last 10 years and the threat to our food supply as bees provide over 80% of crop pollination. With this in view and taking into account the Council's responsibilities for conserving biodiversity, this Council calls on the Cabinet to:

- i) Establish a 'Bees and Pollinators' action plan for the borough. Such a plan could include:
 - Using planning powers to protecting habitats that are important to bees and pollinators,
 - Encouraging all new developments to provide for pollinators,
 - Stopping the use of insecticides on local authority land,
 - Continue the use of wildflower meadows on public green spaces and along public highways and continue planting pollinator-friendly plants,
 - Asking public health bodies and social housing partners to support our efforts
- ii) Establish and fund a 'Bee Friendly Wildlife Group' of officers charged with promoting beekeeping in Hillingdon.
- iii) Establish a team to visit schools to educate children about the relationship between bees and biodiversity and the problems surrounding bee mortality and encouraging schools to help children engage with this agenda.
- iv) Fund regular marketing campaigns on:
 - the use of beehives on municipal land, allotments and in the gardens of volunteers.
 - encourage forms of gardening and land use that support pollinating insects.
 - Asking the public not to use insecticides in their garden and to plant bee-friendly plants
- v) Add an additional category of awards to Hillingdon in Bloom to compliment the Roome Cup category for gardens that specifically provides recognition for bee-friendly habitats.

9.2 MOTION FROM COUNCILLOR CURLING

That this Council notes that there is a national issue with regard to unsafe and unsalable homes due to the cladding scandal, and other defects, that has only come to light because of the tragic loss of lives in the Grenfell fire, which was four years ago.

Council also notes that this scandal has left many leaseholders in severe financial crisis because of developers and management companies placing the cost of repair works on the shoulders of innocent leaseholders, even though leaseholders bear no responsibility for the situation in which they find themselves.

Council recognise that this is all having a detrimental impact on the mental and physical health of many residents in Hillingdon, who have put considerable, personal and financial, investment into becoming part of the home owning democracy, only to find that the large development companies are demanding bankrupting high repair costs.

Council also recognises that the cladding & unsafe buildings scandal is the joint responsibility of the developers and the government, as recognised by the Prime Minister, who referred to Ballymore at PMQs and declared that he was “on their case” with regard to this very issue.

Council further notes that the building safety bill is currently going through parliament, and that whilst this is welcome, there is still an emphasis on individual leaseholders taking legal action and being financially burdened, rather than the developers being made to face up to their responsibilities.

Council therefore calls on the Cabinet to act in order to put Hillingdon residents first, by:

- Raising these issues with the government.
- Joining forces with other local authorities and the LGA to work with government to explore ways in which local councils can be empowered to support their residents and ensure building regulations are complied with, or retrospectively repaired at no cost to the leaseholder.
- Supporting the aims of the ‘End Our Cladding Scandal’ campaign, especially the 10 steps to end the scandal, which are:
 1. The government must lead an urgent national effort to remove all dangerous cladding from buildings by June 2022.
 2. The Building Safety Fund must cover all buildings, regardless of height, and a range of internal and external fire safety defects, not just cladding.
 3. The government should provide the money up front and then seek to recover it from any responsible parties or via a temporary levy on development.
 4. Social housing providers must have full and equal access to the fund.
 5. The government must compel building owners or managers to be honest with residents about fire safety defects.
 6. The government should cover the cost of interim safety measures.
 7. The government should act as an insurer of last resort and underwrite insurance where premiums have soared.
 8. A fairer, faster process is needed to replace the EWS form and funding is necessary to ensure all buildings requiring a form are surveyed within 12 months.
 9. Mental health support must be offered to affected residents.
 10. Protecting residents from historic and future costs must be a key legislative commitment so that developers, not leaseholders, are held accountable for the repair of all unsafe elements of the buildings they constructed.