



HILLINGDON
LONDON



Corporate Services and Partnerships Policy Overview Committee

Councillors on the Committee

Richard Lewis (Chairman)

Michael White (Vice Chairman)

Sid Garg

Liz Kemp

Carol Melvin

Robin Sansarpuri

Date: WEDNESDAY, 14 APRIL
2010

Time: 7.30 PM

Venue: COMMITTEE ROOM 2 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

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

This agenda and associated reports can be made available in other languages, in Braille, large print or on audio tape on request. Please contact us for further information.

Published: 6 April 2010

Contact: Khalid Ahmed

Tel: 01895 250833

Fax: 01895 277373

Email: kahmed@hillington.gov.uk

This Agenda is available online at:

<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=243&MId=602&Ver=4>

Lloyd White
Head of Democratic Services
London Borough of Hillingdon,
3E/05, Civic Centre, High Street, Uxbridge, UB8 1UW
www.hillingdon.gov.uk



INVESTOR IN PEOPLE

Useful information

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 from the Council's main reception where you will be directed to the Committee Room. An Induction Loop System is available for use in the various meeting rooms. Please contact us for further information.

Please switch off any mobile telephones and BlackBerries™ before the meeting. Any recording of the meeting is not allowed, either using electronic, mobile or visual devices.

If there is a FIRE in the building the alarm will sound continuously. If there is a BOMB ALERT the alarm sounds intermittently. Please make your way to the nearest FIRE EXIT.



Policy Overview

About this Committee

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

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

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

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

Terms of Reference

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

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

Policy Overview Committees will not investigate individual complaints.

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

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

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

Agenda

- 1 Apologies
- 2 Declarations of Interest
- 3 Minutes of the meeting held on 23 March 2010

TO FOLLOW

- 4 Exclusion of Press and Public
To confirm the items of business marked Part I will be considered in public and that the items marked Part II will be considered in private.
- 5 Second Major Review - Impact of Public Funded Business Support and the Success of New Business Start Up within Hillingdon and to Review How the Council Could Improve Business to Business Support within the Borough's Industrial Estates (**Page 1**)
- 6 Work Programme 2009/10 (**Page 15**)
- 7 Cabinet Forward Plan (**Page 19**)

Second Major Review

To Review the Impact of Public Funded Business Support and the Success of New Business Start Up within Hillingdon

To Review how the Council could improve Business to Business Support with the Borough's Industrial Estates

Second Witness session

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

To enable the Committee to gather evidence as part of their second major review.

OPTIONS AVAILABLE TO THE COMMITTEE

1. Question the witnesses
2. Highlight issues for further investigation
3. To make a note of possible recommendations for the review

INFORMATION

1. At this Committee's last meeting of 23 March 2010 Members held a witness session meeting at Hayes Business Studios. This witness session looked at the impact of Public Funded Business Support and the Success of New Business Start Up within Hillingdon.
2. The Committee was given a tour around Hayes Business Studio which offers office space and support for small businesses starting or trading for less than 12 months. The studios were built from funding secured from the London Development Agency and Hillingdon Community Trust. The studios consist of £1m ten unit facilities for new start up businesses and have been a great success story during these difficult economic times.
3. Members heard from the Principal of Uxbridge College where the studios are situated, Hayes Business Studio's manager and a businessman who has a micro business within the complex. Unfortunately on the evening of the last meeting, Rob Grover, Partnership Manager of Business Link in

London, could not attend the witness session. He has been invited to attend this witness session. For Members information a paper is attached which gives details of Business Link's business support in Hillingdon (appendix 1).

4. As part of this review Members have also agreed that the review should also take a look at Industrial Estates, specifically North Uxbridge Industrial Estate which is owned by SEGRO (Slough Estate Group). Members want to look at how the Council could improve links with businesses and how the Council could facilitate the helping of business to business support, improving the profile of businesses on this estate.
5. Neil Impiazzi, Partnership Development Manager of SEGRO will attend this meeting and provide details of some of the initiatives SEGRO already have underway within Slough and also flag up areas where additional support might be beneficial to business tenants, particularly within North Uxbridge Industrial Estate.

Key Issues and areas of possible questioning

1. Are new start up businesses and emerging SMEs able to access the quality business support that they need, particularly face to face support?
2. What support is available to small businesses and is this easy to access?
3. How do new businesses network with other businesses and find new customers?
4. How do these new start up businesses access supply chains which is crucial to secure contracts?
5. How are new businesses supported to grow once they have started up?
6. What is the availability of move on space for businesses that have the potential to grow?
7. Does the business advice services on offer meet the present demand for advice / premises, quality services and gaps in provision?
8. Is there other start-up funding available to help businesses?
9. Has the present economic climate had a major impact on the business tenants that occupy units on North Uxbridge Industrial Estate?
10. What initiatives have been introduced to support businesses on the Industrial Units to mitigate against the present economic problems?

11. What are the benefits of business to business support and creating business clubs or trade associations?
12. What business support could the Council offer businesses on North Uxbridge Industrial Estate?
13. What measures could be introduced to create business to business support which could reduce operating costs for businesses on Industrial Estates?
14. How could the Council help facilitate partnership working between larger business organisations and smaller businesses which could provide business to business support and mentoring services on Industrial Estates?
15. What is the feasibility of promoting businesses on North Uxbridge Industrial Estate with the use of a website?

PAPERS WITH THE REPORT

Business Link's business support in Hillingdon (Appendix 1).

Scoping report (Appendix 2)

SUGGESTED COMMITTEE ACTIVITY

1. Members question the witnesses and identify important issues for their review.
2. Members identify areas where further information and evidence is required to help greater understanding of the issues.
3. Members to give consideration to initial recommendations for the review.

This page is intentionally left blank



Business link in London provision of business support in the London Borough of Hillingdon

Business Link in London (BLIL) welcomes the opportunity to contribute to Hillingdon Borough Council's review of business support services, to be undertaken by the Corporate Services and Partnerships Policy Overview committee in Spring 2010

Business Link in London is the free, impartial advice and support service for London's small and medium sized businesses (SMEs). Funded by the London Development Agency (LDA) and delivered by Serco plc, the role of Business Link is to help start-ups and established businesses survive, prosper and grow. This is achieved through the provision of high quality and practical advice and information as well as acting as a gateway to access other sources of business support available.

The service covers all areas of business support and works across all industry sectors. Designed to be the first port of call for London's small businesses, support is available 24 hours a day, seven day a week through the telephone enquiry line and web site. The service delivers more detailed, personal support from our business advisor team, who use a diagnostic approach to help assess a business' situation, identify options for action and offer straightforward guidance and action planning to help them move forward.

BLIL is part of the national Business Link network, but tailored and delivered at a regional and borough level. BLIL is committed to fully engaging with the business community in Hillingdon, both with the thousands of small and medium sized businesses as well as the wider businesses support network through our partnership team. Understanding what business support is available to Hillingdon's businesses, both within the borough and across London, is central to our role and allows us to quickly connect businesses in Hillingdon with the most appropriate specialist support.

In the 12 month period January 2009 to December 2009, over 3,600 Hillingdon-based businesses were helped by BLIL. This included support that ranged from registering for the Business Link newsletter, making use of the on-line support tools, attending one of our many information and networking events through to receiving intensive personal assistance through a full Business Review.

BLIL support is available to all small businesses, at whatever stage in their business life cycle they are - not just start-ups. Between January 2009 and December 2009 173 established businesses (trading for more than 12 months) undertook a business review with a Business Link Advisor, leading to the development of an action plan. All action plans include full referral information to appropriate follow-up sources of support, allowing us to raise awareness of the wide range of business support services available in Hillingdon. In fact between April 2009 and December 2009, we

APPENDIX 1

referred over 500 Hillingdon businesses on to a range of organisations and individuals offering specialised support.

The Business Reviews are normally undertaken by Business Link Advisors visiting the business-owners premises, so are totally 'local' in nature and take place within 10 days of the request. A 'Rapid Response' service is offered if the business is in a critical situation (e.g. considering redundancies or liquidation). Under the Rapid Response service, businesses normally talk to an experienced Business Advisor within 24 hours.

At BLIL we recognise that the quality of support provided is often down to the experience and expertise of the advisor. Business Link Advisors have either managed their own businesses, or have extensive business knowledge

Business Link is always seeking to develop a higher profile locally and would be very happy to provide 'surgery days' at the Civic Centre or other suitable venue. For a 'surgery day' BLIL arranges for an Advisor to be at the venue for the day and takes bookings for the Advisor to see 4 or 5 businesses in the course of the session.

In addition, Business Link has worked with local agencies to provide workshops for Hillingdon businesses. Most recently Business Link sponsored a workshop with West London Business and Hillingdon Chamber in Uxbridge.

A key change from April 2010 is that Business Link will provide introductory start-up and business planning workshops. Once attendees have completed these workshops and prepared a business plan they will be referred to the Business London programme for further workshops and, if appropriate, intensive start-up support.

The current Business Link contract in London is in place until September 2010. Discussions are taking place with the LDA over possible future contract extensions and service delivery models.

Follow Up

Rob Grover, Business Link Partnership Manager is due to attend a meeting of the Committee on the 14th April and will be happy to respond to questions either directly or after collecting evidence for the Committee.

Business Link In London would be pleased to offer any further information or support that Hillingdon Borough Council may require. Our CEO Patrick Elliott is also available to meet with senior members of the Council.

Client: Business Link in London
Source: Uxbridge Gazette
Date: 10 February 2010
Page: 24
Reach: 14016
Size: 398cm2
Value: 1464.64



Rapid recovery?

Although the latest figures indicate that the UK is emerging from recession, the transition into fully-fledged recovery could be a way off for many businesses.

This will ring true for small businesses in particular, many of whom have been hit hardest by the economic downturn with redundancies, shrinking profits and cash-flow management issues all too familiar.

However, despite the setbacks, small to medium-sized enterprises (SMEs) should continue to be proactive during this time and ensure financial management remains top priority. This will not only put them in prime position to capitalise on the upturn when they are ready to embrace it, but having efficient financial processes in place will also allow SMEs to identify business issues at their very earliest stages.

A recent poll conducted by Business Link in London showed 45 per cent of the capital's SMEs do not have efficient systems to chase unpaid invoices, and 46 per cent are unaware of what their break-even point is - clearly demonstrating the need for robust and accessible support to stop such companies going into financial meltdown.

SMEs are imperative to London's business strength. The capital now has the largest number of small

businesses of any region in the country and the sector's £387bn annual contribution to the London economy is crucial*.

Business Link in London is here to help London's entrepreneurs make their business a success

Spotting the signs

If detected early enough, financial issues can be rectified and damage to businesses can be limited or even averted. But at the other end of the spectrum, delaying the appropriate action can lead to business closure.

The challenge many SMEs face is firstly being able to recognise the signs that their business is under real threat and secondly knowing where to turn for the right level of help. This can be exacerbated by the reluctance of employers to seek such help in the first place, often driven by fear and embarrassment to admit that their business may be in trouble.

So, to tackle these issues and support the capital's small business community, Business Link in London has launched a free, impartial and specialist service for companies who urgently need help to survive.

Taking rapid action

The Rapid Response service works to help small to medium-sized business owners in London who are looking for help to avoid business closure, need guidance on taking financial control during these economically-tough times or who face potential changes to their staffing levels due to financial constraints.

Rapid Response is delivered through a team of expert advisers who can offer guidance over the phone or face to face.

Support is offered on a '121' basis where advisers come out to visit SME's at their place of business to discuss the issues and explore the possible solutions. Businesses can also contact the Business Link in London contact centre where advisers can point them in the direction of the appropriate next steps, whether that's arranging a business review, 121 appointments or booking workshop attendance.

Rapid Response workshops allow employers to take away practical steps to improve their business situation at one day sessions hosted free of charge in central London. An upcoming workshop on finance entitled 'Finance;

risks, recognition, reaction' will give attendees vital tips to help them identify financial threats to their business before they take hold and equip them with the knowledge to react to these challenges quickly. Sessions are hosted by experienced advisers.

Growing businesses

Although Rapid Response is geared at helping businesses survive financial difficulty, it can also help SMEs to grow by providing advice on topics such as implementing marketing programmes and improving sales techniques.

The service also helps to get new ventures off the ground by supporting those who may be considering starting their own business as a result of redundancy. A dedicated series of workshops entitled 'Becoming Your Own Boss' have been designed to help individuals assess whether their business plan is sound, introduce them to the challenges of running a business and identify who their potential customer base may be.

Get help

Stephen Walker is an adviser at Business Link in London, "Recovery is going to be the word on everyone's lips this year but

the damage caused by the recession has left a long-lasting legacy that cannot necessarily be shaken off easily. Many of London's SMEs have been hit hard and need advice to help them manage their finances and get back on track one step at a time."

He continues, "We want business owners to know there's absolutely nothing wrong with asking for help and Rapid Response has been designed to be as accessible as possible to encourage them to come forward. Our goal is to save those businesses in real danger of closure and help get London's SME community thriving again."

If your business is facing financial difficulty or you're looking to start your business because of redundancy, we have a range of workshops that can help.

Visit the Rapid Response website or call 0845 6000 787 to book your place.

Coming up the Finance; risks, recognition, reaction workshop

Date: Wednesday 24th Feb

Time: 09:30-16:00

Venue: Central London



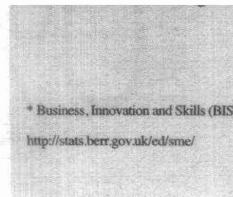
Client: Business Link in London
Source: Uxbridge Gazette
Date: 10 February 2010
Page: 24
Reach: 14016
Size: 398cm2
Value: 1464.64



Are you a business facing financial difficulty? Or do you know how to recognise the signs of financial difficulty? Then our Rapid Response service is designed for you.

This is a unique workshop that will leave you knowing how to;

- Identify financial risks to your business
- Recognise the first signs of failure
- React to these challenges



www.businesslink.gov.uk/london/rapidresponse

**CORPORATE SERVICES & PARTNERSHIPS
POLICY OVERVIEW COMMITTEE**

2009/10

REVIEW SCOPING REPORT

Proposed review title:

**To Review the Impact of Public Funded Business Support and the
Success of New Business Start Up within Hillingdon**

**To Review how the Council could improve business to business support
with the Borough's Industrial Estates**

Aim of the review

To look at the impact of Public Funded Business Support and the success of New Business Start Up within Hillingdon, with particular focus on micro businesses such as those within Hayes Business Studio.

To look at how the Council could improve links with the Borough's Industrial Estates and improve business to business support on these estates.

Proposed outcome

A report summarising the Committee's findings would be completed and presented to the Council's Cabinet. The report will present recommendations on possible measures the Council and its partners could implement to add to the success of the business support initiatives, and help businesses in the Borough. In addition the report will make recommendations on how business to business support could be facilitated on Industrial Estates.

Terms of reference

Impact of Public Funded Business Support

1. To examine the extent of business support in Hillingdon and whether there are gaps in the services offered.
2. What can be done by the Council and its partners to improve / increase the availability of services / quality of services?
3. To look at the measures which have been undertaken for Public Funded Business Support for start-up businesses.

Updated 6/4/10
APPENDIX 2

4. To examine the success or otherwise of the work carried out at Hayes Business Studios and to assess the gaps and needs in this service offered.
5. To assess the affordable space available for new business start ups within the Borough.
6. To consider possible partnership work with IT companies to help businesses in relation to the promotion of their businesses through their websites

Industrial Estates

7. To examine the initiatives which SEGRO (Slough Estate Group) have undertaken in relation to providing additional support to their business tenants on Industrial Estates.
8. To examine how the Council could improve its links with businesses on North Uxbridge Industrial Estate
9. What business support could the Council offer businesses on North Uxbridge Industrial Estate?
10. To look at the measures which could be introduced to create business to business support which could reduce operating costs for businesses
11. To facilitate partnership working between larger business organisation and smaller businesses which could provide business to business support and mentoring services on Industrial Estates.
12. To examine the feasibility of promoting businesses on North Uxbridge Industrial Estate with the use of a website.
13. To make recommendations from the above investigations, in relation to the support the Council can give to these businesses.

Reasons for the review

The world is presently in the grips of an economic recession which is having a major impact across the whole of society. The Council with its key strategic partners has a role to play in mitigating the impact of the recession on local businesses and ultimately the residents of the Borough. The Council needs to provide a strategic role to respond to the challenges brought on by the economic recession.

The Council and its key strategic partners have undertaken a wide range of measures aimed at supporting residents and businesses and this review will

Updated 6/4/10
APPENDIX 2

look at the public support and funding which is provided to new businesses in the Borough.

In relation to Industrial Estates, the Council does not have regular engagement with businesses on the Borough's Industrial Estates, so examining the support given to businesses on North Uxbridge Industrial Estate will provide an insight into the issues and problems which affect businesses on these estates and provide an opportunity to see where potentially the Council can work in partnership to facilitate support to businesses.

Key issues

1. Are new start up businesses and emerging SMEs able to access the quality business support that they need, particularly face to face support?
2. What support is available to small businesses and is this easy to access?
3. In relation to Hayes Business Studios, what has worked and what has not worked?
4. How do new businesses network with other businesses and find new customers?
5. How do these new start up businesses access supply chains which is crucial to secure contracts?
6. How are new businesses supported to grow once they have started up?
7. What is the availability of move on space for businesses that have the potential to grow?
8. Does the business advice services on offer meet the present demand for advice / premises, quality services and gaps in provision?
9. Is there other start-up funding available to help businesses?
10. Has the present economic climate had a major impact on the business tenants that occupy units on North Uxbridge Industrial Estate?
11. What initiatives have been introduced to support businesses on the Industrial Units to mitigate against the present economic problems?
12. What range of initiatives or support could the Council introduce for businesses on Estates?
13. What are the benefits of business to business support and creating business clubs or trade associations?

Updated 6/4/10
APPENDIX 2

14. To increase the profile of the Industrial Estate what is the feasibility of creating a web site which could promote local businesses?

Methodology

Witness sessions to potentially include:

Nigel Cramb and Helena Webster – Partnerships, Business and Community Engagement
Fiona Gibbons – Business Support and Promotions – London Development Agency
Rob Grover – Business Link
Martin Blandy – Hayes Business Studio Manager
Lorraine Collins – Uxbridge College
Neil Impiazzi – Partnership Development Manager – SERGO (Slough Estates Group)
Representative from Hillingdon Chamber of Commerce

A review of the relevant literature and websites.:
Business Support Simplification Programme – Dept for Business Innovation & Skills – website

As part of the review, Members will hold one of their meetings at Hayes Business Studios which will give Members an opportunity to assess the scheme and to meet some of the people from the new businesses

Stakeholders and consultation plan

As many stakeholders as possible would be invited to give evidence to the Committee in person. In addition to those outlined above, further stakeholders could be invited to give written evidence to the review.

An option could be to use Hillingdon 4 Business for a SNAP survey or the use of mystery shopping.

Connected work (recently completed, planned or ongoing)

Particular attention will be given to the Business Support Simplification Programme which is driven by the Department for Business Innovation and Skills. This programme has streamlined some 3000 different business support offers down to less than 30. This is where the key impetus for public funded business support comes from.

A particular focus of the review will be on micro businesses within Hayes Business Studios, located on Uxbridge College Hayes campus. The studios were built from funding secured from then London Development Agency and Hillingdon Community Trust. The result has been a £1m ten unit facility for new start up businesses.

Updated 6/4/10
APPENDIX 2

Proposed timeframe & milestones

Meeting	Action	Comments
10 Feb 2010	To consider draft scoping report and to be provided with background information on the review from Nigel Cramb and Helena Webster	
23 March 2010	Witness session to take place at Hayes Business Studios and to concentrate on the impact of public funded business support and the success of new business start up within Hillingdon	
14 April 2010	Witness Session on Industrial Estates to include how the Council could improve links with businesses on the North Uxbridge Industrial Estate. In addition to look at business to business support.	
April/May 2010	Final Draft Report	

Final report to be submitted to Cabinet in May/June 2010

Risk assessment

The Council not providing a strategic lead to businesses during the present economic climate would increase the risk to residents and businesses

Information Updates

It is proposed that in addition to reports to the Policy Overview Committee, email bulletins will be sent to POC Members to keep them up to date on the current position.

This page is intentionally left blank

Agenda Item 6

Work Programme 2009/10

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

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

OPTIONS AVAILABLE TO THE COMMITTEE

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

INFORMATION

All meetings to start at 7.30pm

Meetings	Room
9 June 2009	CR 3
7 July 2009	CR 3
23 July 2009	CR 3
8 September 2009	CR 3
14 October 2009	CR 3
12 November 2009	CR 3
20 January 2010	CR 3
10 February 2010	CR 3A
23 March 2010	Hayes Business Studios
14 April 2010	CR 2
21 April 2010*	CR3

* Consideration may have to be given to moving the date of this meeting.

Corporate Services & Partnerships POC 14 April 2010
PART 1 – MEMBERS, PUBLIC & PRESS

Corporate Services & Partnerships Policy Overview Committee

2009/10 DRAFT Work Programme

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

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

12 November 2009	Major Reviews in 2009/10 – Consideration of Draft Final Report into the First Review
	Discussion regarding the Committee’s Second Review
	Cabinet Forward Plan
	Work Programme

20 January 2010	2010-2011 Budget Report
	Presentation of Group Service Plans/Priorities for 2010/2011
	Group Performance and Budget
	Major Reviews in 2009/10 – Consideration of topic for second review –
	Cabinet Forward Plan
	Work Programme

10 February 2010	Consideration of all POC comments on Budget Proposals for submission to Cabinet
	Major Reviews in 2009/10 – Second Review – Finalisation of Scoping Report
	Cabinet Forward Plan
	Work Programme

23 March 2010	Major Reviews in 2009/10 – Second Review — First Witness Session – To Review the Impact of Public Funded Business Support and the Success of New Business Start Up within Hillingdon
	Cabinet Forward Plan

	Work Programme
--	----------------

14 April 2010	Major Reviews in 2009/10 – Second Review – Second Witness Session – To Review how the Council could improve Business to Business Support with the Borough’s Industrial Estates
	Cabinet Forward Plan – To be provided with an update on the Business Improvement Delivery report which is to be considered by Cabinet on 15 April 2010. To be provided with an update on the effects of the restructuring within Democratic Services 12 months on.
	Work Programme

21 April 2010* Consideration may be given to moving this meeting	Major Reviews in 2009/10 – Second Review – Review the Impact of Public Funded Business Support and the Success of New Business Start Up within Hillingdon and to Review the Impact of Public Funded Business Support and the Success of New Business Start Up within Hillingdon – Consideration of draft final report
	Cabinet Forward Plan
	Work Programme

Cabinet Forward Plan

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

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

OPTIONS OPEN TO THE COMMITTEE

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

INFORMATION

1. The Forward Plan is updated on the 15th of each month. An edited version to include only items relevant to the Committee's remit is attached below. The full version can be found on the front page of the 'Members' Desk' under 'Useful Links'.
2. At this Committee's last meeting held on 23 March 2010, Members asked if officers provide Members with a briefing on the Business Improvement Delivery (BID) report which was on the Forward Plan for the Cabinet meeting for 15 April 2010, to enable this Committee to submit its comments to the Cabinet meeting. Paul Whaymand, Head of Accountancy Services will be in attendance to present this information to Members.
3. At a meeting of this Committee held on 21 January 2009 consideration was given to a Cabinet report on the Service Review for Deputy Chief Executive's Office and Finance and Resources. Members have asked that an update be provided to this Committee on the effects of the Service Review, particularly in relation to Democratic Services and the level of support to the Council's Policy Overview and Scrutiny Committees. Lloyd White, the Head of Democratic Services and Mark Braddock, the Senior Democratic Services Manager will attend this meeting to provide an update to Members.
4. Members are asked to bring a copy of their Cabinet agenda to the meeting as the BID report is published after the agenda for this meeting has been sent out.

SUGGESTED COMMITTEE ACTIVITY

Corporate Services & Partnerships POC 14 April 2010
PART 1 – MEMBERS, PUBLIC & PRESS

1. To give consideration to the information provided by officers and to decide whether to submit comments to Cabinet on the items presented to Members
2. Members decide whether to examine any of the other reports listed on the Forward Plan at a future meeting.

The Cabinet Forward Plan

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
ASCH&H = Adult Social Care, Health & Housing; DCEO = Deputy Chief Executive's Office; E&CS = Education & Children's Services; E&CP = Env't & Consumer Protection; F&R = Finance & Resources; P&CS = Planning & Community Services									
CABINET - 15 APRIL 2010									
443	Report of the Children and Young People who Abuse their Parents & Carers Working Group	The report to Cabinet will present recommendations from the External Services Scrutiny Committee following the report from the Working Group of Councillors. The recommendations stem from the witness sessions and seek to ensure that the range of activities to tackle parent abuse are co-ordinated. The report will also outline the case for tackling parent abuse in Hillingdon.	All		Cllr Philip Corthorne / Cllr David Simmonds	Nikki Stubbs, Democratic Services	Various external witnesses		NEW
444	Supporting People Programme and Sheltered Housing	Cabinet will receive a report considering the tendering of housing support services in sheltered housing.	All		Cllr Philip Corthorne	Barry Newitt			NEW
445	Ascott Court - Conversion of Disused Dining Centre	Due to the value, this report seeks Cabinet approval to progress with the refurbishment of the disused dining centre at Ascott Court. This involves rolling the programme into the existing HRA new build project and using the consultants and contractors that have previously been approved by Cabinet on 15 October 2009 to manage the programme.	Northwood Hills		Cllr Philip Corthorne	Mark Hall			NEW
447	Triscott House Extra Care Housing Scheme	Recently the Council was successful in attracting £4m worth of funding approval from the Homes and Communities Agency (HCA) to redevelop Triscott House sheltered housing scheme, in Hayes to construct a brand new extra care housing scheme. The proposal is for 47 extra care units under a design and build contract. In order to proceed, the Cabinet will be asked to appoint a contractor following a tender exercise under OJEU rules.	Townfield		Cllr Philip Corthorne	Mazhar Ali			NEW

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
ASCH&H = Adult Social Care, Health & Housing; DCEO = Deputy Chief Executive's Office; E&CS = Education & Children's Services; E&CP = Env't & Consumer Protection; F&R = Finance & Resources; P&CS = Planning & Community Services									
441	Business Improvement Delivery	An update report to Cabinet on progress on the Business Improvement Delivery programme, launched by the Leader and Chief Executive at the 2009 staff road shows, aimed at transforming the way the council works.	N/A		Cllr Ray Puddifoot & Cllr Douglas Mills	DCEO Fran Beasley			NEW
442	Professional, Technical and Administrative Agency Contract	The report outlines the results of the recent tender process for the supply of temporary workers engaged in Professional, Technical or Administrative (PT&A) activities within the Council. The current contracts ends on 30th June 2010 with no further extensions available to the Council. The PT&A contract will supply the largest number of temporary staff to the Council and includes essential roles such as Qualified Social Workers, Environmental Health Officers, Planners and Engineers.	N/A		Cllr Scott Seaman-Digby	Mike Talbot	Corporate Procurement, Finance and Legal		NEW
439	Merrifields House - First Floor Fit Out	To accept a tender for the "fit-out" of the first floor at Merrifields House, Burns Close, Hayes as a respite care home. The first floor is to be utilised as a facility to provide services for children and young people with disabilities as already provided on the existing ground floor.	Charville		Cllr Jonathan Bianco	Eileen Nicholson			
407	Multi-Functional Print Devices	This is a report to Cabinet (possibly Cabinet Member depending upon tender outcomes) to replace printers and photocopies in council buildings with a smaller number of multi function devices for efficiency purposes. Cabinet will be asked to award a contract for supply and possibly management of the this. It is a corporate project and will be written in conjunction with all Groups, Finance, Procurement and Facilities Management.	N/A		Cllr Jonathan Bianco & Cllr Seaman-Digby	F&R Derek Walker			

Page 22

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
ASCH&H = Adult Social Care, Health & Housing; DCEO = Deputy Chief Executive's Office; E&CS = Education & Children's Services; E&CP = Env't & Consumer Protection; F&R = Finance & Resources; P&CS = Planning & Community Services									
412	New Years Green Lane Civic Amenity Site	This report to Cabinet will be for the acceptance of tender for the principal contractor for the re-development of this Civic Amenity Site.	Harefield		Cllr Jonathan Bianco	P&CS Bill King			
437	National HRA Review Implications for Hillingdon Council	The Department for Local Government and Communities have been reviewing the Housing Revenue Account financing model over the past few years with a view to making changes. One of the possible changes was for local authorities to buy their way out of the HRA subsidy scheme by agreeing to take on additional debt as part of a national re-allocation. In return, local authorities would be able to keep all proceeds from rents and other charges. For those LAs who currently have to pay back subsidy to DCLG as part of the annual settlement (termed negative subsidy) this would cease, with the additional income being used to finance the additional debt repayments. Hillingdon is one such authority and such a move could be beneficial to this authority. A consultation paper in 2009 suggested that local authorities would be invited by DCLG to opt out of the subsidy system in the first half of 2010. The invitation to opt out is expected in March 2010 and this report details the impact on the HRA within Hillingdon, recommending appropriate action depending on the detail of the offer made.	All		Cllr Philip Corthorne	Maqsood Sheikh			

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
ASCH&H = Adult Social Care, Health & Housing; DCEO = Deputy Chief Executive's Office; E&CS = Education & Children's Services; E&CP = Env't & Consumer Protection; F&R = Finance & Resources; P&CS = Planning & Community Services									
440	Disabled People's Plan - update	Cabinet will receive an update on the Disabled People's Plan & Action Plan approved by Cabinet in July 2009. The plan was developed this by disabled people to give them opportunity to influence the changes that will improve their health, wellbeing and quality of life.	All		Cllr Philip Corthorne	ASCH&H Gary Collier x0570	Disabled People's Champion, Cllr Peter Kemp, all service managers, partners, disabled groups, disabled people's assembly and all caring groups		
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	DCEO Democratic Services			
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&R Paul Whaymand 01895 556074			
CABINET MEMBER DECISIONS - APRIL 2010									
446	Conversion of 27 Horton Road to residential accommodation	Due to the value, this report seeks Cabinet Member approval to progress with the refurbishment of the disused shop at 27 Horton Road, Yiewsley. This involves rolling the programme into the existing HRA new build project and using the consultants and contractors that have previously been approved by Cabinet on 15 October 2009 to manage the programme.	Yiewsley		Cllr Philip Corthorne	Mark Hall			NEW

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
ASCH&H = Adult Social Care, Health & Housing; DCEO = Deputy Chief Executive's Office; E&CS = Education & Children's Services; E&CP = Env't & Consumer Protection; F&R = Finance & Resources; P&CS = Planning & Community Services									
449	Reinstatement Works to Fire Damaged Chapel at Hillingdon & Uxbridge Cemetery	To accept a tender for the reinstatement works to a fire damaged chapel at Hillingdon & Uxbridge Cemetery, Uxbridge, Hillingdon Hill, Middlesex.	Brunei		Cllr Sandra Jenkins & Cllr Scott Seaman-Digby	Nick Scott			NEW
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	DCEO Democratic Services	Various	Various	
CABINET - 27 MAY 2010									
450	Ruislip Gardens School - Toilet Block and Cloakroom refurbishment	Report on the tender issued for the proposed refurbishment of the toilet accommodation and cloakrooms at Ruislip Gardens School.	South Ruislip		Cllr David Simmonds & Cllr Seaman-Digby	Venetia Rogers			NEW
435	Single Conversation Agreement including the Local Investment Plan for engagement with the Homes and Communities Agency	The report seeks approval for a Single Conversation Agreement including a Local Investment Plan (LIP), a document which the Homes and Communities Agency (HCA) requires to assist in their funding allocation decisions for housing and regeneration in Hillingdon. The HCA is the government's housing and regeneration agency and the council benefits from significant amounts of their funding for affordable housing. The LIP is intended to capture all the councils investment priorities for places and communities in one document. This will form the basis of an ongoing process of future engagement with the HCA called the "Single Conversation". Eventually a Local Investment Agreement will be developed between the council and the HCA as a result.	All		Cllr Philip Corthorne	Marcia Gillings			

Page 25

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
ASCH&H = Adult Social Care, Health & Housing; DCEO = Deputy Chief Executive's Office; E&CS = Education & Children's Services; E&CP = Env't & Consumer Protection; F&R = Finance & Resources; P&CS = Planning & Community Services									
439	ICT Directory Services, File Hosting and Email	This report will present the results of the tender action for the provision of Directory Services, File Hosting and Email licenses and Support	All		Cllrs Jonathan Bianco and Scott Seaman-Digby	Arthur Greaves	Finance, Legal and Central Procurement		
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	DCEO Democratic Services			
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&R Paul Whaymand 01895 556074			
Page 26									
CABINET MEMBER DECISIONS - MAY 2010									
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	DCEO Democratic Services	Various	Various	
CABINET - 24 JUNE 2010									
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	DCEO Democratic Services			
SI	Quarterly Voluntary Sector Leases Report - Quarter 4	Regular quarterly report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	P&CS Gregory Morrison			

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
ASCH&H = Adult Social Care, Health & Housing; DCEO = Deputy Chief Executive's Office; E&CS = Education & Children's Services; E&CP = Env't & Consumer Protection; F&R = Finance & Resources; P&CS = Planning & Community Services									
SI	Quarterly Council Plan, Performance, Local Area Agreement and Achievements monitoring - Quarter 4	Regular monitoring report about how the council and partner organisations are performing and how the council is delivering its priorities as set out in the Council Plan.	All		Cllr Ray Puddifoot & Cllr Douglas Mills	DCEO Kevin Byrne / Sue Crehan / Ian Edwards 01895 277182			
SI	Quarterly Performance Monitoring of the Sustainable Community Strategy - Quarter 4	Regular quarterly monitoring report of the Sustainable Community Strategy about how the council and its partners are performing and delivering its priorities as set out in the Strategy.	All		Cllr Douglas Mills	DCEO Ian Edwards 01895 250612			
SI	Quarterly Planning Obligations Monitoring report - Quarter 4	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Keith Burrows	P&CS Jales Tippell / Vanessa Scott 01895 250402		Previous Cabinet Reports	
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&R Paul Whaymand 01895 556074			
CABINET MEMBER DECISIONS - JUNE 2010									
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	DCEO Democratic Services	Various	Various	
CABINET - 15 JULY 2010									
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	DCEO Democratic Services			

Page 27

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
ASCH&H = Adult Social Care, Health & Housing; DCEO = Deputy Chief Executive's Office; E&CS = Education & Children's Services; E&CP = Env't & Consumer Protection; F&R = Finance & Resources; P&CS = Planning & Community Services									
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&R Paul Whaymand 01895 556074			
CABINET MEMBER DECISIONS - JULY 2010									
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	DCEO Democratic Services	Various	Various	
CABINET MEMBER - LIST OF STANDARD ITEMS CONSIDERED EACH MONTH									
SI Page 28	Constitutions of School Governing Bodies and appointment of LA Governors	To approve appointments and reappointments of local authority governors and to approve any changes to school governing body constitutions			Cllr David Simmonds	DCEO Democratic Services		Requests from School Governing Bodies	
SI	Appointment of Consultants	To consider the appointment of consultants where the cost is between £5,000 and £50,000			as appropriate	various			
SI	Release of Capital Funds	Batches of monthly reports (as well as occasional individual reports) to determine the release of capital for any schemes already agreed in the capital budget and previously approved by Cabinet or Cabinet Members			Cllr Ray Puddifoot and Cllr Jonathan Bianco	F&R Peter Malewicz / Phil Hopkins			
SI	Petitions about matters under the control of the Cabinet	Cabinet Members will consider a number of petitions received by local residents and organisations and decide on future action. These will be arranged as Petition Hearings.			as appropriate	DCEO Democratic Services		Petitions to the Council	
SI	Local Safety Schemes and Parking Revenue Account funded schemes	To consider petitions received and decide on future action			Cllr Keith Burrows	E&CP Jack Webster 01895 250638	Traffic Liaison Group	LAAU Accident Statistics	

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
ASCH&H = Adult Social Care, Health & Housing; DCEO = Deputy Chief Executive's Office; E&CS = Education & Children's Services; E&CP = Env't & Consumer Protection; F&R = Finance & Resources; P&CS = Planning & Community Services									
SI	Pedestrian Crossings	To approve schemes to provide crossing facilities			Cllr Keith Burrows	E&CP Jack Webster 01895 250638			
SI	To approve write offs	To consider write offs of Council income that are in excess of £5000			as appropriate	various			
SI	To consider parking management schemes & Traffic Regulation Orders	To consider and decide on the form of parking management schemes including stop and shop schemes at shopping centres. To also consider objections to traffic regulation orders and to decide whether to approve the orders in the light of objections			Cllr Keith Burrows	E&CP Jack Webster 01895 250638			
SI	Road Safety Programme, Traffic Congestion Mitigation Programme and School Travel Plan Programme	To approve any schemes in the programmes			Cllr Keith Burrows	E&CP David Knowles 01895 277578	Traffic Liaison Group, Motorists' Forum, Ward Councillors		
SI	London Cycle Network Schemes and Cycling Initiative Schemes	To approve any schemes that are part of the London Cycle Network or are cycling initiative schemes			Cllr Keith Burrows				
SI	Acceptance of Tenders	To accept tenders for contracts of between £100k and £250k in their Portfolio Area where funding is previously included in Council budgets.			as appropriate	various			
SI	Extension of Leasehold Interests of flats under the 1993 Act	To consider an extension of the leasehold interests for several flats where the Council as freeholder has received an application under the Leasehold Reform Housing and Urban Development Act 1993. The report will recommend grant of the extensions in each case where the Notice is valid and in accordance with legislation.			Cllr Jonathan Bianco and Cllr Philip Corthorne	P&CS Mike Paterson 01895 250925			

Page 29

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
ASCH&H = Adult Social Care, Health & Housing; DCEO = Deputy Chief Executive's Office; E&CS = Education & Children's Services; E&CP = Env't & Consumer Protection; F&R = Finance & Resources; P&CS = Planning & Community Services									
SI	Chrysalis Programme of Environmental Improvements	The Cabinet Member(s) will be asked to consider the recommendations of the Environmental Improvements Panel.	Various		Cllr Douglas Mills & Cllr Sandra Jenkins	DCEO Maggie Allen 01895 277040			
SI	External funding bids	To authorise the making of bids for external funding where there is no requirement for a financial commitment from the Council.			as appropriate	various			
SI	Supporting People Update Report on a Quarterly Basis	Regular report to the Cabinet Member on what the Council is doing in respect of the "Supporting People" agenda. The SP programme seeks to provide the delivery of a quality of life and promotion of independence for vulnerable people.			Cllr Philip Corthorne	ASCH&H Barry Newitt 01895 277323			
SI	Erection and Renewal of Street Furniture	Following Cabinet's decision on 24th September, final sign-off of any expenditure against this term contract must be made by the Leader of the Council and Cabinet Member for Finance and Business Services.	All		Cllr Ray Puddifoot and Cllr Jonathan Bianco	E&CP Jonathan Westell			
SI	Response to key consultations that may impact upon the Borough	A standard item to capture any emerging consultations from Government, the GLA or other public bodies and institutions that will impact upon the Borough. Where the deadline to respond cannot be met by the date of the Cabinet meeting, the Constitution allows the Cabinet Member to sign-off the response.	TBC		as appropriate	DCEO Democratic Services			