# **Minutes**

CABINET
Thursday, 16 December 2021
Meeting held at Committee Room 6 - Civic Centre,

HILLING DON LONDON

Published on: 17 December 2021

High Street, Uxbridge

Decisions come into effect from: 5pm, 24 December 2021\*

# **Cabinet Members Present:**

Ian Edwards (Chairman)
Jonathan Bianco (Vice-Chairman)
Douglas Mills
Martin Goddard
Susan O'Brien
Jane Palmer
Eddie Lavery
John Riley

# **Members also Present:**

Duncan Flynn

# 1. APOLOGIES FOR ABSENCE

All Cabinet Members were present.

# 2. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

No interests were declared by Members present.

### 3. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING

The decisions and minutes of the Cabinet meeting held on 11 November 2021 were agreed as a correct record.

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

Items to be heard in both public and private were confirmed as set out on the agenda.

### 5. MONTHLY COUNCIL BUDGET MONITORING REPORT: MONTH 7

# **RESOLVED:**

#### That the Cabinet:

- 1. Note the budget monitoring position and treasury management update as at October 2021 (Month 7) as outlined in Part A of this report.
- 2. Approve the financial recommendations set out in Part B of this report set out below:
  - a) Note those consultancy and agency assignments over £50k approved under delegated authority between the November 2021 and December 2021 Cabinet meetings, detailed at Appendix A.
  - b) Approve the acceptance of £120k of grant funding from Thames Water Surface Water Management Programme to investigate and deliver Sustainable Drainage Systems within Ruislip.
  - c) Approves re-phasing of £27,424k General Fund and £22,596k HRA capital expenditure and associated financing budgets into later years of the capital programme.
  - d) Accept grant funding of £78k from the Food Standards Agency for the development of a new ICT consignment tracking system to improve current functionality and deal with new requirements for imports from the EU.
  - e) Accept additional grant funding of £56k from the Environment Agency towards the Hillingdon East catchment flood management project.
  - f) Accept Transport for London grant funding of £13k to cover cycle training between January and March 2022.
  - g) Approve acceptance of gift funding in relation to a Planning Performance Agreement in accordance with the provisions of Section 93 of the Local Government Act 2003 for;
    - I. River House £17,500
    - II. NCP Bath Road-£17,500
    - III. Millington Road £32,000
    - IV. St Andrews Park Land East of Mons £17,500
  - h) Approve the acceptance of £41k of grant funding from the Greater London Authority to minimise flood risk at Bessingby Park.
  - i) Approve acceptance of £786k grant funding from the Department for Environment, Food, and Rural Affairs (Defra) for costs associated with the delivery of new post-Brexit port health authority functions at the Heathrow Imported Food Office.
  - j) Agree that a 30 minute period of free parking for residents be implemented into the Kingsend South Long Stay car park in Wood Lane, Ruislip.

### Reasons for decision

Cabinet was informed of the forecast revenue, capital and treasury position for the current year 2021/22 to ensure the Council achieved its budgetary and service objectives.

The Cabinet Member for Finance remarked that the overall financial position of the Council continued to be one of considerable financial strength and stability.

It was noted that the Council was making encouraging progress with discussions with the Department for Education, which should lead to a program of repayments to rectify the deficit in the Dedicated Schools Budget.

The Cabinet Member also drew to Cabinet attention to the rephasing of major capital projects from the current financial year into later financial years in order to deliver priority infrastructure projects.

The Leader of the Council commented that the Council was still in an exceptionally strong position financially, but he also noted the uncertain times ahead and the prudent approach that would continue be taken. He thanked the Cabinet Member and the Finance Team for their efforts.

Other financial recommendations approved by the Cabinet included the acceptance of grants and free 30-minute car parking charges at the Kingsend South Long Stay car park in Wood Lane, Ruislip.

# Alternative options considered and rejected

None.

Relevant Select Committee	Corporate, Finance & Property
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	Cabinet decisions no. 2 (b-j) may be called-in by 5pm, Friday 24 December 2021
Officer(s) to action	Paul Whaymand
Directorate Classification	Finance Public
Classification	The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

# 6. THE COUNCIL'S BUDGET - MEDIUM TERM FINANCIAL FORECAST 2022/23 - 2026/27

### **RESOLVED:**

### **That Cabinet:**

- 1. Approve the draft General Fund and Housing Revenue Account budgets and capital programme proposals for 2022/23 (as detailed in Appendices A and B) and beyond as the basis for consultation with Select Committees and other stakeholders.
- 2. Approve the proposed amendments to fees and charges included in Appendix C, as the basis for consultation with Select Committees and other stakeholders.
- 3. Request the comments of individual Select Committees on the draft budget proposals relating to their areas of responsibility, to be collated into a single report back to Cabinet from the Corporate, Finance and Property Select Committee.
- 4. Note that Provisional Local Government Finance Settlement and Dedicated Schools Grant Recovery Plan Agreement are awaited from HM Government and the output from these will be factored into the final 2022/23 budget proposals to be considered by Cabinet in February 2022.
- 5. Note that the HRA Regeneration Scheme costs will be refined once a partner is appointed.
- 6. Authorise the Corporate Director of Finance, in consultation with the Cabinet Member for Finance, to respond on behalf of the Council to the consultation on the provisional Local Government Finance Settlement and to the Mayor of London's budget consultation.

#### Reasons for decision

Cabinet put forward its budget proposals for public consultation. This included the Council's Medium-Term Financial Forecast, the draft General Fund revenue budget for 2022/23 along with projections for future years, the Housing Revenue Account proposed budget, updated fees and charges proposals and the draft capital programme for 2022/23 and beyond.

Cabinet noted that the budget proposals for 2022/23, in order to continue to deliver the services residents expect would require a 2.8% increase in the headline rate of Council Tax, comprising a core Council Tax increase of 1.8% alongside a 1% increase relating to the Adult Social Care Precept.

The Cabinet Member informed Cabinet that the draft budget proposals were for public consultation and would also go via the Select Committees for input, before a final version is submitted in February 2022 for decision.

The Cabinet Member emphasised that the budget proposals were more strategic in nature spanning 5 years, thereby assisting the Council in its financial forecasting. It was noted that for the ensuing financial year, the proposals put forward a balanced

budget, achieved through a combination of efficiency savings and a manageable increase in the Council Tax, equating to 67 pence per week for a Band D property.

Cabinet was informed that the budget proposals would not seek to ultilise balances, strengthening their position going forward. The Cabinet Member noted the expected demand led pressures and those from COVID-19 that would still impact on the budgetary situation in the future, pointing out though, that the use of earmarked reserves would support this.

In respect of the proposed capital programme, the Cabinet Member noted, in particular, the proposals for the new Yiewsley and West Drayton Leisure Centre, the significant investment in reducing the Council's carbon footprint and the housing regeneration projects in Hayes. It was welcomed that only partial borrowing would be required for such infrastructure projects, ensuring they were affordable for taxpayers.

The Cabinet Member for Environment, Housing & Regeneration commented on funding set aside to assist the Council in meeting its climate change targets, along with the continued commitment to the Hayes Regeneration Project and investment in the Council's housing stock. The Cabinet Member stated that the Council would remain committed to the weekly waste service and continue to roll-out food waste collection across the Borough. The continued investment in the Council's green spaces was welcomed, in particular plans to expand the number of wildflower areas across the Borough.

The Cabinet Member for Corporate Service & Transformation welcomed the budget proposals that would enable the Council to continue to deliver the services that residents expect in a quality and timely fashion and across the whole Borough. The Cabinet Member set out the more strategic approach to the Council's savings programmes, of which plans included a focus on restructuring senior management rather than front-line staff, along with savings arising from the reduction in the number of Elected Members and a leaner administration.

The Cabinet Member for Public Safety & Transport outlined the synergies in the budget in respect of the Council's green aspirations and how the budget would also respond to new challenges ahead. Continued investment in the Borough's roads and transportation network were welcomed, along with support for greener travel. The Cabinet Member also noted the commitment to public safety through investment in the Council's CCTV network.

The Cabinet Member for Property & Infrastructure welcomed the positive and sound budget proposals and commented that they would be refined following consultation, but also through clarification from central Government over funding. Concerns were also expressed over the Mayor of London's spending plans and proposed precept. In respect of the capital projects planned by the Council, the significant investment in the regeneration of housing in Hayes was welcomed, along with the new facility planned for the Hillingdon Outdoor Activity Centre and the benefits the Council would reap from Hillingdon First Limited in respect of new homes. Cabinet was also informed that construction work would start after Christmas on the new Yiewsley and West Drayton Leisure Centre.

The Cabinet Member for Families, Education and Wellbeing expressed how the budget would help address future demand around education, family support and children's services through the Council's Stronger Families Programme and in particular, the new family hub and roll out to children's centres. On local schools, the Cabinet Member noted the comprehensive programme to improve the school infrastructure and choice offer, through additional places and also new specialist provision. The Cabinet Member also outlined the broad range of community services and activities for residents that would continue to be well supported by the Council, including those relating to sport and leisure, the Tashan Daniel Bursary Award, libraries, the Battle of Britain Bunker and many activities for older residents.

The Cabinet Member for Health and Social Care welcomed the strong budget proposals and commented that social care had seen increases in demand resulting from the pandemic. The Cabinet Member outlined the new and innovative ways to support residents in need, including semi-independent living and work with the NHS to enhance mental health services. The Cabinet Member noted how services would continue to be proactive and work smarter to save money in the longer-term and importantly help reduce demand through stronger preventative approaches.

The Leader of the Council thanked his Cabinet colleagues, remarking that the budget proposals were about low taxation, sound financial management, high quality services, strong reserves and efficiencies so that residents' money goes much further. The Leader invited residents' feedback on the budget.

# Alternative options considered and rejected

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

Relevant Select Committee	All
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	N/A - scrutiny call-in not applicable for the Cabinet's budget proposals which are ultimately a determination for the full Council. Select Committees will be able to comment on the budget proposals during January and February 2022.
Officer(s) to action Directorate Classification	Paul Whaymand Finance Public  The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

### 7. GRANTS TO HILLINGDON'S LOCAL VOLUNTARY ORGANISATIONS 2022/23

# **RESOLVED:**

# That the Cabinet agrees:

- 1. The overall allocation of grants to Voluntary Sector groups (including Dining Centres) of up to £2,076,805 for the provision of core grant funding for the 2022/23 financial year with specific awards as set out in the schedule Appendix A.
- 2. Grants totalling £18,000 to organisations to enable the provision of transport.
- 3. The Council's contribution of £228,887 to the London Councils' Grants scheme for 2022/23 (subject to London Councils' Leader's Committee meeting on 7<sup>th</sup> December 2021).

# Reasons for decision

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

The Cabinet Member for Corporate Services & Transformation noted that in excess of £2.3 million was proposed for the ensuing financial year to support various voluntary organisations locally and through the London Council's grant scheme, representing the most generous offer across London. The Cabinet Member noted that such external funding was at a crossroads at the current time, as many voluntary organisations had changed the way they operated during the pandemic. Going forward, however, it was outlined how the Council's focus would continue to be on supporting organisations to be operationally successful and that funding would align with those organisations that provide added-value services to residents.

The Leader of the Council remarked on the Council's continued support to the local voluntary sector and the flexibility that as circumstances change for such organisations, the Council's support will also adjust.

# Alternative options considered and rejected

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

Relevant Select Committee	Corporate, Finance & Property
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 24 December 2021
Officer(s) to action	Kevin Byrne

Directorate
Classification

# Social Care & Health

### **Public**

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

# 8. CONTRACT FOR THE PROVISION OF VETERINARY SERVICES AT THE IMPORTED FOOD OFFICE, HEATHROW AIRPORT

# **RESOLVED:**

That the Cabinet accept a single tender action for Senlac Associates for the provision of Veterinary Services at the Imported Food Office on behalf of the London Borough of Hillingdon for a two-year period from 1 April 2022 to 31 March 2024 at the estimated value of £1,727,851.

# Reasons for decision

Cabinet agreed to a direct award of a specialist contract for veterinary services at the Imported Food Office, London Heathrow Airport, for a period of two years. Cabinet noted that, as a Border Control Post, the Council had a statutory duty to undertake certain statutory checks on imported products of animal origin that arrive through the airport each year in transit across the whole Country.

# Alternative options considered and rejected

Relevant Select Committee Public Safety & Transport

None.

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Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 24 December 2021	
Officer(s) to action	Samantha Doherty	
Directorate	Imported Food Office	
Classification	Private	
	Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).	

### 9. DISPOSAL OF 3 GARAGE SITES IN THE BOROUGH

# **RESOLVED:**

#### That the Cabinet:

- 1. Declares the following three sites surplus to requirements;
  - a) Garage court Lavender Road West, Uxbridge UB8 3PZ
  - b) Garage court Cornfield Close, Uxbridge UB8 2PU
  - c) Garage court Ash Grove, Harefield UB8 1JR
- Authorises the sale of the three sites on the open market with planning consent for a residential scheme. The method of sale to be by auction, subject to prevailing market conditions. The sales are to be leasehold with an option to sell the freehold for £1 on the satisfactory completion of the development and;
- 3. Delegates authority to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, in consultation with the Corporate Director for Infrastructure Transport & Building Services for all subsequent decisions regarding the sale of the sites.

### Reasons for decision

Cabinet agreed to the disposal of three garage sites in the Borough which had been either vacant or underutilised and to sell the sites to deliver best value to the taxpayer.

# Alternative options considered and rejected

**Relevant Select Committee** Corporate, Finance & Property

The development of these sites by the Council has been considered and rejected as uneconomic.

Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 24 December 2021
Officer(s) to action	Julie Markwell
Directorate	Infrastructure, Transport & Building Services
Classification	Private
	Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as

# 10. TEMPORARY ACCOMMODATION FOR HOMELESS HOUSEHOLDS

### **RESOLVED:**

That the Cabinet agree to the 3-year lease extension at 163 High Street, Yiewsley, West Drayton UB7 7QH from 1 January 2022 to 31 December 2024.

### Reasons for recommendation

Cabinet gave its approval for a 3-year extension of the lease at 163 High Street, Yiewsley, UB7 7QH for the continued provision of temporary housing accommodation for homeless households.

# Alternative options considered / risk management

The alternative was to decant the property, which would have required alternative accommodation for those currently housed.

Relevant Select Committee	Environment, Housing & Regeneration
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 24 December 2021
Officer(s) to action	Ben Sargent
Directorate	Planning, Environment, Education & Community
	Services
Classification	Private
	Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).

### 11. ADVERTISING & MARKETING INCOME

### **RESOLVED:**

### **That the Cabinet:**

- 1) Approve the proposal from JC Decaux to install street furniture in various locations across the Borough as part of a 7-year contract. This is subject to all necessary approvals (including relevant Cabinet Member consultation on proposed sites and formal planning approval). Upon full implementation at all proposed sites, the initiatives have the capacity to generate an annual income of £180k by 2024.
- 2) Approve the proposal from Clear Channel Communications to replace the existing paper advertising with a similar sized digital advertising board in Ruislip Gardens as part of a 7-year contract. Subject to all necessary approvals the site has the capacity to generate an income of £7k per annum.
- 3) Approve the extension of existing arrangements with Bay Media for advertising rights on Hillingdon's lamppost columns for a 3-year period in return for an income generation of approximately £4k per annum.
- 4) Approve the extension of the existing arrangements with Marketing Force for advertising rights on Hillingdon's roundabouts for a 5-year period in return for an income generation of approximately £10k per annum.
- 5) Delegate approval to Corporate Director Infrastructure, Transport and Building Services, with the sign-off of with Cabinet Member for Finance and Cabinet Member for Environment, Housing and Regeneration, the addition of further sites into the Marketing Force contract to increase revenue generation.
- 6) Note that all income targets are subject to the placement of suitable media space to allow the generation of revenue. If Members chose not to sign-off specific sites or planning / Highway approval is refused, income targets will be adjusted accordingly to reflect the number of installations.

# Reasons for decision

Cabinet agreed to proposals following a review of income generation opportunities through media and advertising, which would, subject to the necessary approvals, enable the Council to maximise revenue, roll-out new digital advertising space alongside updated street furniture and improved digital connectivity in local high streets. The Cabinet Member for Finance noted this as a good example of the Council's commercial approach to its assets.

<b>Alternative</b>	options	considered	and	rejected
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None.	
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Relevant Select Committee	Corporate, Finance & Property
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 24 December 2021
Officer(s) to action	Matthew Kelly
Directorate	Finance
Classification	Private
	Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as

# 12. GRANT OF A LEASE FOR ELECTRICAL SUBSTATION AT MINET JUNIOR SCHOOL

amended).

### **RESOLVED:**

That the Cabinet authorises the grant of a 99-year lease for the substation site at Minet Junior School, Avondale Drive, Hayes negotiated by officers as detailed in this report and instructs Legal Services to complete the appropriate lease documentation.

# Reasons for decision

To progress the planned re-building programme at the Minet Junior School site in Hayes, Cabinet agreed a lease for an electrical substation site.

# Alternatives considered and rejected

### None.

Relevant Select Committee	Corporate, Finance & Property	
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 24 December 2021	
Officer(s) to action	Michele Wilcox	
Directorate	Infrastructure, Transport & Building Services	
Classification	Private	
	Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any	

particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).

### 13. VOLUNTARY SECTOR LEASE

### **RESOLVED:**

That Cabinet agrees the rent set out in the report, which has been the subject of negotiation with the voluntary sector organisation detailed in this report and instructs officers to complete the legal documentation.

### Reasons for decision

Relevant Select Committee

Cabinet made a decision regarding a rent review for Skylark Community Association, using The Grange Community Centre, Pine Place, Hayes. Cabinet's decision enabled the organisation concerned to benefit from heavily discounted rent as part of the Council's Voluntary Sector Leasing Policy and wider commitment to a vibrant local voluntary sector.

Corporate, Finance & Property

# Alternative options considered and rejected

None.

Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 24 December 2021
Officer(s) to action	Michele Wilcox
Directorate	Infrastructure, Transport & Building Services
Classification	Private
	Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as

amended).

# 14. ANY OTHER ITEMS THE CHAIRMAN AGREES ARE RELEVANT OR URGENT

No additional items were considered by the Cabinet.

The meeting closed at 7.41pm

*Internal Use only	Implementation of decisions & scrutiny call-in
When can these decisions be implemented by officers?	The date and time that officers can formally implement Cabinet's decisions is set out above under each item, and this is usually from the expiry of the scrutiny call-in period which is:  5pm, Friday 24 December 2021  However, this is subject to the decision not being called in by Councillors on the relevant Select Committee. Upon receipt of a valid call-in request, Democratic Services will immediately advise the relevant officer(s) and the Cabinet decision must then be put on hold.
Councillor scrutiny call-in of these decisions	Councillors on the relevant Select Committee shown in these minutes for the relevant decision made may request to call-in that decision. The call-in request must be before the expiry of the scrutiny call-in period above.  Councillors should use the Scrutiny Call-in App (link below) on their devices to initiate any call-in request. Further advice can be sought from Democratic Services if required:  Scrutiny Call-In - Power Apps (secure)
Notice	These decisions have been taken under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.  This Cabinet meeting was also broadcast live on the Council's YouTube channel <a href="here">here</a> for wider resident engagement.  Please note that these minutes and decisions are the definitive record of proceedings by the Council of this meeting.  If you would like further information about the decisions of the Cabinet, please contact the Council below: <a href="mailto:democratic@hillingdon.gov.uk">democratic@hillingdon.gov.uk</a> Democratic Services: 01895 250636  Media enquiries: 01895 250403

