



HILLINGDON
LONDON



Corporate Services and Partnerships Policy Overview Committee

Date: TUESDAY, 7 JULY 2009
Time: 7.30 PM
Venue: COMMITTEE ROOM 3,
CIVIC CENTRE, HIGH
STREET, UXBRIDGE

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

Councillors on the Committee:

Richard Lewis (Chairman)
Michael White (Vice Chairman)
Sid Garg
Liz Kemp
Carol Melvin
Robin Sansarpuri

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Published: 29 June 2009

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This Agenda is available online at:
<http://www.hillingdon.gov.uk>

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Policy Overview

About this Committee

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

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

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

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

Terms of Reference

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

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

Policy Overview Committees will not investigate individual complaints.

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

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

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

Agenda

- 1 Apologies for Absence and to report the presence of any substitute Members
- 2 Declarations of Interest in matters coming before this meeting
- 3 To receive the minutes of the meeting held on 9 June 2009 (**pages 1-3**)
- 4 Exclusion of Press and Public

To confirm that the items of business marked Part I will be considered in Public and that the items marked Part II will be considered in private

PART I – MEMBERS, PRESS AND PUBLIC

- 5 Deputy Chief Executives and Finance and Resources - Reports on Key Performance Indicators linked to the Group Plans
To Follow
- 6 2009/10 Work Programme: Background Report and Discussions (**pages 5-8**)
- 7 Cabinet Forward Plan (**pages 9-12**)

Agenda Item 3

Corporate Services & Partnerships Policy Overview Committee

9 June 2009

Minutes



HILLINGDON
LONDON

	<p>Members Present: Councillors Richard Lewis (Chairman), Sid Garg, Liz Kemp and Michael White.</p> <p>Apologies: Councillors Carol Melvin and Robin Sansarpuri.</p> <p>Officers Present: David Knowles, Susie Kemp, John Wheatley and Khalid Ahmed.</p>		
3.	<p>Declarations of Interest: None.</p>		
4.	<p>Minutes of the meetings held on 13 and 14 May 2009 Agreed as accurate records.</p>		
5.	<p>Exclusion of the press and public: It was agreed that all items of business were considered in public.</p>		
6.	<table border="1"><tr><td><p>Setting High Ethical Standards – Implementation of Action Plan</p><p>Members were reminded that at their meeting on 15 October 2008 consideration was given to a Cabinet report on Setting High Ethical Standards, which provided details of the outcomes of an audit undertaken by the Audit Commission in January 2008 in relation to the Council's ethical governance arrangements. Details of the implementation of the action plan were reported.</p><p>There was ongoing progress with the actions but work needed to be carried out to produce a comprehensive communications strategy in the next 6 months with a regular series of articles to appear for staff on line and as part of internal communications. Members asked that the staff newsletter be circulated to all Members of the Council.</p><p>Resolved –</p><ol style="list-style-type: none">1. That the information provided be noted and officers be asked to report back to this Committee if there were any concerns in relation to the Council's ethical governance</td><td><p>Action By:</p></td></tr></table>	<p>Setting High Ethical Standards – Implementation of Action Plan</p> <p>Members were reminded that at their meeting on 15 October 2008 consideration was given to a Cabinet report on Setting High Ethical Standards, which provided details of the outcomes of an audit undertaken by the Audit Commission in January 2008 in relation to the Council's ethical governance arrangements. Details of the implementation of the action plan were reported.</p> <p>There was ongoing progress with the actions but work needed to be carried out to produce a comprehensive communications strategy in the next 6 months with a regular series of articles to appear for staff on line and as part of internal communications. Members asked that the staff newsletter be circulated to all Members of the Council.</p> <p>Resolved –</p> <ol style="list-style-type: none">1. That the information provided be noted and officers be asked to report back to this Committee if there were any concerns in relation to the Council's ethical governance	<p>Action By:</p>
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	arrangements.	
7.	<p>Cabinet Forward Plan – Road Safety Plan Update</p> <p>Consideration was given to a draft Cabinet report on the Road Safety Plan Update which Members had requested to comment on before its submission to Cabinet.</p> <p>The report reviewed the progress with the Road Safety Plan for the Borough, which was intended to assist in the reduction of road accident casualties and to endorse measures to help address traffic displacement onto residential streets.</p> <p>Members welcomed and commended the author of the report. Discussion took place on petitions relating to road safety and how Members could help residents who were confused with the procedure. The Committee suggested that in relation to petitions for road safety and traffic calming measures that all Members be provided with a petition pack giving Members instructions and guidance notes on the types of traffic calming measures that were relevant in certain circumstances. This could also include the process for petitioning and petition templates, in order to help and assist residents to more closely target suitable and relevant measures that the Council would feel able to support and thereafter install.</p> <p>This petition pack and guidance notes could also be made available on the Council’s website, in libraries and given out to street champions and could also be publicised in Hillingdon People and on Council controlled notice boards.</p> <p>Resolved –</p> <ol style="list-style-type: none"> 1. That the comments of this Committee be included in the report which is submitted to Cabinet. 	<p>Action By:</p> <p>Khalid Ahmed</p>
8.	<p>Work Programme and Meeting Dates in 2009/10</p> <p>Discussion took place on possible reviews for the Committee to undertaker as part of its work programme for 2009/10.</p> <p>Officers had looked at the Mayor of London’s policies to enable consideration to be given to potential reviews that this Committee could undertake. Reference was made to the Outer London Commission (OLC) which the Mayor of London had set up to investigate how outer London Boroughs could play a fuller part in the City’s economic success. The OLC was established to help deliver one of the aspirations for the new London Plan which was to address more positively the quality of life, social, environmental and transport challenges facing outer London and to provide a strategic framework to enable boroughs and others to work together to build on its many</p>	

	<p>strengths.</p> <p>One of the initial areas the OLC was to look at, included the development of 'super-hubs' and looking at the wider rejuvenation of Outer London's town centres and other business locations. There was opposition to this from both West London Alliance and West London Business.</p> <p>A second area the Committee could look at was the economic downturn and the response to it. The Mayor for London had published an Economic Recovery Action Plan which included a wide range of measures aimed at supporting businesses and people through the recession. Officers of this Council had set up a Credit Crunch Group which monitored the impact of the recession on Hillingdon and undertaking such a review would complement the work undertaken as part of the wireless review.</p> <p>Another possible area for the Committee to look at was the economic effects of a pandemic and its effects on Council services and the residents of the Borough. This was particularly pertinent in light of the swine flu pandemic which had spread worldwide. Possible areas to look at included looking at how the Council and its partners could mitigate the impact of a pandemic.</p> <p>Resolved –</p> <ol style="list-style-type: none"> 1. That a scoping report be prepared on the economic effects of a pandemic and its effects on Council services and residents. 2. That an extra meeting of this Committee takes place on 7 July to agree the scoping report for the review. 	<p>Khalid Ahmed</p>
	<p>Meeting closed at 8.55pm Next meeting: 7 July 2009 at 7.30pm</p>	

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

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2009/10 work programme: background report and discussions

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

To enable the Committee to agree the issues Members wish to include in their major reviews.

OPTIONS AVAILABLE TO THE COMMITTEE

1. Further question officers on the major issues relating to the chosen topics
2. Identify the scope and key lines of enquiry for these reviews
3. Agree the work programme and the scheduling of witness sessions

INFORMATION

1. At the last meeting of the Committee (the first of the 2009/10 Council year), Members considered potential topics for the year ahead. The Committee asked officers to produce a scoping report on the economic effects of a pandemic and its effects on Council services and residents.
2. In addition Members discussed other potential reviews which included a review into the economic downturn and the Council's response to it and the Outer London Commission's initiative into the development of 'super-hubs' and looking at the wider rejuvenation of Outer London's town centres and other business locations.
3. Officers will be attending this meeting to present the Committee with further information on the potential review on the economic effects of a pandemic and its effects on Council services and residents. This will enable Members to identify the main issues that they wish to cover in relation to the chosen topics, and further plan the year ahead. This planning could also include the order that the Committee wish to undertake their work.
4. The draft Work Programme is produced below for Members to discuss.

SUGGESTED COMMITTEE ACTIVITY

1. Members agree the scope and terms of reference for their first major review
2. Members agree the order in which they will undertake this work

PAPERS ATTACHED TO THIS ITEM

1. Draft scoping report for the review into the economic effects of a pandemic and its effect on Council services and residents. **(TO FOLLOW)**

Corporate Services & Partnerships Policy Overview Committee. All meetings to commence at 7.30pm

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 Economic Effects of a Pandemic and its Effect on Council services and residents and discussion on potential witnesses
	Work Programme
	Cabinet Forward Plan

8 September 2009	Major Review in 2009/10 – First Review
	Witness Session 1

	Cabinet Forward Plan
	Work Programme

14 October 2009	Major Reviews in 2009/10 – First Review
	Witness Session 2
	Cabinet Forward Plan
	Work Programme

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

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

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

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

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

ITEM 7

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'.

SUGGESTED COMMITTEE ACTIVITY

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

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

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
<small>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</small>									
CABINET - 16 JULY 2009									
328	Procurement of Building Works for three New Youth Clubs	The Council is moving forward on its policy to provide 3 new Young People's Centres in the Borough. This report will accept tenders for their construction.	Charville, Northwood Hills, South Ruislip, but benefiting all the Borough		Cllr David Simmonds & Cllr Jonathan Bianco	DCEO Jim Cameron	Internal		
SI Page 1	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 - JULY 2009									
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 Nikki Stubbs 01895 250472	Various	Various	
CABINET - 24 SEPTEMBER 2009									
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			

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SI	Reports from Policy Overview Committees - submitted in accordance with the constitution	Major Policy Review recommendations for consideration by the Cabinet as and when completed			as appropriate	DCEO Mark Braddock 01895 250470			
SI	Quarterly Voluntary Sector Leases Report	Regular quarterly report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	F&R Gregory Morrison			
SI	Quarterly Performance report and LAA Monitoring - Quarter 1	Regular monitoring report about how the council is progressing against the targets in the Local Area Agreement.	All		Cllr Douglas Mills	DCEO Ian Edwards 01895 250612			
SI Page	Quarterly Performance report and Council Plan monitoring - Quarter 41	Regular monitoring report about how the council is performing and delivering its priorities as set out by the Leader in the Council Plan.	All		Cllr Douglas Mills	DCEO Susie Kemp 01895 277182			
CABINET MEMBER - SEPTEMBER 2009									
321	Hillingdon Academy Tender	The report will provide justification to recommend a single supplier who provides the Council with optimum value for money and innovative delivery solutions, to effectively deliver the Hillingdon Academy Programme from November 2009 - 2012.	Various		Cllr Douglas Mills & Scott Seaman-Digby	DCEO Alison Gorman	Internal		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 Nikki Stubbs 01895 250472	Various	Various	
CABINET - 15 OCTOBER 2009									
319	Appointment of Banking Services Supplier to the London Borough of Hillingdon	The Council's main banking contract expires on 31.3.2010. The report will outline the tendering process and results, and recommend that a new contract be awarded to the preferred supplier.	All		Cllr Jonathan Bianco	F&R Annette Reeves			

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
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SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&R Paul Whaymand 01895 556074			
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed			as appropriate	DCEO Democratic Services			

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