



HILLINGDON
LONDON



Property, Highways and Transport Select Committee

Councillors on the Committee

Councillor Keith Burrows (Chairman)
Councillor Alan Chapman (Vice-Chairman)
Councillor Shehryar Ahmad-Wallana
Councillor Adam Bennett
Councillor Elizabeth Garelick
Councillor Kamal Preet Kaur
Councillor Peter Money (Opposition Lead)

Date: WEDNESDAY, 13 JULY
2022

Time: 7.00 PM

Venue: COMMITTEE ROOM 6 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE

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

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118&Year=0](http://modgov.hillingdon.gov.uk/ieListMeetings.aspx?CId=118&Year=0)

Published: 05 July 2022

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Terms of Reference

Property, Highways and Transport Select Committee

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

Cabinet Member Portfolios	<ul style="list-style-type: none">• Cabinet Member for Property, Highways & Transport
Relevant service areas	<ol style="list-style-type: none">1. 1) Property & Estates2. 2) Capital Programme - Major Projects3. 3) Transportation4. 4) Highways5. 5) Repairs & Engineering (including housing repairs)6. 6) Building Safety / Facilities Management

Cross-cutting topics

This Committee will scrutinise and review the work of utility companies whose actions affect residents of the Borough.

This Committee will also act as lead select committee on the monitoring and review of the following cross-cutting topics:

- Civic Centre, Property and built assets

Specific portfolio responsibilities of the Cabinet Member for Property, Highways and Transport

To oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of:-

- Major construction projects
- Housing stock development and construction
- Housing maintenance and refurbishment
- Facilities management including Energy / Carbon use and consumption
- Building Safety
- The Council's land and property holdings including its industrial and business units, shops, car parks and meeting halls
- Maintenance of Heritage Assets
- Highway maintenance
- Bus routes and transportation
- Fleet and Passenger Services
- Road safety
- Traffic management and parking management schemes

The Cabinet Member for Property, Highways & Transport, in conjunction with the Leader of the Council and Chief Officers, will oversee the acquisition, development, use and disposal of land and property assets across all Cabinet portfolios.

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 previous meeting 1 - 4
- 4 To confirm that the items of business marked as Part 1 will be considered in Public and that the items marked Part 2 will be considered in Private
- 5 Capital Programme - Major Projects Update To Follow
- 6 Select Committee Review: Policy Review Discussion and Guidance 5 - 14
- 7 Consultation on the Council Strategy 2022 - 2026 15 - 26
- 8 Cabinet Forward Plan 27 - 36
- 9 Work Programme 37 - 40

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Minutes

PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE

8 June 2022



Meeting held at Committee Room 6 - Civic Centre,
High Street, Uxbridge

	<p>Committee Members Present: Councillors Keith Burrows (Chairman) Alan Chapman (Vice-Chairman) Shehryar Ahmad-Wallana Elizabeth Garelick Kamal Preet Kaur Peter Money (Opposition Lead) Peter Smallwood</p> <p>LBH Officers Present: Mark Braddock, Senior Democratic Services Manager Steve Clarke, Democratic Services Officer</p>
3.	<p>APOLOGIES FOR ABSENCE AND TO REPORT THE PRESENCE OF ANY SUBSTITUTE MEMBERS (<i>Agenda Item 1</i>)</p> <p>Apologies had been received from Councillor Adam Bennett with Councillor Peter Smallwood substituting.</p>
4.	<p>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>There were no declarations of interest.</p>
5.	<p>TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING (<i>Agenda Item 3</i>)</p> <p>RESOLVED: That the minutes of the meeting dated 12 May 2022 be approved as a correct record.</p>
6.	<p>TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED AS PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS MARKED PART 2 WILL BE CONSIDERED IN PRIVATE (<i>Agenda Item 4</i>)</p> <p>It was confirmed that all items were marked Part 1 and would therefore be considered in public.</p>
7.	<p>INTRODUCTION TO OVERVIEW & SCRUTINY IN HILLINGDON (<i>Agenda Item 5</i>)</p> <p>Mark Braddock, Senior Democratic Services Manager, was in attendance for this item and introduced himself as the Council's Statutory Scrutiny Officer, a post required by all councils; he presented the officer report to the Committee. Members received an introduction to how overview and scrutiny worked at Hillingdon aimed primarily at newly</p>

elected Councillors but also as a refresher for returning Councillors.

Members were informed of the purpose and role of Select Committees and how they fit into the Council's overall governance structure. The Committee noted that the Local Government Act 2000, Health and Social Care Act 2001, Police and Justice Act 2006 (and later Acts and regulations) required councils to establish 'overview and scrutiny committees' to:

- Assist in the development of Council policy;
- Question and evaluate the actions of the Cabinet; and
- Have the power to make reports and recommendations to the Cabinet on such matters.

It was also noted that one committee must hold health providers to account, in Hillingdon this was the Health and Social Care Select Committee; additionally, one committee must act as a crime and disorder committee to scrutinise community safety activity and partners like the Police, in Hillingdon this was the Residents' Services Select Committee. It was highlighted that the remits of Hillingdon's Select Committees had been aligned to the portfolios of Cabinet Members; for example the remit of the Property, Highways and Transport Select Committee aligned with the remit of the Cabinet Member for Property, Highways and Transport. This remit included the following service areas:

- Property and Estates
- Capital Programme – Major Projects
- Transportation
- Highways
- Repairs and Engineering
- Building Safety / Facilities Management

There were some additional facets to the Committee's remit in that they were the cross-cutting topic lead on the Civic Centre, Property and Built Assets, in addition to having a non-statutory scrutiny role on utility companies.

The Committee received information as to the duties and powers of Select Committees with their key statutory powers being the ability to 'Call-in' executive decisions, to send a report to the Cabinet with recommendations, to require the attendance of individuals at Select Committee meetings and to request certain information. It was highlighted that Select Committees had no direct decision-making powers and that they could only make recommendations to the decision-making Cabinet. The Select Committee's primary role was described as a critical friend to the decision-making Cabinet.

Members received detail around one of their primary functions which would be to carry out in-depth policy reviews; this was a fundamental way in which Select Committees could influence Council activity. Reviews usually consisted of evidence gathering and witness sessions, with the possibility to conduct site visits should they be appropriate for the review. Policy reviews would conclude with a report containing recommendations to the Cabinet and it was noted that the Committee's clerk would form a key support role in gathering research and organising the review for the Select Committee. Further to active policy reviews, the Select Committee would review the implementation of past policy reviews which came under their remit; it was noted that the previous Public Safety and Transport Select Committee had conducted a review of Electric Vehicles (EVs) and EV Infrastructure, the clerk agreed to circulate the final report for the EV review to Members as they would be reviewing the implementation of

the recommendations later in the municipal year.

Members were also informed about the scrutiny call-in function of the Select Committee which guidance stated that it was only to be used exceptionally when Select Committee Councillors felt that a decision made, that fell within the scrutiny remit of the Committee, needed to be revisited or possibly changed. The Committee were informed of the process for using the online app used by Hillingdon's Select Committee Councillors to request that a decision be called-in; the process was relatively straight forward, and the minute of each individual Cabinet Member decision contained a link to the call-in app for quick reference. Crucially, it was noted that a majority of the relevant Select Committee's Members would be required to agree to the request to call-in a decision before the decision would formally be called-in. The call-in window would expire at 5pm, five working days after the date of any decision being made.

The Committee thanked officers for their presentation and stressed the importance of effectively monitoring the Council's activities in addition to monitoring the implementation of previous policy reviews conducted by the Select Committees.

RESOLVED: That the Select Committee noted the report and the presentation from officers.

8. **FORWARD PLAN** (*Agenda Item 6*)

The Democratic Services Officer notified Members that, since the publication of the meeting's agenda, the July 2022 Forward Plan had been published with four new items under the Select Committee's scrutiny remit. Information regarding the four new items was circulated to Members.

Members commented on the upcoming Building Safety Strategy 2022 – 2025 and discussed the importance of monitoring the implementation of the strategy from an overview and scrutiny point of view. The Committee sought to add a Building Safety Strategy item onto the work programme with an eye to possibly receiving a semi-regular update from officers.

The Committee also discussed the possibility of recommending changes to the terms of the contracts going to Cabinet on a number of items with regard to contract extensions and reviewing the performance of contractors. The Chairman confirmed that the length of contracts and the terms thereof were matters for the Cabinet to decide upon at the outset of a contract, whereas the role of the Select Committee would be to monitor the implementation of a contract. Officers added to this noting that any contracts entered into by the Council went through a rigorous process to ensure that the Council was receiving best value. Members of the Select Committee had the ability to add a particular item to the Committee's work programme if concerns were raised during the term of a contract and could request that officers are called in to explain to the Committee why a contractor may not be performing to standard.

RESOLVED: That the Property, Highways and Transport Select Committee noted the Cabinet Forward Plan.

9. **WORK PROGRAMME** (*Agenda Item 7*)

The Committee noted that the date of the July 2022 meeting had moved to Wednesday 13 July and would be held in Committee Room 6. Additionally, officers notified the Committee of some changes to the work programme since publication of the agenda in

that, a Council Strategy 2022 – 2026 Consultation item had been added to the July meeting, and the Mid-Year Budget Planning Report had been moved to the September meeting.

The Committee also sought to add the previously discussed Building Safety Strategy monitoring item to the work programme and to include an additional interim report on the implementation of the short-term recommendations from the previous Public Safety and Transport Select Committee's review into Electric Vehicle Infrastructure.

RESOLVED: That the Property, Highways and Transport Select Committee agreed to amend the Committee's Work Programme as discussed.

The meeting, which commenced at 7.00 pm, closed at 7.49 pm.

These are the minutes of the above meeting. For more information on any of the resolutions please contact Steve Clarke on 01895 250693. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

POLICY REVIEW DISCUSSION & GUIDANCE

Committee name	Property, Highways and Transport Select Committee
Officer reporting	Steve Clarke – Democratic Services
Papers with report	Appendix 1 – Guidance on undertaking policy reviews
Ward	All

HEADLINES

To discuss ideas on suitable review topics by the Committee. To assist, this report provides guidance on the Committee’s remit, an overview of how reviews can be undertaken, potential new and previous review topics and a scorecard to use to assess.

RECOMMENDATIONS

That the Select Committee:

- 1. Note the guidance on undertaking policy reviews in Appendix 1;**
- 2. Seek to make use of the scorecard attached in Appendix 1 (Annex A) to assess any policy review topic ideas;**
- 3. Develop a shortlist of potential topic ideas over the coming months or year for officers to scope further and report back to the Committee on feasibility;**
- 4. Delegate to the Democratic Services Officer, in conjunction with the Chairman (and in consultation with the Opposition Lead) any further agreement on review topic selection as required.**

SUPPORTING INFORMATION

The Committee’s direct remit of activity

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

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

Cabinet Member Portfolio	<ul style="list-style-type: none"> • Cabinet Member for Property, Highways & Transport
Relevant service areas	<ol style="list-style-type: none"> 1) Property & Estates 2) Capital Programme - Major Projects 3) Transportation

- | | |
|--|---|
| | <ul style="list-style-type: none">4) Highways5) Repairs & Engineering (including housing repairs)6) Building Safety / Facilities Management |
|--|---|

Cross-cutting topics

This Committee will scrutinise and review the work of utility companies whose actions affect residents of the Borough.

This Committee will also act as lead select committee on the monitoring and review of the following cross-cutting topics:

- Civic Centre, Property and built assets

Selecting a topic and undertaking a review

Appendix 1 attached provides detailed guidance on selecting topics and undertaking any policy review. A Scrutiny Topic Scorecard is provided to assist with this. Further guidance can be sought from Democratic Services.

Previous policy reviews

It is advised not to review an area that has either been recently reviewed by a committee or is subject to internal review or planned service transformation to avoid duplication and additional resourcing. A list of past reviews over recent years, pertinent to this Committee's remit is shown below for information:

2021/22

- [Electric Vehicles, Infrastructure and Future Policy Development for the Borough](#) (considered at the [Cabinet meeting on 24 March 2022](#))

Possible topics under current consideration

Members may wish to present their own new topic ideas at the meeting and provide details of what particular aspects merit a review to assist officers in any scoping exercise.

It is important to differentiate between "information reports" you may wish to come before a committee to look at a service and then "review topics" which are more in-depth reviews resulting in a final report and the focus of this report.

As mentioned in Appendix 1, one way to 'test out' a potential policy review topic would be to add it as an 'information report' to an upcoming meeting on your work programme, to probe the matter further with Council officers or other stakeholders and ascertain whether it merits a fuller review – again perhaps running it through the Scrutiny Topic Scorecard provided.

Implications on related Council policies

A statutory role of the Select Committees is to undertake reviews and make recommendations to

the Cabinet who are responsible for the Council's policy and direction. Reviews selected should be consistent with the Council's policy and budgetary framework.

How this report benefits Hillingdon residents

None at this stage, pending any findings and recommendations devised in the final report.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

NIL

Appendix 1 - Guidance on undertaking policy reviews

Over the years, Hillingdon's overview and scrutiny 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.

Policy reviews generally seek to:

1. Address a [significant] matter affecting the Borough
2. Seek to improve the delivery and/or efficiency of local services
3. Consider changes to policies or procedures to improve outcomes to residents/users

REVIEW PHASES

The typical phases of a review are as follows and set out further below:

- 1 Selection of topic
- 2 Scoping the review / setting out objectives
- 3 Witness & evidence stage (this is the main activity)
- 4 Findings and Draft recommendations (possible early report draft)
- 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 twelve months

1. Selection of topic

It is always best to sound out and check the feasibility of potential review topics early on, as there will be lots of ideas coming forward and often knowing what topic will add most value will be difficult to gauge at this stage. It is important not to generalise, e.g. a review into waste services. Potential topics should

It may also not be known whether a topic is currently under review by the Cabinet or Council officers or part of a planned service transformation in due course. All of this and other factors need to be investigated and in particular, any duplication of review activity should not take place.

Whilst most policy reviews last a number of months, not all policy review ideas will suit this and may benefit from a single meeting review. It really depends on the scope of the review. It very narrow, i.e. a particular service policy, then a single meeting review may suffice. If a review seeks to look at an entire way a service operates then a number of months may be required to ensure you can undertake all your witness sessions and secure the necessary evidence and information

before you formulate your findings.

Ideas for review topics can come from a number of sources including:

- Committee Members
- Cabinet Members.
- Council officers
- External partners / organisations
- Residents
- Ombudsman findings

When Councillors or the Committee itself considers a potential review topic, it is recommended running it through the Scrutiny Topic Scorecard (see Annex A). This gives you the opportunity to 'score' topics based upon their impacts under the following criteria:

Resident focused	Influence	Achievable
Correct remit	New	Wider support
Drives improvement	Drives transformation and efficiency	National impact

Another way to consider a potential review topic, is to add this as an information item at an upcoming meeting on your work programme, to probe the matter further with Council officers and ascertain whether it merits a fuller review – again perhaps running it through the Scorecard above.

It is strongly advised that one review topic is undertaken at any one time, given resources.

2. Scoping report

Once a topic is agreed upon by the Committee, then officers will prepare a scoping report setting out the objectives of the review for your consideration. The scoping report will show how the review can be timetabled and structured, i.e. through themed witness sessions, along with details of potential witnesses and other contextual information to get the review started, e.g. lines of enquiry or questioning of witnesses.

The scoping report is a 'live' document owned by the Committee. Should the review's focus change mid-review, then the scoping document and its objectives can be adapted.

3. Witness and evidence stage

Ultimately, the 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.

4. Findings and draft recommendations & 5. 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, i.e. what needs to be improved or changed as a result.

The Committee will form 'draft' recommendations from this, which consistent with the Protocol on Cabinet and Scrutiny Relations, are usually shared with the Cabinet Member for their feedback and valuable insight.

In developing any recommendation, the Committee should bear in mind the following:

- Meet the initial aims / objectives of the review
- Be SMART, Specific, Measurable, Achievable, Relevant, Time-bound
- Not be a short-term fix, but a lasting outcome
- Consider the financial aspect, e.g. cost neutral, provide savings or if at a cost, then affordable – and if possible aligned with the MTFP (budget planning process)
- Be based on a broad evidence base as possible and 'user or resident' insight
- Not create additional bureaucracy, e.g. if it relates to a policy, then to seek to review or amend existing policies (unless there is an absolute 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.

Around this time, the Democratic Services Officer 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 to approve before it is scheduled to Cabinet.

6. Referred to Cabinet & 7. Monitoring of recommendations

The Committee's report will be shared with the Leader and Cabinet Member and scheduled to a Cabinet meeting as soon as possible. There is a legal requirement for any such report to be considered by the Cabinet.

Should Cabinet approve the Committee's recommendations, then they become official policy and officers are charged with implementing them.

A post report review is undertaken in say 6 months or a years' time to see how the Committee's recommendations have been implemented. This is scheduled on your work programme.

Annex A – Scrutiny Topic Scorecard 2022-2026

	<i>Criteria scores showing 1-5 (5 being the highest, 0 the lowest). Then add up the total score. The higher the better review.</i>									
Topic	Resident focused	Correct remit	Influence	New	Achievable	Wider support	Drives improvement	Delivers transformation and efficiency	National impact	Score

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See criteria descriptions overleaf...

Detailed criteria to assess review scoring (5 being the highest, 0 the lowest)

Resident-focused – The topic will have high impact on residents and the community, with public interest and scope for making a positive difference (can be universal or a targeted group of people or an area of the Borough e.g. young people or a particular town centre)

Correct remit – A topic that is clearly covered in the Committee’s Terms of Reference and does it cut clearly into the domain of other Committees (unless a cross-cutting brief). If it does, then see if you can narrow the focus of the topic.

Influence - A topic that relates to a service, event or issue in which the Council is in control of, has a significant stake in or influence over the matter, e.g. with partners.

New - A new, 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 by Cabinet Members and Officers, e.g. through service transformation.

Achievable – A topic that is not open ended. One where the Committee’s work programme can accommodate the review. Where there is likely to be a good level of expertise and information to draw on to complete. Does the topic need to be narrowed to make it more achievable?

Wider support - A topic that is likely to receive buy-in from the Committee and wider Council, e.g. Cabinet Members, Officers. Or support is welcome from partner organisations to review the matter.

Drives improvement - A topic where performance levels of a service have dropped on a consistent basis, or the contractor is not performing against agreed standards or there are significance (evidenced) complaints or feedback from residents on the matter.

Delivers transformation and efficiency – a topic in support of the Council budgetary objectives, any areas where service re-modelling is under consideration in the medium to longer-term, that with Members’ insight can help to deliver future savings, efficiencies and value for money services to residents. A topic where new ways of working could be adopted to benefit service delivery.

National impact – A topic where emerging or recent legislation mean that it would be timely to review the matter to ensure Hillingdon Council is well prepared. Or a topic, that whilst Hillingdon focussed, could potentially be of benefit to other local councils or governmental authorities.

COUNCIL STRATEGY 2022 - 2026

Committee name	Property, Highways and Transport Select Committee
Officer reporting	Tony Zaman – Interim Chief Executive Dan Kennedy – Corporate Director of Central Services
Papers with report	Cabinet report – 7 July 2022
Ward	All

HEADLINES

For the Select Committee to consider and comment on the draft Council Strategy 2022-26, subject to approval for consultation by Cabinet on 7 July 2022.

RECOMMENDATION

That the Committee submit any comments to Cabinet on the Council Strategy, where it relates to matters within their remit.

SUPPORTING INFORMATION

On 7 July 2022, Cabinet will consider agreement to consult on a four-year Council Strategy to provide a clear vision and a comprehensive framework of commitments to residents which continue to enhance the Borough and continuously improve council services to be modern, represent value for money and meet residents' needs.

The proposed Strategy is deemed a policy framework document as set out in Chapter 4 of the Council's Constitution. This means that it will become one of the most strategic documents of the Council, making up the 'framework' under which the Cabinet will operate and make decisions.

Consideration of this Strategy is, therefore, to be undertaken in accordance with the Budget and Policy Framework Procedure Rules in the Council's Constitution and statutorily, these require the Cabinet to set out a timetable for the Strategy's adoption, to include a minimum 6-week consultation period and consideration by the relevant select committees, which are all in this case. The following timetable has been proposed:

1. Consultation draft to Cabinet – 7 July 2022
2. Min. 6 week public consultation period and select committees (July / August 2022)
 - a. Finance & Corporate Services Select Committee – 13 July 2022
 - b. Health & Social Care Select Committee – 19 July 2022
 - c. Children, Families & Education Select Committee – 20 July 2022
 - d. Residents' Services Select Committee – 21 July 2022
 - e. Property, Highways & Transport Select Committee – 13 July 2022
3. Cabinet consideration of final draft, consultation and select committee responses – 13 October 2022
4. Council adoption of Council Strategy – 17 November 2022

Select Committee comments

Councillors on this Select Committee may wish to comment on the draft Strategy. Any comments should focus on matters within the Committee's remit which is set out below:

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

Cabinet Member Portfolio	<ul style="list-style-type: none">• Cabinet Member for Property, Highways & Transport
Relevant service areas	<ol style="list-style-type: none">1) Property & Estates2) Capital Programme - Major Projects3) Transportation4) Highways5) Repairs & Engineering (including housing repairs)6) Building Safety / Facilities Management

Cross-cutting topics

This Committee will scrutinise and review the work of utility companies whose actions affect residents of the Borough.

This Committee will also act as lead select committee on the monitoring and review of the following cross-cutting topics:

- Civic Centre, Property and built assets

Should the Committee wish to send formal comments to the Cabinet, this can either be agreed at the meeting, or delegated to the Democratic Services Officer, in conjunction with the Chairman (and in consultation with the Opposition Lead).

It is important for Councillors to note that the proposed Council Strategy cannot be an exhaustive plan setting out all the things the Council will seek to do and achieve over the next 4 years. It should remain a high level, succinct and resident focussed strategy setting out key priorities.

Expected officers to introduce this item on the Select Committee agenda will be the Interim Chief Executive and Corporate Director of Central Services. They will set the scene and provide a strategic overview, along with answering any questions Councillors may have.

PERFORMANCE DATA

The intention is that new quarterly performance monitoring reports will be presented to Select Committees later this municipal year and such performance monitoring data and KPIs will reflect the approved Council Strategy.

RESIDENT BENEFIT

As set out in the Cabinet report.

FINANCIAL IMPLICATIONS

As set out in the Cabinet report.

LEGAL IMPLICATIONS

As set out in the Cabinet report.

BACKGROUND PAPERS

NIL

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CABINET REPORT 07 JULY 2022: COUNCIL STRATEGY 2022-2026

Cabinet Member(s)	Cllr Ian Edwards
Cabinet Portfolio(s)	Leader of the Council
Officer Contact(s)	Dan Kennedy, Central Services
Papers with report	Appendix 1 – Draft Hillingdon Council Strategy 2022-2026

HEADLINES

Summary	<p>Hillingdon Council is committed to putting its residents first. Through strong leadership, sound financial management and transforming how it works, the Council will ensure it provides high-quality services residents expect in the most efficient way.</p> <p>The four-year council strategy presented in this report provides a clear vision and a comprehensive framework of commitments to residents which continue to enhance the Borough, continuously improve council services, represent value for money and meet residents' needs.</p> <p>Cabinet is asked to consider and approve the draft four-year council strategy for consultation and to agree to receive the findings of the consultation and any recommended changes in the Autumn, prior to approving the strategy for adoption by full Council.</p>
Putting our Residents First	This report presents a four-year strategy for the Council with clear commitments to put our residents first.
Financial Cost	There are no direct financial implications arising from the recommendations set out in this report, with ongoing development of the Council's medium Term Financial Forecast and Budget Strategy being aligned to the Council Strategy.
Relevant Select Committee	All Select Committees
Wards	All.

RECOMMENDATIONS

That the Cabinet:

1. Approves Hillingdon's draft Council Strategy 2022-26 in Appendix 1 for consultation and;
2. Agrees to receive the final Council Strategy 2022-2026 in October 2022, informed by the findings from the proposed consultation process, in order to recommend the Strategy to full Council for adoption.

Reasons for recommendation

Hillingdon's draft Council strategy sets out a clear vision for the Borough and the Council, for the next four years and forms a key element of the policy framework. Approval is sought from Cabinet to approve the strategy for consultation, to ensure that residents and partners have the opportunity to consider and comment on the commitments. The consultation stage is prior to Cabinet approving to recommend Council adopt the strategy in the Autumn.

Alternative options considered / risk management

No alternative options were considered. The draft strategy sets out the vision and priorities for the council over the next four years and consideration of resident and partner feedback arising from the consultation will ensure the council continues to put residents first.

Democratic compliance

The Council Strategy is a policy framework document as set out in Chapter 4 of the Council's Constitution. Consideration of this Strategy is, therefore, to be undertaken in accordance with the Budget and Policy Framework Procedure Rules and these require the Cabinet to set out a timetable for the Strategy's adoption, to include a minimum 6-week consultation period and consideration by the relevant select committees. The following timetable is proposed:

1. Consultation draft to Cabinet – 7 July 2022
2. Minimum 6-week public consultation period and select committees (July / August 2022)
 - a. Finance & Corporate Services Select Committee – 13 July 2022
 - b. Health & Social Care Select Committee – 19 July 2022
 - c. Children, Families & Education Select Committee – 20 July 2022
 - d. Residents' Services Select Committee – 21 July 2022
 - e. Property, Highways & Transport Select Committee – 28 July 2022
3. Cabinet consideration of final draft, consultation and select committee responses – 13 October 2022
4. Council adoption of Council Strategy – 17 November 2022

Select Committee comments

None at this stage. As a policy framework document, comments from Select Committees will be presented to Cabinet following the conclusion of the consultation process.

SUPPORTING INFORMATION

1. Hillingdon Council continues to put residents first in everything it does. This includes our excellent waste and recycling services, investing in footpaths and roads, providing high quality leisure facilities and award-winning green spaces, building new affordable homes, enhancing schools, supporting local high streets, tackling the effects of climate change, protecting residents from harm and supporting residents to live independent and healthy lives, the Council is committed to making a difference.
2. The Council's approach of strong leadership, sound financial management and transforming how it works will continue to ensure high-quality services and facilities residents expect are provided in the most efficient way.
3. The draft Council Strategy 2022-2026 builds on the successes of the Council to date and sets a clear vision, the ambition for residents and the council, and commitments to residents over the next four years to continue to respond positively to changing demands and requirements.

Our Ambition for Residents

Hillingdon is a safe, inclusive, green, more digital borough with a strong economy.

Our Ambition for the Council

We will strive to be an efficient, well-run, digital-enabled council working with partners to deliver services to improve the lives of our residents.

Commitments to Residents

1. Safe and Strong Communities

Hillingdon is a safe place with resilient, strong communities with access to good quality, affordable housing.

2. Thriving, Healthy Households

Children, young people, their families and vulnerable adults and older people live healthy, active and independent lives.

3. A Green and Sustainable Borough

Hillingdon will be a sustainable, carbon-neutral borough, protecting Hillingdon's heritage, built environment and valued green spaces. Residents will live in pleasant neighbourhoods with access to sustainable waste management and transport.

4. A Thriving Economy

We are actively working with local businesses and partners to create a borough where businesses grow within a strong economy and local people can improve their skills and enjoy good quality jobs.

5. A Digital-Enabled, Modern, Well-Run Council

We are a well-run, sustainable council with sound financial management, achieving positive outcomes for residents.

4. The draft strategy (appendix 1) provides a broad, overarching framework for effective business planning and strong performance management within the Council to drive the transformation of services to continue to meet the changing needs and expectations of residents.
5. The Council wants to hear from residents, community groups, partners and businesses about the details set out within the draft strategy. Cabinet is, therefore, asked to agree that the draft plan is subject to a consultation process to engage meaningfully with residents, the community and businesses to inform the final strategy, to be presented to Cabinet in October 2022.

Financial Implications

There are no direct financial implications associated with the recommended consultation and subsequent consideration by Cabinet of the draft strategy. As outlined above the strategy will provide the overarching framework within which the Council will deliver for residents, with development of the Council's Medium Term Financial Forecast and Budget Strategy to be undertaken in pursuit of these ambitions and commitments.

RESIDENT BENEFIT & CONSULTATION

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

The four-year council strategy presented in this report provides the vision and a comprehensive framework of commitments to residents which seek to continue to enhance the Borough and continuously improve council services to be modern, represent value for money and meet residents' needs.

The proposed consultation stage for the strategy will seek views from residents, partner organisations and businesses to ensure comments are considered prior to finalising the strategy.

Consultation carried out or required

The report recommends Cabinet approves a consultation stage with residents, partner organisations and businesses to seek views on the proposed four-year strategy to inform the final strategy to be presented to Cabinet in October 2022. The consultation will involve a structured survey available to all residents, promotion through a variety of channels, pro-active contact with partners and engagement with residents' associations. The consultation stage will invite comments from all Select Committees.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed this report and draft Council Strategy, noting that the ambitions set out for both Residents and the Council will inform ongoing development of the Medium-Term Financial Forecast and Budget Strategy. As noted above, there are no direct financial implications arising from the development of and consultation on the draft Council Strategy.

Legal

Legal Services confirm that there are no specific legal implications arising from this report at the current time. More detailed legal advice will be given to Cabinet in October 2022, following the outcome of the consultation.

BACKGROUND PAPERS

NIL

Appendix 1 – Draft Council Strategy 2022-2026

Hillingdon Council

Our Borough

Hillingdon is a prosperous, modern, diverse and connected London Borough. It is the westernmost borough in Greater London with a population of just over 309,000. Hillingdon has outstanding facilities and opportunities that position the borough to be a great place to live, work, study and do business.

- Hillingdon is the second largest of London's 32 boroughs, covering an area of 42 square miles (11,571 hectares) and located just 14 miles from central London.
- A diverse and vibrant population, with 92 spoken languages in the Borough.
- Home to Heathrow Airport, historically the region's biggest employment site supporting the economy, jobs and local services.
- An excellent strategic location for business, with good transport connections including the London Underground Metropolitan, Piccadilly and Central lines, the Elizabeth Line, the national rail network and air, as well as major UK motorways (M4, M25 and M40).
- A Borough with more than 16,000 businesses. As well as a vibrant local business sector, Hillingdon has one of the highest concentrations of major international and European headquarters outside of the City of London and the West End.
- A green borough where town meets country - with 800 acres of woodland, country parks, fields and farms, several rivers and the Grand Union Canal. The borough maintains more than 200 green spaces, totalling around 1,800 acres (730 hectares).
- A place for learning - home to more than 100 schools, Uxbridge College, Brunel University and a campus for Buckinghamshire New University.
- Three hospitals – The Hillingdon Hospital, Mount Vernon and the Harefield Hospital.
- Cultural and art offers – local theatres, visitor attractions and heritage trails.

Our Vision

Putting Our Residents First

Our Ambition for Residents

Hillingdon is a safe, inclusive, green, more digital borough with a strong economy. We want all our residents to:

- Live active and healthy lives.
- Enjoy access to green spaces, leisure activities, culture and arts.
- Live in a sustainable borough that is carbon neutral.
- Be / feel safe from harm
- Live in good quality, affordable homes in connected communities.
- Stay living independently for as long as they are able.
- Achieve well in education, with opportunities for learning at all ages.
- Have opportunities to earn an income that supports their families.

Our Ambition for the Council

We will strive to be an efficient, well-run, digital-enabled council working with partners to deliver services to improve the lives of our residents.

Our Commitments to Residents

1. Safe and Strong Communities

Hillingdon is a safe place with resilient, strong communities with access to good quality, affordable housing. We will;

- Work to keep residents safe from harm.
- Actively work in partnership with the Police, other partners and communities to prevent and tackle crime, including anti-social behaviour and drug-related crime.
- Support residents to play an active role in resilient and respectful communities.
- Take enforcement action to protect residents and the environment.
- Enable more new homes to be available, in the appropriate places.
- Increase the number of affordable homes available each year.
- Prevent and tackle homelessness, including rough sleeping.

2. Thriving, Healthy Households

Children, young people, their families and vulnerable adults and older people live healthy, active and independent lives. We will;

- Work with partners, including schools, to deliver a range of innovative programmes that help improve the health of our residents and tackle differences in health outcomes.
- Support the most vulnerable residents in our communities to live independently.
- Develop housing options for vulnerable adults and older people that promotes active independent living.
- Develop innovative ways for residents to access early advice and support when they need it, to help prevent needs escalating.
- Work with the NHS and other partners to continue to develop joined-up services to meet the health, care and support needs of residents in the community, including the development of a new Hillingdon Hospital.
- Work with partners to ensure better access to healthcare in the community
- Explore ways to work innovatively with the voluntary sector to help improve health and wellbeing outcomes for residents.
- Ensure every Hillingdon child has access to a school place, including children with additional needs.
- Improve educational outcomes with partners and work to reduce the achievement gaps for children, including those with vulnerabilities and special educational needs and/or disabilities (SEND).
- Have access to 'Good' and 'Outstanding' local education settings
- Increasing supported employment and apprenticeships for vulnerable people.
- Develop opportunities to support children with social, emotional and mental health and wellbeing at an early stage.
- Improving digital access for all
- Develop programmes that enrich the lives of young people and support them to move successfully into adulthood and be ready for work.

3. A Green and Sustainable Borough

Hillingdon will be a sustainable, carbon-neutral borough, protecting Hillingdon's heritage, built environment and valued green spaces. Residents will live in pleasant neighbourhoods with access to sustainable waste management and transport. We will;

- Work towards being a carbon-neutral organisation by delivering Hillingdon's Climate Action Plan with partners, including planting more trees and enabling investment in new sustainable infrastructure. Create opportunities to increase biodiversity across the Borough.
- Protect the heritage, built environment, green belt, parks and open spaces.
- Promote sustainable transportation, including walking, cycling, the use of public transport and electric vehicles.
- Help residents and businesses to reduce waste and increase recycling.
- Help to improve the energy efficiency of homes.

4. A Thriving Economy

We are actively working with local businesses and partners to create a borough where businesses grow within a strong economy and local people can improve their skills and enjoy good quality jobs. We will;

- Work with partners and local businesses to promote investment and business growth, including attracting new companies to the Borough.
- Procure services that supports local businesses and adds social value.
- Work in partnership with local employers and other stakeholders to provide opportunities for residents to learn new skills, to find local jobs and progress into better-quality jobs.
- Strengthen the digital infrastructure in the Borough.
- Create opportunities for investment in sustainable local infrastructure to support economic growth.
- Work with partners to help tackle low pay.
- Support thriving multi-purpose, viable town centres, including creating a new master plan for Uxbridge.
- Target support to help residents out of financial hardship.

5. A Digital-Enabled, Modern, Well-Run Council

We are a well-run, sustainable council with sound financial management, achieving positive outcomes for residents. We will;

- Be a strong leader of joined-up public services for Hillingdon residents.
- Promote resident engagement in connected communities.
- Embrace technology to be efficient and make it easier for residents to use council services.
- Make the best use of our land and buildings.
- Ensure value for money in the procurement and delivery of services.
- Continue to review and develop services to achieve the best possible outcomes for residents and communities.
- Develop a diverse, committed and skilled workforce in the Borough.

CABINET FORWARD PLAN

Committee name	Property, Highways and Transport Select Committee
Officer reporting	Steve Clarke, Democratic Services Officer
Papers with report	Appendix A – Latest Forward Plan
Ward	As shown on the Forward Plan

HEADLINES

To monitor the Cabinet's latest Forward Plan which sets out key decisions and other decisions to be taken by the Cabinet collectively and Cabinet Members individually over the coming year. The report sets out the actions available to the Committee.

RECOMMENDATION

That the Property, Highways and Transport Select Committee notes the Cabinet Forward Plan.

SUPPORTING INFORMATION

The Cabinet Forward Plan is published monthly, usually around the first or second week of each month. It is a rolling document giving the required public notice of future key decisions to be taken. Should a later edition of the Forward Plan be published after this agenda has been circulated, Democratic Services will update the Committee on any new items or changes at the meeting.

As part of its Terms of Reference, each Select Committee should consider the Forward Plan and, if it deems necessary, comment as appropriate to the decision-maker on the items listed which relate to services within its remit. For reference, the Forward Plan helpfully details which Select Committee's remit covers the relevant future decision item listed.

The Select Committee's monitoring role of the Forward Plan can be undertaken in a variety of ways, including both pre-decision and post-decision scrutiny of the items listed. The provision of advance information on future items listed (potentially also draft reports) to the Committee in advance will often depend upon a variety of factors including timing or feasibility, and ultimately any such request would rest with the relevant Cabinet Member to decide. However, the 2019 Protocol on Overview & Scrutiny and Cabinet Relations (part of the Hillingdon Constitution) does provide guidance to Cabinet Members to:

- Actively support the provision of relevant Council information and other requests from the Committee as part of their work programme;
- Where feasible, provide opportunities for committees to provide their input on forthcoming executive reports as set out in the Forward Plan to enable wider pre-decision scrutiny (in addition to those statutorily required to come before committees, *i.e. policy framework documents – see para. below*).

As mentioned above, there is both a constitutional and statutory requirement for Select Committees to provide comments on the Cabinet's draft budget and policy framework proposals

after publication. These are automatically scheduled in advance to multi-year work programmes.

Therefore, in general, the Committee may consider the following actions on specific items listed on the Forward Plan:

	Committee action	When	How
1	To provide specific comments to be included in a future Cabinet or Cabinet Member report on matters within its remit.	<p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to provide its influence and views on a particular matter within the formal report to the Cabinet or Cabinet Member before the decision is made.</p> <p>This would usually be where the Committee has previously considered a draft report or the topic in detail, or where it considers it has sufficient information already to provide relevant comments to the decision-maker.</p>	<p>These would go within the standard section in every Cabinet or Cabinet Member report called "Select Committee comments".</p> <p>The Cabinet or Cabinet Member would then consider these as part of any decision they make.</p>
2	To request further information on future reports listed under its remit.	<p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to discover more about a matter within its remit that is listed on the Forward Plan.</p> <p>Whilst such advance information can be requested from officers, the Committee should note that information may or may not be available in advance due to various factors, including timescales or the status of the drafting of the report itself and the formulation of final recommendation(s). Ultimately, the provision of any information in advance would be a matter for the Cabinet Member to decide.</p>	<p>This would be considered at a subsequent Select Committee meeting. Alternatively, information could be circulated outside the meeting if reporting timescales require this.</p> <p>Upon the provision of any information, the Select Committee may then decide to provide specific comments (as per 1 above).</p>
3	To request the Cabinet Member considers providing a draft of the report, if feasible, for the Select Committee to consider prior to it being considered formally for decision.	<p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to provide an early steer or help shape a future report to Cabinet, e.g., on a policy matter.</p> <p>Whilst not the default position, Select Committees do occasionally receive draft versions of Cabinet reports prior to their formal consideration. The provision of such draft reports in advance may depend upon different factors, e.g., the timings required for that decision. Ultimately any request to see a draft report early would need the approval of the relevant Cabinet Member.</p>	<p>Democratic Services would contact the relevant Cabinet Member and Officer upon any such request.</p> <p>If agreed, the draft report would be considered at a subsequent Select Committee meeting to provide views and feedback to officers before they finalise it for the Cabinet or Cabinet Member. An opportunity to provide specific comments (as per 1 above) is also possible.</p>
4	To identify a forthcoming report that may merit a post-decision review at a later Select Committee meeting	<p>As part of its post-decision scrutiny and broader reviewing role, this would be where the Select Committee may wish to monitor the implementation of a certain Cabinet or Cabinet Member decision listed/taken at a later stage, i.e., to review its effectiveness after a period of 6 months.</p> <p>The Committee should note that this is different to the use of the post-decision scrutiny 'call-in' power which seeks to ask the Cabinet or Cabinet Member to formally re-consider a decision up to 5 working days after the decision notice has been issued. This is undertaken via the new Scrutiny Call-in App members of the relevant Select Committee.</p>	<p>The Committee would add the matter to its multi-year work programme after a suitable time has elapsed upon the decision expected to be made by the Cabinet or Cabinet Member.</p> <p>Relevant service areas may be best to advise on the most appropriate time to review the matter once the decision is made.</p>

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BACKGROUND PAPERS

Classification: Public

Property, Highways and Transport Select Committee – 13 July 2022

- [Protocol on Overview & Scrutiny and Cabinet relations adopted by Council 12 September 2019](#)
- [Scrutiny Call-in App](#)

Upcoming Decisions Further details

Ref Ward(s)

Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
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SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place CS = Central Services R = Resources CY = Children & Young People ES = Education & SEND

Cabinet meeting - Thursday 7 July 2022 (report deadline 20 June)

053a	Council Strategy 2022-2026 - POLICY FRAMEWORK	Cabinet will consider a draft of a new Council Strategy. It will set out the Council's proposed vision, direction and the overarching policies as a framework to deliver excellent services to residents in the Borough and monitor their performance and delivery. As a policy framework document, it will be subject to consultation, consideration by the Council's select committees and ultimately final adoption by the full Council.	All	Proposed Full Council adoption - 17 November 2022	All Cabinet Members	All Select Committees	CS - Dan Kennedy / Naveed Mohammed	Consultation and select committees	NEW ITEM	Public
047	Grant of lease for the Brookfield Adult Education Centre, Uxbridge	Cabinet will consider the lease of the former Brookfield Adult Education Centre to an external partner organisation for educational purposes, as part of the move of adult education services undertaken at the site to the Civic Centre in Uxbridge.	Uxbridge		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Michele Wilcox		NEW ITEM	Private (3)
016	Contract for the Supply, Erection & Repair of Fencing and Gating	This proposed contract for decision is for the supply and installation of new fencing and gating or the repair or replacement of existing fencing and gating for Hillingdon's housing stock across the Borough. It is proposed that the contract will be for a period of three years with options to extend for a further two years subject to the requirements of the service and the performance of the contractor.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P / R - Gary Penticost / Michael Breen			Private (3)
017	Asbestos Removal Service Contract	Following a procurement exercise, Cabinet will consider a contract for an Asbestos Removal Service. This will include works to dwellings and corporate buildings such as the asbestos removal itself, making the building safe and encapsulating and labelling of asbestos containing materials remaining in-situ. It is proposed to have a contract for three years with the option to extend for a further two years at the Council's discretion.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P / R - Gary Penticost / Michael Breen			Private (3)
SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Michele Wilcox			Private (3)

NO CABINET IN AUGUST 2022

Cabinet meeting - Thursday 1 September 2022 (report deadline 12 August 2022)

051	Rebuild of two Scout Community Buildings	Approval from Cabinet will be requested to demolish and rebuild of two Scout Community Buildings at 2nd Ickenham Scouts Group and Endeavours Sea Cadets Scout Group. Cabinet will consider the appointment of the contractor with capital release of associated project costs. Approval to accept grant funding from the HS2 for this project will also be sought.	Ickenham & South Harefield; Colham & Cowley		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Carmel Hynes / Neena Singh		NEW ITEM	Private (3)
052	Colne Park Travellers Site - provision of permanent plots and modernisation	Cabinet approval is sought for a scheme to provide two permanent plots and modernisation of the Colne Park Travellers Site and approval of project budget and to accept grant funding from the Department of Levelling Up, Housing and Communities.	West Drayton		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Carmel Hynes / Neena Singh		NEW ITEM	Private (3)
022	Water Quality Services Contract	Cabinet will consider a contract for water quality services, which are for predominantly the monitoring of water quality in hot and cold-water systems in the Council's housing stock and corporate properties.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P / R - Gary Penticost / Michael Breen			Private (3)
023	Fleet Maintenance extension	Cabinet will consider the contract extension with Dennis Eagle for maintenance of the Council's fleet of vehicles, including those for the waste service.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	R - Trudie Eldriny			Private (3)
026	Transport for London Local Implementation Plan - Annual Spending Submission	Cabinet will consider the Council's submissions to Transport for London for funding on local transport infrastructure projects.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Alan Tilly			Public
SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Michele Wilcox			Private (3)

Cabinet meeting - Thursday 13 October 2022 (report deadline 26 September)

053b	Council Strategy 2022-2026 - POLICY FRAMEWORK	Following consultation, Cabinet will consider recommending to the full Council a new Council Strategy. It will set out the Council's proposed vision, direction and the overarching policies as a framework to deliver excellent services to residents in the Borough and monitor their performance and delivery.	All	Proposed Full Council adoption - 17 November 2022	All Cabinet Members	All Select Committees	CS - Dan Kennedy / Naveed Mohammed	Statutory consultation and select committees	NEW ITEM	Public
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027	The Provision of a Roofing Repair Service to Housing and Corporate Properties	Following Cabinet's decision in 2021 to extend the current contract, Cabinet will consider a fresh contract award to a suitably qualified contractor to provide a responsive roofing repairs services to housing and corporate properties for a period of 5 years with options to extend for a further 2 years subject to requirements and performance.	Various		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Gary Penticost / R - Michael Breen			Private (3)
SI	School Capital Programme Update	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 Jonathan Bianco - Property, Highways & Transport / Cllr Susan O'Brien - Children, Families & Education	Property, Highways & Transport	P - Bobby Finch			Public
SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Michele Wilcox			Private (3)

Cabinet meeting - Thursday 10 November 2022 (report deadline 24 October)

SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Michele Wilcox			Private (3)
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Cabinet meeting - Thursday 15 December 2022 (report deadline 28 November)

040a	The Council's Budget Medium Term Financial Forecast 2023/24 - 2027/28 (BUDGET FRAMEWORK)	This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2023/24 for consultation, along with indicative projections for the following four years. This will also include the HRA rents for consideration.	All	Proposed Full Council adoption - 23 February 2023	Cllr Ian Edwards - Leader of the Council / Cllr Martin Goddard - Finance	All	R - Andy Evans	Public consultation through the Select Committee process and statutory consultation with businesses & ratepayers		Public
SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Michele Wilcox			Private (3)

Cabinet meeting - Thursday 5 January 2023 (report deadline 12 December)

SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Michele Wilcox			Private (3)
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Cabinet meeting - Thursday 16 February 2023 (report deadline 30 January 2023)

SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Michele Wilcox			Private (3)
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Cabinet meeting - Thursday 23 March 2023 (report deadline 6 March 2023)

SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Michele Wilcox			Private (3)
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	CS - Democratic Services	TBC		Public

Cabinet meeting - Thursday 20 April 2023 (report deadline 3 April 2023)

SI	School Capital Programme Update	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 Jonathan Bianco - Property, Highways & Transport / Cllr Susan O'Brien - Children, Families & Education	Property, Highways & Transport	P - Bobby Finch			Public
SI	Voluntary Sector Leases	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Michele Wilcox			Private (3)
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	Various		All	TBC	CS - Democratic Services	Various		Public

Cabinet meeting - Thursday 4 May 2023 (report deadline 17 April)

SI	Voluntary Sector Leases	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco - Property, Highways & Transport	Finance & Corporate Services	P - Michele Wilcox			Private (3)
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	CS - Democratic Services	TBC		Public

Cabinet Member Decisions: Standard Items (SI) that may be considered each month

SI	Business, shops and commercial rents, leases, surrenders and renewals	To approve various rents, leases, surrenders and lease renewals for a variety of businesses, organisations, properties or via commercial transactions, as per thresholds for decision-making set out in the Procurement and Contract Standing Orders.	Various		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Michele Wilcox			Private (3)
SI	To consider rent reviews	To consider rent reviews of commercial and other premises.	tbc		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Michele Wilcox			Private (1,2,3)
SI	The purchase of ex Council properties or new private properties for the Council's housing supply	The Leader of the Council may determine, as and when required, the purchase of new properties using HRA capital funds to increase the affordable housing stock within the Borough. Such acquisitions will be reported back to Cabinet.	TBC		Cllr Martin Goddard - Finance / Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Perry Scott			Private (1,2,3)
SI	Petitions about matters under the control of the Cabinet	Cabinet Members will consider a number of petitions received by local residents and organisations and decide on future action. These will be arranged as Petition Hearings.	TBC		All	TBC	CS - Democratic Services			Public
SI	Local Safety Schemes and Parking Revenue Account funded schemes	To consider petitions received and decide on future action	TBC		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - David Knowles	Traffic Liaison Group		Public
SI	Pedestrian Crossings	To approve schemes to provide crossing facilities	TBC		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - David Knowles			Public
SI	To approve compensation payments	To approve compensation payments in relation to any complaint to the Council in excess of £1000.	n/a		All	TBC	various			Private (1,2,3)
SI	Transport - Local Implementation Programme	Local Implementation Programme including schemes for the public realm, parking, road safety, school travel, walking, cycling, air quality improvement and Traffic Regulation Orders.	TBC		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - David Knowles			Public
SI	All Delegated Decisions by Cabinet to Cabinet Members, including tender and property decisions	Where previously delegated by Cabinet, to make any necessary decisions, accept tenders, bids and authorise property decisions / transactions in accordance with the Procurement and Contract Standing Orders.	TBC		All	TBC	various			Public / Private (1,2,3)

SI	Sale, and conversion, of loft space to leaseholders and also extension of Leasehold Interests of flats under the 1993 Act	To consider any issues in relation to loft space and also consider an extension of the leasehold interests for several flats where the Council as freeholder has received an application under the Leasehold Reform Housing and Urban Development Act 1993. The report will recommend grant of the extensions in each case where the Notice is valid and in accordance with legislation.	TBC		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Michele Wilcox			Private (1,2,3)
SI	External funding bids	To authorise the making of bids for external funding where there is no requirement for a financial commitment from the Council.	n/a		All	TBC	various			Public
SI	Response to key consultations that may impact upon the Borough	A standard item to capture any emerging consultations from Government, the GLA or other public bodies and institutions that will impact upon the Borough. Where the deadline to respond cannot be met by the date of the Cabinet meeting, the Constitution allows the Cabinet Member to sign-off the response.	TBC		All	TBC	various			Public

The Cabinet's Forward Plan is an official document of the London Borough of Hillingdon, UK

PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE - WORK PROGRAMME

Committee name	Property, Highways and Transport Select Committee
Officer reporting	Steve Clarke - Democratic Services
Papers with report	Appendix A – Work Programme
Ward	All

HEADLINES

To enable the Committee to track the progress of its work in 2022/23 and forward plan its work for the current municipal year.

RECOMMENDATION

That the Property, Highways and Transport Select Committee considers the Work Programme and agrees any amendments.

SUPPORTING INFORMATION

1. The Committee's meetings tend to start at 7pm and the witnesses attending each of the meetings are generally representatives from external organisations, some of whom travel from outside of the Borough. The forthcoming meeting dates for the Committee are as follows:

2021/22 Municipal Year Meetings	Room
13 July 2022, 7pm	CR6
20 September 2022, 7pm	CR5
18 October 2022, 7pm	CR5
16 November 2022, 7pm	CR5
03 January 2023, 7pm	TBC
09 February 2023, 7pm	CR5
07 March 2023, 7pm	CR5
06 April 2023, 7pm	CR5

Implications on related Council policies

A role of the Council's 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

The Council's Select Committees directly engage residents and external partners in the work they do.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

NIL.

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