



HILLINGDON  
LONDON



## Corporate, Finance and Property Select Committee

**Date:** THURSDAY, 3 JUNE 2021

**Time:** 7.30 PM

**Venue:** COMMITTEE ROOM 6

**Meeting  
Details:** Members of the Public and  
Media are welcome to attend.  
This meeting may also be  
broadcast live.

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use a smart phone camera  
and scan the code below:



### Councillors on the Committee:

Councillor Richard Mills, (Chairman)  
Vanessa Hurhangee (Vice-Chairman)  
Lindsay Bliss  
Farhad Choubedar  
Tony Eginton (Opposition Lead)  
Raymond Graham  
Richard Lewis

**Published:** 25 May 2021

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**Tel:** 01895 250185

**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 members of the public attending

## Travel and parking

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## Attending, reporting and filming of meetings

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## **Corporate, Finance & Property Services Select Committee**

### **Membership**

7 Councillors appointed on a proportional basis.

### **Terms of Reference**

To undertake the overview and scrutiny role in relation to the following Cabinet Member portfolio(s) and service areas:

#### **Cabinet Member Portfolios**

- Leader of the Council
- Cabinet Member for Property & Infrastructure
- Corporate Services & Transformation
- Cabinet Member for Finance

#### **Relevant service areas**

1. Democratic Services
2. Corporate Communications
3. Capital Programme - Major Projects
4. Repairs & Engineering (including housing repairs)
5. Building Safety / Facilities Management
6. Property & Estates
7. Corporate Finance
8. Procurement
9. Exchequer & Business Assurance Services
10. ICT
11. Legal Services
12. Human Resources
13. Business Administration
14. Business Performance
15. Customer Access
16. Business Improvement Delivery (BID)

# Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest in matters coming before this meeting
- 3 To receive the minutes of the previous meeting
- 4 To confirm that the items of business marked as Part I will be considered in Public and that the items marked as Part II will be considered in Private
- 5 Scrutiny Call-In Procedure **TO FOLLOW**
- 6 Engagement with the Armed Forces
- 7 The Committee's Next Review Topic - Selection Phase
- 8 Forward Plan
- 9 Work Programme

## Minutes

### CORPORATE, FINANCE AND PROPERTY SELECT COMMITTEE

20 May 2021



HILLINGDON  
LONDON

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

|    |  |
|----|--|
|    | <p><b>Committee Members Present:</b><br/>Councillors Richard Mills, Lindsay Bliss, Farhad Choubedar, Tony Eginton (Opposition Lead), Raymond Graham and Richard Lewis</p> <p><b>LBH Officers Present:</b><br/>Nikki O'Halloran (Democratic Services Manager)</p> |
| 1. | <p><b>APOLOGIES FOR ABSENCE</b> (<i>Agenda Item 1</i>)</p> <p>Apologies for absence had been received from Councillor Vanessa Hurhangee.</p>   |
| 2. | <p><b>ELECTION OF CHAIRMAN</b> (<i>Agenda Item 2</i>)</p> <p><b>RESOLVED:</b> That Councillor Richard Mills be elected as Chairman of the Corporate, Finance and Property Select Committee for the 2021/22 municipal year.</p>                                   |
| 3. | <p><b>ELECTION OF VICE CHAIRMAN</b> (<i>Agenda Item 3</i>)</p> <p><b>RESOLVED:</b> That Councillor Vanessa Hurhangee be elected as Vice Chairman of the Corporate, Finance and Property Select Committee for the 2021/22 municipal year.</p>                     |
|    | <p>The meeting, which commenced at 9.09 pm, closed at 9.19 pm.</p>   |

These are the minutes of the above meeting. For more information on any of the resolutions please contact Liz Penny on 01895 250185. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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## Engagement with the Armed Forces

|                           |   |
|---------------------------|---|
| <b>Committee name</b>     | Corporate, Finance and Property Select Committee                      |
| <b>Officer reporting</b>  | John Wheatley<br>Health Integration and Voluntary Sector Partnerships |
| <b>Papers with report</b> | None  |
| <b>Ward</b>               | All   |

### HEADLINES

The report has been prepared at the Committee's request, to provide an overview of the Council's engagement with the Armed Forces.

### RECOMMENDATIONS:

**That the Committee:**

1. Notes the report.

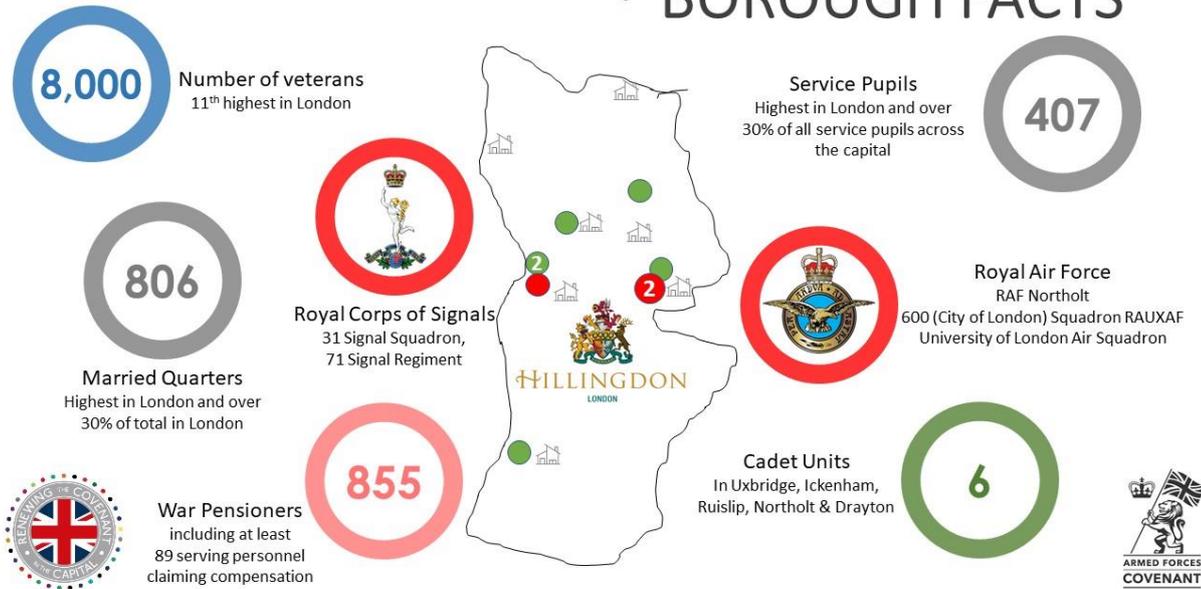
### SUPPORTING INFORMATION

#### Hillingdon context

Hillingdon has the largest number of serving Armed Forces personnel of all the London Boroughs. There are over 800 service people and families based in Hillingdon due to the presence of RAF Northolt and Northwood HQ. 600 (City of London) Squadron RAUXAF and University of London Squadron are based at Northolt along with the Royal Corp of Signals, 31 Signal Squadron and 71 Signal Regiment, together with several other units representing all three armed services.

Around 4% of Hillingdon's population are veterans which is about average. There are an estimated 8000 veterans living in Hillingdon, along with 855 war pensioners. In addition, Hillingdon has 6 cadet units, in Uxbridge, Ickenham, Ruislip, Northwood and West Drayton. Hillingdon schools have 407 service pupils on their rolls; the highest of any London borough and representing over 30% of all service pupils across London.

# BOROUGH FACTS



The Armed Forces Covenant is an agreement between the armed forces community, the nation and the government. It encapsulates the moral obligation to those who serve or have served, their families and the bereaved.

The covenant's twin underlying principles are that:

- members of the armed forces community should face no disadvantage compared to other citizens in the provision of public and commercial services; and
- special consideration is appropriate in some cases, especially for those who have given the most such as the injured or the bereaved.

The Queen's Speech 2021 announced the Government's intention to strengthen the Covenant by placing it on a statutory footing. The Defence Secretary, Ben Wallace, said:

"The Armed Forces Covenant has mitigated disadvantage arising from Service for our armed forces and their families since its introduction. It is this government's aim to build upon this great work, as such it will progress proposals to further incorporate the Covenant into law to mitigate any disadvantage faced by the armed forces community due to the unique nature of military service."

The London Borough of Hillingdon was proud to sign the Armed Forces Community Covenant in June 2012.

Back then, the Council appointed Councillor Douglas Mills, Cabinet Member for Community, Commerce and Regeneration as its Armed Forces Champion, supported by a senior level Partnership Board and backed by an officer who acts as the contact point for the Community Covenant. The Partnership Board no longer meets. Members agreed that they would meet as necessary if there were matters requiring discussion. The current Cabinet Scheme of Delegations gives the Leader of the Council the responsibility to oversee the Council's relationship with the

Armed Services. In addition to this, the previous Leader of the Council, Cllr Sir Ray Puddifoot MBE became the new Armed Forces Champion on 14 January 2021.

### **Housing allocations**

Hillingdon Council recognises the disadvantage that Service personnel often face in accessing public services and has responded to this by including an exception to the usual 10-year residency requirement and providing additional priority in the Social Housing Allocation Policy. The April 2021 Policy states that

“the council will ensure that greater priority through ‘additional preference’ is given to applicants who have a long attachment to the borough, are working, members of the British Armed Forces and childless couples.”

There is also extra priority given as a local policy to members of the armed forces, veterans, family members who are bereaved, and serving or former reserves.

### **School places**

Within the national School Admissions Code, admissions authorities must follow prescribed arrangements. This includes allocating a school place in advance of a child moving to the area when supporting information has been provided to evidence that a move will take place.

The Council has also set up a dedicated web page on admissions for forces families to draw attention to the national Schools Admissions Code, which introduced provisions intended to ensure that children of UK service personnel are not disadvantaged when applying for schools as a result of being posted at various locations. The provisions do not give automatic priority to service children over other children or guarantee that service children will get a place at a particular school.

We have built up good relations with London Region MOD who refer occasional cases to us, which are swiftly investigated.

### **Support for armed forces/Northolt**

Hillingdon has previously made two successful applications to the (now closed) community covenant grant scheme to help build stronger links between residents and armed forces personnel. These grants helped the Council support the Public Open Days at RAF Northolt Base. The Council has also provided considerable logistical support to RAF Northolt to hold these engagement events.

As part of their Centenary celebrations RAF Northolt personnel paraded through Uxbridge to exercise their Freedom of the Borough. The Homecoming Parade organised for 63 Squadron when they returned from an Afghanistan deployment was attended by over 20,000 people.

The Council has arranged several fishing days during the summer months for armed forces personnel returning from operational deployments, to provide opportunities to relax with their families.

We also ensure that all personnel who live on the base are issued with a Hillingdon First card which gives them access to a range of discounts in the Borough leisure facilities and car parks. We also provided the RAF Cadets with a new minibus.

The Council invested £6m in the Education and Visitor Centre at the historic Battle of Britain Bunker on the former RAF Uxbridge site. This provides first-class visitor and conference facilities at the site where Sir Winston Churchill witnessed events on 15 September 1940, the most significant day of the Battle of Britain.

Hillingdon was awarded a Silver Award under the Government's Employer Recognition Scheme, in recognition of the excellent support that we give to our Reservists.

We celebrate Armed Forces Day annually and have held a series of special events including flag raising ceremonies, veterans' tea parties, and a public band concert.

We are particularly proud of our links with veterans' groups and charities. The Council supported our local Normandy Veterans to make several trips to the Normandy beaches and all were awarded the Civic Medal of the Borough in recognition of their wartime contributions. The Council assisted Normandy Veterans with applications to be awarded the Legion D'Honneur by the French Government. We have provided our local Gurkha community, many of whom have served with British armed forces, with dedicated space at one of our cemeteries.

The Council also supports the work of the Polish Air Force Memorial Committee and has jointly funded the cleaning of the Grade 2 Polish War Memorial in conjunction with the Polish Embassy.

We actively support Remembrance Sunday events in all of our major centres and hold a Two Minute Silence Ceremony on the Civic Centre Forecourt on 11 November each year which includes the launch of maroon rockets across the Borough to signify the start and finish of the silence. In addition, we have cleaned and restored all the War Memorials in the Borough.

Commemorative VC plaques were laid in Harefield to mark the centenary of WW1 and the village green was dedicated as a 'centenary field' to preserve the area in perpetuity. We also compiled a detailed record of the background behind every named individual on WW1 war memorials in Hillingdon, publishing the results as a book 'We will remember them' displayed in each of our libraries.

### **Implications on related Council policies**

A role of the Select Committees is to make recommendations on service changes and improvements to the Cabinet who are responsible for the Council's policy and direction.

### **How this report benefits Hillingdon residents**

This report sets out the benefits of the Armed Forces to Hillingdon residents.

### **Financial Implications**

None.

### **Legal Implications**

Not applicable.

## BACKGROUND PAPERS

None.

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## THE COMMITTEE'S NEXT REVIEW TOPIC - SELECTION PHASE

|                           |  |
|---------------------------|--|
| <b>Committee name</b>     | Corporate, Finance and Property Select Committee |
| <b>Officer reporting</b>  | Liz Penny – Democratic Services                  |
| <b>Papers with report</b> | Appendix A - Review topic selection scorecard    |
| <b>Ward</b>               | All  |

### HEADLINES

To discuss ideas on suitable next major review topics by the Committee. To assist, this report gives guidance on the Committee's remit, an overview of how reviews can be undertaken, previous review topics and a scorecard to use to assess. On 6 April 2021, a number of potential topics were tabled by Members. It was agreed that the majority of these would be information items to be incorporated into the Work Programme. A Town Regeneration major review topic was suggested but, given the impact of Covid-19, this option is not deemed viable at this time.

### RECOMMENDATIONS

**That the Committee consider potential topic ideas for their next major review for officers to scope further and report back to the Committee.**

### SUPPORTING INFORMATION

#### The Committee's direct remit of activity

This Committee's specific Terms of Reference are set out below. This sets the parameters (or service areas) in which the Committee can undertake reviews, present findings, request reports and provide direct input on matters:

1. Democratic Services
2. Corporate Communications
3. Capital Programme - Major Projects
4. Repairs & Engineering (including housing repairs)
5. Building Safety / Facilities Management
6. Property & Estates
7. Corporate Finance
8. Procurement
9. Exchequer & Business Assurance Services
10. ICT
11. Legal Services
12. Human Resources
13. Business Administration
14. Business Performance
15. Customer Access
16. Business Improvement Delivery (BID)

This Committee also acts as lead select committee on the monitoring and review of the following cross-cutting topic:

- Resident Experience
- Strategic Partnerships
- Community Engagement

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## Undertaking policy reviews

Over the years, Policy Overview Committees have undertaken successful in-depth reviews of Council services and policies. This has resulted in a number of positive changes locally, with some also affecting policy at a national level. Such committees engage Councillors in a wide range of Council activity and build a greater understanding about service provision to residents.

### Review phases

The typical phases of a review are as follows:

1. Selection of topic
2. Scoping the review / setting out objectives
3. Witness & evidence stage (this is the main activity)
4. Draft recommendations considered / early draft of review report
5. Final report approved by Committee
6. Referred to Cabinet for consideration
7. Monitoring the implementation of recommendations once approved / amended by Cabinet at meetings, i.e. in six months

### Selecting review topics

It is always best to sound out potential review topics early on. In respect ideas of areas to review these can come from a variety of sources e.g. Committee Members; Council officers; External partners / residents and Cabinet Members. When a Committee considers a potential review topic, officers recommend running it past the following criteria as part of our scorecard (see Appendix A); i.e. topics that are:

- Resident-focused
- Under the correct remit of the Committee
- Matters the Council has influence over
- New issues
- Achievable for the Council
- Can gain wider organisational buy-in and support
- Drive improvement / efficiency
- Provide early warning or resilience for national changes
- Investigate the 'big issues' locally or nationally within Hillingdon

### Witness and evidence stage

Ultimately, any Policy Overview Committee's efforts are at their best when external witnesses and residents participate, adding value to intelligence gathering and findings. In support of this,

Committees have undertaken a variety of both formal and informal activity “in meetings” and “outside meetings”. It is important to pull together a broad evidence based for any potential findings later on. Additionally, the ability for Councillors to bring their ‘local’ insight is highly valuable. Activities the Committee can undertake include:

- Surveys / social media
- Promotion of review to seek views
- Invite the relevant Cabinet Member to attend for their views
- Question key council officers
- Hold informal workshops
- Networking events, e.g. with partners
- Have closed meetings, i.e. confidential, such as social care clients
- Commission reports from council officers / externally
- Request data and intelligence on the topic
- Visits to other local authorities
- Undertake site visits within the Borough or council facilities
- Appoint experts or advisors to join the Committee throughout its review
- Selecting the best range of witnesses to get a real user / resident perspectives
- Invite national experts in their field

Whilst information will be provided to Councillors, it may be helpful when preparing for this stage of a review, that Councillors:

- Prepare their draft questions for each witness in advance;
- Read a witness bio or find out more about their organisation;
- Do their own additional research on the topic - you may find something officers don't!
- Use their network of councillors in other local authorities to seek views;
- Tell residents at Surgeries / Ward Walks about your review, get their thoughts.

### **Drafting recommendations / final report**

After hearing from witnesses and receiving evidence, the Committee then will meet to pull together all the information and shape its collective findings. Any final recommendations that come to Cabinet ideally should:

- Meet the initial aims / objectives of the review
- SMART, Specific, Measurable, Achievable, Relevant, Time-bound
- Not be a short-term fix, but a lasting outcome
- Affordable or can be aligned neatly with the MTFP process
- Based on a broad evidence base as possible
- Seek to review or amend existing approved policies (unless there is an imperative for a new policy)
- If publicity or wider engagement or education is recommended, to target such communications as best as possible rather than generally
- Consider ‘conclusions’ as well as any specific recommendations.

Nearer this time, Democratic Services staff supporting the Committee will advise further on findings and drafting recommendations. Throughout this process, their role is critical to the Committee, to guide Members and secure the information and any witness activity that Members wish to undertake. They also work with the Chairman to bring the final draft report for the Committee before it is scheduled to Cabinet.

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### **Previous reviews undertaken**

Below is a list of recent reviews (within the Committee's revised remit) that have been undertaken and submitted to Cabinet. It is advised not to review an area that has been reviewed recently, unless there have been substantial changes in service provision.

| <b>2015/16</b>       | <b>2016/17</b>            | <b>2017/18</b>  | <b>2018/19</b>  | <b>2019/20/21</b>   |
|----------------------|---------------------------|---|---|---|
| Corporate Complaints | Recruitment in Hillingdon | Combating Homophobic, Biphobic and Transphobic Bullying of Young People in Hillingdon | Community Safety and New Policing Structures in Hillingdon              | Local Commerce, Employment, Skills and Job Creation in Hillingdon |
|                      |                           |   | Digital Broadcasting of Policy Overview, Scrutiny and Select Committees | The Voluntary Sector Response to the Covid-19 Pandemic            |

### **Implications on related Council policies**

A role of the Policy Overview Committees is to make recommendations on service changes and improvements to the Cabinet who are responsible for the Council's policy and direction.

### **How this report benefits Hillingdon residents**

None at this stage, pending any findings approved by Cabinet.

### **Financial Implications**

None at this stage.

### **Legal Implications**

None at this stage.

### **BACKGROUND PAPERS**



## Appendix A – New review topic selection scorecard

Scores showing 1-5 (5 being the highest, 1 the lowest)

| Topic | Resident focused | Correct remit | Influence | New | Achievable | Wider organisational support | Drives improvement | Drives transformation and efficiency | National and local | Score |
|-------|------------------|---------------|-----------|-----|------------|------------------------------|--------------------|--------------------------------------|--------------------|-------|
|       |                  |               |           |     |            |                              |                    |                                      |                    |       |
|       |                  |               |           |     |            |                              |                    |                                      |                    |       |
|       |                  |               |           |     |            |                              |                    |                                      |                    |       |
|       |                  |               |           |     |            |                              |                    |                                      |                    |       |
|       |                  |               |           |     |            |                              |                    |                                      |                    |       |

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### Detailed criteria to assess review scoring

**Resident-focused** - High impact on residents and the community, with public interest and scope for making a positive difference (whether universal or a targeted group or area, e.g. young people or a particular town centre)

**Correct remit** - is it covered in the Committee's Terms of Reference and does it cut across into the domain of other Committees? If it does, narrow the topic or consider suggesting the Chairman of the POCs consider setting up a task and finish review panel for this and which Committee to report back to.

**Influence** - A topic that affects residents, groups, businesses and other key stakeholders in Hillingdon and relates to a service, event or issue in which the Council is in control of, has a significant stake in or has influence over, e.g. with partners.

**New** - A new and fresh topic preferably. One which has not previously been reviewed by a Committee in the last 2-3 years, or which is not currently being reviewed by another Committee or internally.

**Achievable** - A good level of expertise, best practice and information is available to draw on to complete this review. Committee resources, departmental plans and organisational timings permit a successful review with positive recommendations, during the current municipal year. Is the review ToR too wide and need to be narrowed to be achievable? Will the Committee's work programme accommodate the review?

**Wider organisational support** - A topic that is likely to receive organisational buy-in from the Committee and wider Council. Possibly support from partner organisations to add value to existing work.

**Drives improvement** - a service or area of partnership that has been identified internally or externally that requires improvement in the medium-long term and would benefit from Members' insight. Performance risks or areas of consistent under-performance.

**Drives transformation and efficiency** - in support of the Council's objectives, any areas where service re-modelling is under consideration in the longer-term, that with Members' insight can help to deliver future savings, efficiencies and VFM.

**National and local** - a topic that will assist the Council in the implementation or awareness of external challenges, new legislation, national policy or the changing role of the public sector. A topic relevant to Hillingdon's residents that seeks to lobby change in national legislation, policy or practice.

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## FORWARD PLAN

**Committee name**

Corporate, Finance and Property Select Committee

**Officer reporting**

Liz Penny, Democratic Services

**Papers with report**

Appendix A – Forward Plan

### HEADLINES

The Committee is required by its Terms of Reference to consider the Forward Plan and comment as appropriate to the decision-maker on key decisions which relate to services within its remit (before they are taken by the Cabinet or by the Cabinet Member).

### RECOMMENDATION

**That the Committee note the Forward Plan, and comment on any items coming before Cabinet if they see fit.**

### SUPPORTING INFORMATION

The Forward Plan is updated on the 15<sup>th</sup> of each month. An edited version to include only items relevant to this Committee's remit is attached as Appendix A.

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# Upcoming Decisions

## Further details

Ref

Ward(s)

| Final decision by Full Council | Cabinet Member(s) Responsible | Officer Contact for further information | Consultation on the decision | NEW ITEM | Public or Private (with reason) |
|--------------------------------|-------------------------------|---|------------------------------|----------|---------------------------------|
|--------------------------------|-------------------------------|---|------------------------------|----------|---------------------------------|

SI = Standard Item each month Council Departments: PE = Planning, Environment, Education & Community Services IT = Infrastructure, Transport & Building Services SC = Social Care CR&S = Corporate Resources & Services FD = Finance

### Cabinet meeting - 17 June 2021 (report deadline 2 June)

|     |   |  |                 |  |  |   |                 |          |                      |
|-----|---|--|-----------------|--|--|---|-----------------|----------|----------------------|
| 70  | <b>Disposal of land at Judge Heath Lane</b>                                       | Cabinet will consider declaring a garage site to the rear of 2 Princes Park Lane surplus to requirements and consider the sale of the land.  | Botwell         |  | Cllr Jonathan Bianco                     | IT - Julie Markwell                     |                 | NEW ITEM | Private (3)          |
| 55  | <b>Hayes Housing Regeneration: outcome of ballot</b>                              | The Council has been consulting with residents at both Austin Road and Avondale Drive Estates with a view to looking at ways that it can regenerate the estates and improve housing. This report will present the outcome of the ballot with residents and subject to that, the next steps.  | Townfield       |  | Cllr Jonathan Bianco / Cllr Eddie Lavery | IT - Perry Scott                        |                 |          | Public / Private (3) |
| 49  | <b>Counter Fraud Strategic Plan 2021-22</b>                                       | Cabinet will consider the current year's Counter Fraud Strategic Plan, setting out the robust and zero tolerance approach Hillingdon takes to fraud of any kind.   | All             |  | Cllr Ian Edwards                         | FD - Alex Brown                         | Audit Committee |          | Public               |
| 45  | <b>ICT Infrastructure as a Service (IaaS) Microsoft Azure Consumption Charges</b> | This report will ask for Cabinet agreement to the continued use of Microsoft Azure Infrastructure as a Service (IaaS) to host critical business applications used by services and also the infrastructure supporting this for a three-year (1 + 1 + 1) period. Permission will also be sought to delegate authorisation of Cloud Solution Providers as appropriate during the three year period. | N/A             |  | Cllr Douglas Mills                       | IT / FD - Michael Clarke / Jo Allen     |                 |          | Private (3)          |
| 027 | <b>Budget Outturn 2020/21</b>   | Cabinet will review the Council's budget outturn position for the previous financial year.   | All             |  | Cllr Martin Goddard                      | FD - Paul Whaymand                      |                 |          | Public               |
| 52  | <b>Academy Conversion</b>   | Cabinet will receive a report to consider lease arrangements to enable the conversion of Field End Junior School to Academy status.  | All / Cavendish |  | Cllr Jonathan Bianco                     | IT - Michael Patterson / Michele Wilcox |                 |          | Private (3)          |

### Cabinet Member Decisions expected - June 2021

|    |  |   |     |  |  |                    |  |  |             |
|----|--|---|-----|--|--|--------------------|--|--|-------------|
| 60 | <b>Software Support and Maintenance for the Council's Revenues, Benefits and Housing systems</b> | Cabinet will consider an IT contract for the provision of support and maintenance of the Northgate Revenues and Benefits software system and the Northgate Housing software system, both of which are essential back-office systems ensuring service delivery to residents. | N/A |  | Cllr Martin Goddard / Cllr Douglas Mills | IT - Helen Vincent |  |  | Private (3) |
|----|--|---|-----|--|--|--------------------|--|--|-------------|

## Cabinet meeting - 8 July 2021 (report deadline 23 June)

|                                  |  |  |         |  |                      |  |   |  |                        |
|----------------------------------|--|--|---------|--|----------------------|--|---|--|------------------------|
| 57                               | <b>The Provision of a Backup Contractor for Reactive Repairs Maintenance Service, Corporate Sites, Complaints and Property Repairs</b> | Cabinet will consider the appointment of a multi-disciplined contractor to perform a backup function to Hillingdon's Reactive Repairs and Maintenance Service Department (DLO) to undertake various work orders at the Council's housing properties, sheltered housing schemes and corporate buildings.  | All     |  | Cllr Jonathan Bianco | FD / IT - Michael Breen / Gary Penticost |   |  | Private (3)            |
| 43                               | <b>Climate Change Action Plan</b>  | Hillingdon Council passed a Climate Change Declaration at its full Council meeting on 16 January 2020 which set out targets to become carbon neutral and achieve 100% clean energy across the Council's services by 2030. Cabinet in March 2021 agreed to consult on the Action Plan. This report will set out the results of the consultation and seek Cabinet's permission to approve the Action Plan going forward for regular monitoring of progress to towards those goals. | All     |  | Cllr Eddie Lavery    | PE - David Haygarth / Ian Thynne         | Policy Overview Committees / public consultation / stakeholders |  | Public                 |
| SI                               | <b>Monthly Council Budget - monitoring report</b>  | The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position.  | All     |  | Cllr Martin Goddard  | FD - Paul Whaymand                       |   |  | Public                 |
| SI                               | <b>Voluntary Sector Leases Report</b>  | Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community   | All     |  | Cllr Jonathan Bianco | IT - Michael Patterson / Michele Wilcox  |   |  | Private (3)            |
| <b>NO CABINET IN AUGUST 2021</b> |  |  |         |  |                      |  |   |  |                        |
| SI                               | <b>Interim, Urgent &amp; emergency decision-making by the Leader of the Council</b>  | As there is no Cabinet meeting in August, the Leader of the Council may take interim or urgent key decisions, and if so required, on behalf of the Cabinet. These will be reported to Cabinet at a later date for ratification and public record.  | Various |  | Cllr Ian Edwards     | CR&S - Democratic Services               | Various   |  | Public / Private - TBD |

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## Cabinet meeting - 2 September 2021 (report deadline 18 August)

|     |   |  |         |  |   |                    |  |        |
|-----|---|--|---------|--|---|--------------------|--|--------|
| 034 | <b>School Capital Programme Update</b>            | The twice yearly update to Cabinet on the Council's major school infrastructure programme and upgrading of educational facilities to deliver a good quality education for all children in the Borough. | Various |  | Cllr Susan O'Brien / Cllr Jonathan Bianco | IT - Bobby Finch   |  | Public |
| SI  | <b>Monthly Council Budget - monitoring report</b> | The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position and other key financial decisions required.   | All     |  | Cllr Martin Goddard                       | FD - Paul Whaymand |  | Public |

### Cabinet meeting - 14 October 2021 (report deadline 29 September)

|    |   |  |     |  |                      |   |  |  |             |
|----|---|--|-----|--|----------------------|---|--|--|-------------|
| SI | <b>Voluntary Sector Leases Report</b>             | Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community                               | All |  | Cllr Jonathan Bianco | IT - Michael Patterson / Michele Wilcox |  |  | Private (3) |
| SI | <b>Monthly Council Budget - monitoring report</b> | The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position and other key financial decisions required. | All |  | Cllr Martin Goddard  | FD - Paul Whaymand                      |  |  | Public      |

### Cabinet meeting - 11 November 2021 (report deadline 27 October)

|    |   |  |     |  |                      |   |  |                 |             |
|----|---|--|-----|--|----------------------|---|--|-----------------|-------------|
| 71 | <b>The Council's Insurance Contracts</b>          | Cabinet will consider contracts with insurance providers, following a competitive tender exercise for the Council's insurance which is up for renewal. |     |  | Cllr Martin Goddard  | FD - Sarah Hydrie & Suzie Shardow       |  | <b>NEW ITEM</b> | Private (3) |
| SI | <b>Voluntary Sector Leases Report</b>             | Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community                                   | All |  | Cllr Jonathan Bianco | IT - Michael Patterson / Michele Wilcox |  |                 | Private (3) |
| SI | <b>Monthly Council Budget - monitoring report</b> | The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position and other key financial decisions required.     | All |  | Cllr Martin Goddard  | FD - Paul Whaymand                      |  |                 | Public      |

### Cabinet Member Decisions expected - November 2021

|    |  |   |         |  |     |                            |         |  |        |
|----|--|---|---------|--|-----|----------------------------|---------|--|--------|
| SI | <b>Standard Items taken each month by the Cabinet Member</b> | Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan. | Various |  | All | CR&S - Democratic Services | Various |  | Public |
|----|--|---|---------|--|-----|----------------------------|---------|--|--------|

## Cabinet meeting - 16 December 2021 (report deadline 1 December)

|            |   |  |     |                                   |  |   |   |  |             |
|------------|---|--|-----|-----------------------------------|--|---|---|--|-------------|
| 038<br>(a) | <b>The Council's Budget - Medium Term Financial Forecast 2022/23 - 2026/27 (BUDGET FRAMEWORK)</b> | This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2022/23 for consultation, along with indicative projections for the following four years. This will also include the HRA rents for consideration. | All | <b>To full Council on 24/2/22</b> | Cllr Ian Edwards / Cllr Martin Goddard | FD - Paul Whaymand                      | Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers |  | Public      |
| 039        | <b>Financial assistance to Hillingdon's local voluntary organisations</b>                         | This report to Cabinet will make recommendations on the level of financial support to voluntary organisations for the 2022/23 financial year, demonstrating continued commitment to the vital work they do for residents in Hillingdon.  | All |                                   | Cllr Douglas Mills                     | RS - Kevin Byrne                        |   |  | Public      |
| SI         | <b>Voluntary Sector Leases Report</b>   | Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community   | All |                                   | Cllr Jonathan Bianco                   | IT - Michael Patterson / Michele Wilcox |   |  | Private (3) |
| SI         | <b>Monthly Council Budget - monitoring report</b>   | The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position and other key financial decisions required.   | All |                                   | Cllr Martin Goddard                    | FD - Paul Whaymand                      |   |  | Public      |

### Cabinet meeting - 6 January 2022 (report deadline 15 December)

|    |   |   |     |  |                      |   |     |  |             |
|----|---|---|-----|--|----------------------|---|-----|--|-------------|
| SI | <b>Voluntary Sector Leases Report</b>                                 | Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community  | All |  | Cllr Jonathan Bianco | IT - Michael Patterson / Michele Wilcox |     |  | Private (3) |
| SI | <b>Reports from Policy Overview, Scrutiny &amp; Select Committees</b> | Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee. | All |  | TBC                  | CR&S - Democratic Services              | TBC |  | Public      |

## Cabinet meeting - 17 February 2022 (report deadline 2 February)

|            |   |  |     |                                   |  |   |   |  |             |
|------------|---|--|-----|-----------------------------------|--|---|---|--|-------------|
| 038<br>(b) | <b>The Council's Budget - Medium Term Financial Forecast 2022/23 - 2026/27 (BUDGET FRAMEWORK)</b> | Following consultation, this report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2022/23 for consultation, along with indicative projections for the following four years. This will also include the HRA rents for consideration. | All | <b>To full Council on 24/2/22</b> | Cllr Ian Edwards & Cllr Martin Goddard   | FD - Paul Whaymand                      | Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers |  | Public      |
| 47         | <b>The Schools Budget 2022/23</b>   | Cabinet will asked to agree the Schools Budget for the next financial year, following a recommendation from the Schools Forum.   | All |                                   | Cllr Susan O'Brien & Cllr Martin Goddard | FD - Graham Young                       | Schools Forum   |  | Public      |
| SI         | <b>Voluntary Sector Leases Report</b>   | Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community   | All |                                   | Cllr Jonathan Bianco                     | IT - Michael Patterson / Michele Wilcox |   |  | Private (3) |
| SI         | <b>Monthly Council Budget - monitoring report</b>   | The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position and other key financial decisions required.   | All |                                   | Cllr Martin Goddard                      | FD - Paul Whaymand                      |   |  | Public      |

## Cabinet meeting - Thursday 24 March 2022 (report deadline 9 March)

|    |   |   |     |  |                     |                    |  |  |        |
|----|---|---|-----|--|---------------------|--------------------|--|--|--------|
| SI | <b>Monthly Council Budget - monitoring report</b> | The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position. | All |  | Cllr Martin Goddard | FD - Paul Whaymand |  |  | Public |
|----|---|---|-----|--|---------------------|--------------------|--|--|--------|

## Cabinet meeting - Thursday 21 April 2022 (report deadline 6 April)

|    |   |   |     |  |                      |   |  |  |             |
|----|---|---|-----|--|----------------------|---|--|--|-------------|
| SI | <b>Voluntary Sector Leases</b>                    | Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community. | All |  | Cllr Jonathan Bianco | IT - Michael Patterson / Michele Wilcox |  |  | Private (3) |
| SI | <b>Monthly Council Budget - monitoring report</b> | The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position.               | All |  | Cllr Martin Goddard  | FD - Paul Whaymand                      |  |  | Public      |

**Cabinet meeting - Thursday 19 May 2022 (report deadline 4 May)**

|    |                                |  |     |  |                      |   |  |  |             |
|----|--------------------------------|--|-----|--|----------------------|---|--|--|-------------|
| SI | <b>Voluntary Sector Leases</b> | Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community | All |  | Cllr Jonathan Bianco | IT - Michael Patterson / Michele Wilcox |  |  | Private (3) |
|----|--------------------------------|--|-----|--|----------------------|---|--|--|-------------|

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## WORK PROGRAMME 2021 - 2022

|                           |  |
|---------------------------|--|
| <b>Committee name</b>     | Corporate, Finance and Property Select Committee |
| <b>Officer reporting</b>  | Liz Penny, Democratic Services                   |
| <b>Papers with report</b> | Appendix A – Work Programme                      |

### HEADLINES

To enable the Committee to track the progress of its work in 2021-2022 and forward plan its work for the current, and next, municipal year.

### RECOMMENDATIONS:

**That the Committee note the Work Programme 2021 – 2022 and agree any amendments.**

### SUPPORTING INFORMATION

The Committee's meetings start at 7.30pm (unless stated otherwise below), and the meeting dates for the next municipal year are as follows:

| <b>Meetings</b>  | <b>Room</b> |
|------------------|-------------|
| 3 June 2021      | CR6         |
| 6 July 2021      | CR6         |
| 7 September 2021 | CR6         |
| 12 October 2021  | CR6         |
| 24 November 2021 | CR6         |
| 12 January 2022  | CR6         |
| 2 February 2022  | CR6         |
| 2 March 2022     | CR6         |
| 20 April 2022    | CR6         |

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# Multi Year Work Programme

May 2021 - April 2022

2021

2022

| Corporate, Finance and Property Select Committee | June 3 | July 6 | August No meeting | September 7 | October 12 | November 24 | December No meeting | January 12 | February 2 | March 2 | April 20 |
|--|--------|--------|-------------------|-------------|------------|-------------|---------------------|------------|------------|---------|----------|
|--|--------|--------|-------------------|-------------|------------|-------------|---------------------|------------|------------|---------|----------|

## Review E: TBC

|   |           |  |                |                 |                 |          |  |          |         |  |  |
|---|-----------|--|----------------|-----------------|-----------------|----------|--|----------|---------|--|--|
| Topic selection / scoping stage           | Selection |  | Scoping Report |                 |                 |          |  |          |         |  |  |
| Witness / evidence / consultation stage   |           |  |                | Witness Session | Witness Session |          |  |          |         |  |  |
| Findings, conclusions and recommendations |           |  |                |                 |                 | Findings |  |          |         |  |  |
| Final review report agreement             |           |  |                |                 |                 |          |  | Approval |         |  |  |
| Target Cabinet reporting                  |           |  |                |                 |                 |          |  |          | Cabinet |  |  |

## Regular service & performance monitoring

|  |   |   |  |   |   |   |  |   |   |   |   |
|--|---|---|--|---|---|---|--|---|---|---|---|
| Mid year Budget Update                             |   | X |  |   |   |   |  |   |   |   |   |
| Annual complaints & service update report          |   |   |  | X |   |   |  |   |   |   |   |
| Biennial Safety Review - Sports Grounds (tbc)      |   |   |  |   |   |   |  | X |   |   |   |
| Cabinet's budget proposals for next financial year |   |   |  |   |   |   |  | X |   |   |   |
| Cabinet Forward Plan Monthly Monitoring            | X | X |  | X | X | X |  | X | X | X | X |

## One-off service monitoring

|   |   |   |  |   |   |   |  |  |  |  |  |
|---|---|---|--|---|---|---|--|--|--|--|--|
| The Council's Engagement with the Armed Forces  | X |   |  |   |   |   |  |  |  |  |  |
| The Council's Procurement - plans / efficiencies / local business engagement in procurement |   |   |  | X |   |   |  |  |  |  |  |
| Disability Access in Public Buildings   |   | X |  |   |   |   |  |  |  |  |  |
| The Council's ICT / Digital Strategy and future plans                                       |   |   |  |   | X |   |  |  |  |  |  |
| Facilities Management in the Civic - energy efficiencies                                    |   |   |  |   |   | X |  |  |  |  |  |
| Website upgrade / performance   |   |   |  |   |   | X |  |  |  |  |  |
| Future Review Topic:Town Centre Regeneration - tbc  |   |   |  |   |   |   |  |  |  |  |  |

## Past review delivery

|  |  |  |  |  |  |  |  |   |  |  |   |
|--|--|--|--|--|--|--|--|---|--|--|---|
| Recruitment  |  |  |  |  |  |  |  | X |  |  |   |
| Homophobic, Biphobic & Transphobic Bullying                  |  |  |  |  |  |  |  |   |  |  |   |
| Local Commerce, Employment, Skills & Job Creation (date tbc) |  |  |  |  |  |  |  |   |  |  |   |
| Voluntary Sector Response during COVID-19 Pandemic           |  |  |  |  |  |  |  |   |  |  | X |

## Internal use only

|                  |           |  |  |  |  |  |  |  |  |  |  |
|------------------|-----------|--|--|--|--|--|--|--|--|--|--|
| Report deadline  | 21-May-21 |  |  |  |  |  |  |  |  |  |  |
| Agenda published |           |  |  |  |  |  |  |  |  |  |  |

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