



HILLINGDON
LONDON



Property, Highways and Transport Select Committee

Date: TUESDAY, 20 SEPTEMBER
2022

Time: 7.00 PM

Venue: COMMITTEE ROOM 5 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE

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

You can view the agenda
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Councillors on the Committee:

Councillor Keith Burrows (Chairman)

Alan Chapman (Vice-Chairman)

Shehryar Ahmad-Wallana

Adam Bennett

Elizabeth Garelick

Kamal Preet Kaur

Peter Money (Opposition Lead)

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Contact: Steve Clarke

Tel: 01895 250693

Email: sclarke2@hillingdon.gov.uk

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



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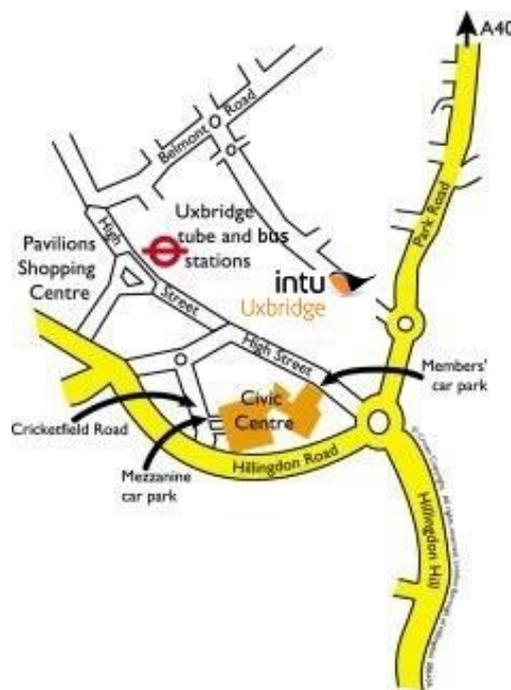
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Terms of Reference

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) 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

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 - 6
- 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 2023/24 Budget Planning Report for Services within the remit of the Property, Highways & Transport Select Committee 7 - 14
- 6 Select Committee Review: Footways Resurfacing - Scoping Report 15 - 22
- 7 Cabinet Forward Plan 23 - 36
- 8 Work Programme 37 - 40

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Minutes

PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE

13 July 2022



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

	<p>Committee Members Present: Councillors Alan Chapman (Vice-Chairman, in the Chair) Shehryar Ahmad-Wallana Adam Bennett Tony Burles Elizabeth Garelick Kamal Preet Kaur</p> <p>LBH Officers Present: Michael Naughton, Head of Capital Programme Works Service Tony Zaman, Interim Chief Executive Dan Kennedy, Corporate Director of Central Services 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 Councillors Keith Burrows and Peter Money. Councillor Tony Burles was present as a substitute for Councillor Money.</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 08 June 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>CAPITAL PROGRAMME WORKS SERVICE – OVERVIEW OF CONSTRUCTION PROGRAMME AND UPCOMING PROJECTS (<i>Agenda Item 5</i>)</p> <p>Michael Naughton, Head of Capital Programme Works Service, was in attendance for this item and presented the report to the Committee. Officers provided an overview of</p>

the broad remit of works delivered by the Council's Capital Programme Works Service. Members were informed that there were a number of key ongoing and proposed projects in various stages covering the Council's Education Estate, Corporate Buildings, Housing and Community Buildings. These were outlined for the Committee; key projects included:

- Grassy Meadow Court Supported Housing Scheme, Hayes
- Park View Court Supported Housing Scheme, Yiewsley
- A £3 million investment in an extensive refurbishment programme to renovate many of the Borough's libraries
- The Battle of Britain Bunker Exhibition and Visitors Centre
- A housing development in Ditchfield Road, Yeading providing 10 new homes
- A housing development on Acol Crescent, South Ruislip providing 33 new units
- A large regeneration project in Hayes Town Centre providing more than 500 new homes on the Hayes Town Centre Estate and 220 on the Avondale Drive site
- An extension and remodelling at the Uxbridge Mortuary; which posed a challenge in that the mortuary would remain operational throughout the refurbishment
- A new Leisure Centre serving Yiewsley and West Drayton on Harmondsworth Road
- The Cranford Park Heritage Project
- Two smaller housing development programmes on Moorfield Road, Cowley and Nelson Road, Hillingdon
- The refurbishment of the Asha Day Centre
- School expansions and refurbishment projects at Grange Park Infant and Junior Schools, Hillside Infant School, Frithwood Primary School and Coteford Infant School

Officers went on to outline the future programme of works which included projects currently at the feasibility stage of development. The Committee commended officers for their work which formed a great asset to the Borough.

Officers noted that one of the biggest problems faced by the Capital Programme Works Service was the current volatility of the market, it was hard to obtain the appropriate labour and materials, the price of which had risen significantly in recent months. Further to this, where works from contractors had been agreed to take place at a certain price point, contractors were reporting back informing officers that, due to price increases, they were struggling to meet the parameters of the works under the previously agreed prices. Officers also noted that, in the past, they mostly sought to obtain single stage tenders with a fixed price, however the tenders coming back in recent months had been significantly higher than usual. To try and reduce the risk for suppliers, and to obtain a better price from tenderers, officers were looking at two stage tendering, which did come with a risk of the 2nd stage tender coming back at a higher price.

Expanding on the libraries refurbishment works, the Committee were informed that much of the works included putting in additional desk space with better technological capacity as many library visitors, particularly younger people, visited the libraries with their own laptops looking to utilise library resources. Other works included refurbishment of flooring, the children's areas, café facilities and the orientation of the library spaces. Members commented that the Council's libraries programme was a source of pride for Hillingdon, particularly in terms of other boroughs.

With regard to the Uxbridge Mortuary works, Members queried how this would positively impact the work of the mortuary in addition to increasing capacity. The Committee were informed that the Uxbridge Mortuary works focussed primarily on modernisation of the mortuary, including a pressurised room for quarantine and bariatric post-mortems; it was noted that these works were planned before the Covid-19 pandemic. It was confirmed that the mortuary served Hillingdon and Ealing with the capital costs covered by Hillingdon, the running costs were shared between the two boroughs.

The Committee sought some clarifications on the Hayes Regeneration project to which officers confirmed that reaccommodating residents was an ongoing project, some residents had been re-homed in other areas and were happy to be permanently rehomed there, where some others had a right of return once the regeneration works were completed.

Members commented that the Yiewsley and West Drayton Leisure Centre would form an incredibly useful asset for the local community and visitors to the area; officers confirmed that building works had started and the project was on course for completion in the spring or summer of 2024. The Committee thanked the officer for the informative report and the important work carried out by the Capital Programme Works Service.

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

8. **SELECT COMMITTEE REVIEW: POLICY REVIEW DISCUSSION AND GUIDANCE**
(Agenda Item 6)

This item was taken following item 7.

The Democratic Services Officer introduced the item noting that the Committee's major review would be one of the core pieces of work carried out by the Committee through the municipal year. The Committee were encouraged to suggest potential topics for the review and to develop a shortlist of topics that could be scoped further by officers to assess feasibility.

Although the Chairman of the Committee could not be present at the meeting, they had proposed a suggested topic within the Highways remit by which the Committee would review the Council's footways and pavements resurfacing programme, how the Council obtains best value, scheduling possibilities, and new technologies that could be utilised.

One suggested review topic pertained to renewals and repairs within the Council's Social Housing Estate. Members noted how the Council administered over 13,000 Social Housing units and sought to emphasise the importance of ensuring that the number of empty and voided properties within this stock was kept to a minimum by keeping repairs and renewals as swift as reasonably possible.

The Committee proposed a potential review looking at road and pavement safety, particularly in response to the increased use of e-scooters, e-bikes, e-skateboards and other such small vehicles used on roads and pavements. It was noted that these vehicles were dangerous when used inappropriately and they were often used inconsiderately. It was also noted that the matter of e-scooters specifically fell under

the responsibility of the Greater London Authority and the Police.

It was noted that at the Committee's next meeting, a scoping report would be produced on the chosen review topic. Further to this, it was confirmed that any items that were shortlisted, but the Committee did not pursue as a major review, would be added to the Committee's work programme as a one-off service monitoring items.

RESOLVED: That the Property, Highways & Transport Select Committee:

- 1) Noted the guidance on undertaking policy reviews in Appendix 1 to the report;**
- 2) Developed a shortlist of potential topic ideas for officers to scope further on matters of feasibility;**

9. CONSULTATION ON THE COUNCIL STRATEGY 2022-2026 (Agenda Item 7)

This item was taken ahead of item 6.

Tony Zaman, Interim Chief Executive, and Dan Kennedy, Corporate Director of Central Services, were in attendance for this item and presented the draft Council Strategy for 2022 to 2026 to the Committee. By way of introduction, it was emphasised that the approach taken by the Council was to develop a forward-looking strategy rather than a plan; this was to highlight the transformative nature of the strategy over an extended period of time and to enable the Council to keep up with the changes taking place over the coming years. It was also highlighted that the core thinking behind the proposed strategy was efficiency; ensuring that the Council provided the high-quality services that residents expected in the most efficient manner.

Underneath the overarching Strategy would be four annual plans which would delve into the more tangible elements of the Strategy and mark the implementation of the framework outlined in the strategy. It was expected that by the time of the fourth annual plan, the outcomes set out in the strategy would start to become realised and evident to residents.

Officers sought to emphasise the importance of the Council as a leader of place and a fundamental facet of the Borough in working with a range of partners, stakeholders and community organisations; this element was embedded in the structure of the proposed Strategy. There were five key commitments outlined within the Strategy:

- Safe and Strong Communities
- Thriving, Healthy Households
- A Green and Sustainable Borough
- A Thriving Economy
- A Digital-Enabled, Modern, Well-Run Council

It was highlighted that these commitments were an overarching ambition for the Council and not to be aligned with specific services areas.

Officers explained that the Draft Strategy was subject to a nine-week consultation period which had started on 07 July 2022. Each of the Council's five select committees would form part of the consultation in addition to over 350 external partner organisations.

	<p>The Committee supported the move to adopt a Council Strategy as an encompassing vision statement for the Council, specifically regarding the recent emergence from a global pandemic and the current national, and international, financial context. Members particularly welcomed commitments to digital development, which would ensure efficiencies were achieved across the Council; in addition to an emphasis being placed on the importance of sustainability.</p> <p>RESOLVED: That the Property, Highways and Transport Select Committee noted the draft Council Strategy 2022-26 and commented upon it as necessary.</p>
10.	<p>FORWARD PLAN (<i>Agenda Item 8</i>)</p> <p>RESOLVED: That the Property, Highways and Transport Select Committee noted the Cabinet Forward Plan.</p>
11.	<p>WORK PROGRAMME (<i>Agenda Item 9</i>)</p> <p>The Committee noted the work programme and officers reiterated that any of the shortlisted review topics that were not be pursued by the Committee as a major review would be added to the work programme as one-off information items.</p> <p>The Committee sought to add a new information item on any expected and experienced car parking pressures around the West Drayton and Hayes & Harlington train stations as a result of the new Elizabeth Line stops at those stations. Additionally, Members raised concerns around individuals using public roads for racing, particularly at night time, to that end the Committee sought an information report on the Council's use of traffic calming measures.</p> <p>RESOLVED: That the Property, Highways and Transport Select Committee agreed to amend the Committee's Work Programme as discussed.</p>
	<p>The meeting, which commenced at 7.00 pm, closed at 7.56 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Steve Clarke on 01895 250636. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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2023/24 BUDGET PLANNING REPORT FOR SERVICES WITHIN THE REMIT OF THE PROPERTY, HIGHWAYS & TRANSPORT SELECT COMMITTEE

Committee name	Property, Highways & Transport Select Committee
Officer reporting	Iain Watters, Director – Strategic & Operational Finance
Papers with report	N/A
Ward	All

HEADLINES

This is the first opportunity for the Select Committee to discuss the current stage of development of budget planning work with regard to services within the remit of the Property, Highways & Transport committee. This paper gives a strategic context in which the detailed proposals to be discussed at Select Committee meetings in January 2023 will need to be considered.

RECOMMENDATIONS

That the Committee notes the financial context in which the 2023/24 budget setting process will take place in advance of detailed savings proposals being developed and approved at Cabinet in December 2022.

SUPPORTING INFORMATION

1. This is the first of two opportunities within the planning cycle for the Select Committee to consider issues relating to budget planning for 2023/24 and beyond. The focus of this report is the broader financial position of the Council, with the report to be considered in January 2023 setting out the detailed budget proposals for relevant services, those proposals having been included in the report to Cabinet on the Medium-Term Financial Forecast (MTFF) in December 2022.

Corporate Overview – General Fund

2022/23 General Fund Revenue Monitoring & COVID-19 Impact

2. General Fund pressures totalling £14,485k are projected in relation to the impacts of the COVID-19 pandemic and the ongoing financial impacts facing the Council in 2022/23, with £9,784k added to Service Operating Budgets to cover ongoing financial pressures from the pandemic and a further £1,507k one-off items in respect of pandemic driven Collection Fund losses in the Council's budget approved by Council in February 2022, with the remaining

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£3,194k being driven by new and emerging pressures relating to the ongoing impact of the pandemic on demand for, and delivery of, local services.

3. With no further funding being available to ongoing COVID-19 pressures, the Council is carrying a remaining balance of Government funding of £4,302k, alongside local funds of £6,868k. Including the Service Operating Budgets for pandemic related pressures of £9,784k, this gives scope to fund reported pressures of £14,485k for the 2022/23 financial year although leaves limited headroom to manage ongoing impacts above those already factored into Service Operating Budgets.
4. As the country faces unprecedented inflationary pressures, the Council will need to deploy specific earmarked reserves to mitigate the in-year pressures that are anticipated to arise throughout the year, with actual inflation rates now expected to exceed the sums built into the MTF. The Council is working closely with suppliers to ensure that the costs incurred by the Council reflect current market prices and that suppliers are compensated for increased costs, whilst also ensuring value for money for every pound of public money spent and temporary increases are recognised. This remains an emerging risk area which will continue to be closely monitored and managed given that economic forecasts continue to deteriorate.
5. While many of the discussions with suppliers are in the early stages of negotiations, the Council is also expecting that the final pay award will be higher than anticipated with further pressures emerging from the Month 3 monitoring process across energy, fuel and contracted services in Social Care. The latest intelligence on pay award negotiations is that the final award is unlikely to be finalised until late in the 2022 calendar year.
6. After allowing for the ongoing impact of the pandemic and the significant inflationary pressures facing the country which are to be funded from releases from Earmarked Reserves, an underspend of £46k is projected across General Fund budgets at Month 3, with this position being driven by a favourable variance from the Council's Treasury activities offsetting pressures within Adult's Social Care and Children's & Young People's Services, increased expenditure within Housing, which is largely offset by grant funding and reported pressures within the Planning service area. This position will result in unallocated General Balances totalling £26,765k at 31 March 2022.
7. Detailed updates on services that fall within the remit of this committee are included below at Cabinet Portfolio level on an exception basis:
 - a. **Property, Highways & Transport** – A net underspend of £77k is forecast for the portfolio, with the variance being driven by staffing underspends from a number of vacant posts across the Operational Assets and Planning & Regeneration services, with income forecasting a minor pressure and accounting for the movement from Month 2, due to a reduction in forecast lease income.

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2022/23 to 2026/27 General Fund Savings Requirement

8. While the focus of the discussion for the Select Committee should be the specific services within its remit, it is important that this discussion is conducted in the context of the overall corporate financial position. The following paragraphs outline the medium-term financial position presented in the 2022/23 Budget Setting Report approved by Cabinet and Council in February 2022.
9. At the time of budget setting, the gross savings requirement for the Council’s General Fund over the period 2022/23 to 2026/27 was projected to total £35,252k which was primarily driven by inflationary cost pressures, growing demand for services and the cost of servicing and repaying borrowing incurred in delivery of the capital programme which are expanded upon below. For 2022/23, the gross savings requirement was forecast to total £10,647k.

Table 1: Projected Budget Gap detail

	2022/23	2023/24	2024/25	2025/26	2026/27	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Changes in Funding	(12,802)	(3,707)	(5,840)	(6,768)	(7,098)	(36,215)
Inflation	12,035	6,430	5,716	5,854	5,993	36,028
Contingency / Service Pressures	13,520	3,334	3,284	2,999	3,259	26,396
Corporate Items (incl. capital financing costs)	(2,106)	3,573	4,643	2,441	492	9,043
Annual Underlying Savings Requirement	10,647	9,630	7,803	4,526	2,646	35,252
Cumulative Underlying Savings Requirement	10,647	20,277	28,080	32,606	35,252	N/A

10. An uplift of £42,744k in recurrent funding was projected over the five-year MTF period, primarily driven by Council Tax increase of 1.9% in 2022/23, with a proposed increase of 2.8% per annum thereafter accounting for £18,691k of the increase, with a further £8,887k expected to be driven by increases in the taxbase. Government Grants were forecast to increase by £8,826k, with the majority of this being front loaded in 2022/23 as a result of the Spending Review announcements and increases in Social Care Funding. Furthermore, retained Business Rates income is forecast to increase by £6,340k primarily driven by inflationary increases. This position is netted down by the unwinding of £6,529k of one-off funding, predominantly linked to the release of COVID-19 funding.
11. Inflation represents the single largest element of the underlying savings requirement, reflecting the growing cost of maintaining current service provision, with a headline pressure of £36,028k over the MTF period. Workforce inflation through anticipated annual pay awards accounts for £15,192k of this growth, with £5,212k inflation reflecting other contracted expenditure and expenses, offset by increases in recharges and contributions to services, all of which span across all of the Select Committees.

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12. Specifically, within the remit of this committee, energy and fuel are forecast to add £2,336k to this value, with increases significantly above standard inflation indices in the short-term, with uplifts anticipated to reduce to 5% per annum from 2023/24.
13. Increasing demand for services linked to a growing and changing population accounts for £26,396k of the projected savings requirement, which reflects Hillingdon's growing population and the impact this has on services. Areas within the specific remit of this committee include:
 - a. Fees & Charges: In some service areas, changes in service user behaviour, for example reduced demand for commuter parking as flexible working increases, have resulted in historic income targets no longer being sustainable. Realigning these income targets has added £1,626k to the net cost of service delivery in 2022/23.
14. Corporate Items, which primarily relate to the ongoing costs of financing capital investment, represent the remainder of the budget gap with £9,043k growth required over the MTFP period. Budgeted capital investment in the current programme is the key driver of a £7,326k growth in debt financing and repayment costs over the medium term. The remaining balance of Corporate Items relate to movements in the TfL Concessionary Fare Levy and use of capital receipts to finance transformation activity, alongside moving the Council Tax Older People's Discount to being funded from base budget rather than Earmarked Reserves, with funding coming in from Hillingdon First Limited from 2024/25.
15. The approved budget presented to Cabinet and Council in February 2022 included a saving programme of £29,572k over the five-year period, leaving a budget gap of £5,680k by 2026/27 still to be found. Within the Savings Programme, £5,000k related to Further BID Reviews that were yet to be identified.

New and Emerging Risks

16. In light of the exceptional inflation environment that economy is currently experiencing, the Council has begun to refresh its savings requirement over the budget strategy period, with inflation rates exceeding 10% in 2022. The Council has therefore reassessed the inflationary requirement associated with contracted expenditure, including within Social Care placements and SEND Transport, as well as rebasing workforce inflation based on the latest pay award offer. To this end, it is anticipated that further savings will be required by 2026/27 to fund additional inflationary demand, with this impact likely to be front-loaded.
17. Furthermore, demand-led growth continues to be monitored on a monthly basis, with the latest intelligence showing signs that elements of pandemic-driven demand for services remain high. This area will remain under close review in development of budget proposals for 20223/24 and beyond.

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18. These factors are being fed into a reassessment of the savings requirement against which proposals for the 2023/24 budget and MTFF to 2026/27 are being developed, with the monthly budget monitoring updates to Cabinet providing commentary on these drivers.

Strategy to deal with the Budget Gap

19. Due to the revised forecast for the new and emerging pressures, the Council is therefore undergoing a series of large-scale reviews to address this new and emerging position, with a significant review of transformational workstreams, a further review of the existing saving programme and a full review of the Council's Fees and Charges schedule and policy to bridge this gap.

20. As part of this work, the Council will also incorporate its standard approach to assessing the savings requirements strategy, including:

- a. Service Transformation, which represents the single largest category of savings, with items presented in this category primarily linked to implementation of the BID Programme;
- b. Savings proposals from Zero Based Reviews represent budgets which have been identified as being surplus to requirements through the line-by-line review of outturn and similar exercises being undertaken by Finance;
- c. Effective Procurement savings capture the benefits secured from efficiency savings from contracted services and reviews of delivery models in a number of areas;
- d. Preventing Demand - initiatives such as the Supported Living Programme where investment in early intervention and other support can avoid more costly intervention at a later date, and;
- e. Income Generation & Commercialisation proposals primarily relate to amendments to Fees and Charges.

21. With the current monitoring position forecasting General Balances to be £26,765k by 31 March 2023 and the Council's reserves policy setting a minimum reserves balance of £20,000k, there is a need to deliver against these workstreams at pace, with the initial review of the revised savings requirement and savings programme to be presented at December Cabinet and will be presented to Select Committees in January 2023 alongside the public consultation on the budget for the forthcoming year.

MTFF Process Update and Timetable

22. The timetable for the budget process follows a similar format to previous years, with the consultation budget being considered by Cabinet in December for consideration by residents

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and Select Committees during January, before final budget proposals are considered by Cabinet and Council in February. Alongside this local process, the Council will receive indicative funding allocations for the forthcoming year from central government in December, which will be confirmed in advance of the new financial year starting in April.

Table 2: Budget Setting Timetable

December	Provisional Local Government Finance Settlement
	Consultation Budget Report to Cabinet
January	Public Budget Consultation
	Following year Budget Proposals to January Select Committees
February	Final Local Government Finance Settlement
	Final Budget to Cabinet and Council

Next Steps

23. The Medium-Term Financial Forecast setting out the draft revenue budget and capital programme will be considered by Cabinet in December 2022 and issued for consultation during the remainder of December 2022 and January 2023. This will include detailed consideration by each of the Select Committees of the proposals relating to their respective services.

24. Key issues within the remit of this Select Committee will continue to be tracked through the Council’s budget monitoring process, with monthly reports to Cabinet detailing the latest position and outlook for 2022/23.

Implications on related Council policies

Select Committees are at the heart of how the Council shapes policy at Member level.

How this report benefits Hillingdon residents

Select Committees directly engage residents in shaping policy and recommendations from the Committees seek to improve the way the Council provides services to residents.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

The Council’s Budget: General Fund Revenue Budget and Capital Programme 2022/23 – reports

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to Cabinet 17 February 2022 and Council 24 February 2022.

The Council's Budget: 2022/23 Revenue and Capital Month 3 Budget Monitoring – report to Cabinet 1 September 2022

Classification: Public

Property, Highways & Transport Select Committee – 20 September 2022

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SCOPING REPORT FOR FOOTWAYS RESURFACING REVIEW

Committee name	Property, Highways and Transport Select Committee
Officer reporting	Steve Clarke, Democratic Services Officer
Papers with report	Draft Scoping Report for Review
Ward	N/A

HEADLINES

At its meeting on 13 July 2022, the Property, Highways & Transport Select Committee suggested a number of topics for its first major review. These topics were explored for feasibility with the frontrunning topic being a review looking into how the Council can attain best value and practice through its pavements and footways reconstruction and resurfacing programme. Officers have produced a draft scoping report for the Committee's consideration.

It is envisaged that there will be three witness sessions, with a suggested schedule set out in the attached scoping report and on the Committee's Multi-Year Work Programme.

RECOMMENDATION:

That the Committee comment on and consider the scoping report to initiate the review.

SUPPORTING INFORMATION

The draft scoping report for the review is attached.

Implications on related Council policies

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

How this report benefits Hillingdon residents

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

Financial Implications

It is important that the Committee considers cost effective proposals that benefit resident taxpayers in relation to this review, which would ultimately be determined by Cabinet as part of the Council's broader budget planning process.

Legal Implications

None at this stage.

BACKGROUND PAPERS

NIL.



Property, Highways & Transport Select Committee

Review Scoping Report - 2022/23

**Draft Working Title: “Obtaining Best Value for the
Council’s Pavements and Footways Resurfacing
Programme”**

1. REVIEW OBJECTIVES

Aim and background to review

At its meeting on 13 July 2022, the Property, Highways & Transport Select Committee suggested a number of topics for its first major review. These topics were explored for feasibility with the frontrunning topic being a review looking into how the Council can attain best value and practice through its pavements and footways reconstruction and resurfacing programme.

The aim of the prospective review would be to take a broad assessment of new technologies, methods, materials and scheduling possibilities to obtain best value and service for residents. By looking at the local context within Hillingdon, the London-wide setting, and the national picture, the Select Committee will be in a position to offer their findings and recommendations to the decision-making Cabinet.

This document serves as an introduction to the topic and sets out, in general terms the legislative and national context to footways resurfacing at a local government level. The scoping report also offers a framework for any subsequent review.

Topics suggested to be considered as part of the review are set out within the Terms of Reference:

Terms of Reference (DRAFT):

The following Terms of Reference are suggested for the review, subject to any changes agreed by the Committee:

1. To understand the Council's current position and procedures with regard to footways reconstruction and resurfacing;
2. To explore the national legislative setting and initiatives undertaken by other London Boroughs and local authorities in relation to footways resurfacing;
3. To explore recent developments in resurfacing technologies, methods and materials;
4. To assess options for adopting new scheduling possibilities in an effort to improve the efficiency of the Council's resurfacing programme;
5. To influence any emerging Council plans with respect to footways, pavements and public rights of way management in terms of meeting carbon reduction targets;
6. Subject to the Committee's findings, to make any conclusions, propose actions, service and policy recommendations to the decision-making Cabinet.

2. SUPPORTING INFORMATION

Key information and issues

'Footway' is a modern legal term which refers to the part of the highway set aside for pedestrians. The Council is tasked with maintaining 905 kilometres of footways within Hillingdon (and 700 kilometres of roadways).

Hillingdon's public website provides a brief outline of the Council's responsibilities and activities with regard to damage to the Borough's roads and pavements for the benefit of its residents.

"All council-maintained roads and pavements in Hillingdon are inspected on a monthly, quarterly, or annual basis, depending on the road usage or classification.

Defects such as potholes or uneven pavements are noted during these inspections, and are prioritised in line with the level of danger. The inspections are carried out in line with the current [Highway Inspections Policy](#), which is

compliant with the [Well Managed Highway Infrastructure - A Code of Practice 2016](#).

When a defect is reported, highway inspectors will objectively assess the severity, nature and location of defects to determine how urgent the required work is. Defects will only be repaired if they are regarded as hazardous or serious and, in order that consistent standards are adopted throughout the borough, clearly defined categories known as 'investigatory levels' are set. If the defect assessed is not considered to be hazardous or serious and does not meet the required 'investigatory level', repair will not be undertaken. However, if it does, the priority allocated will depend on the severity, nature and location of the defect.”

For the benefit of residents, the Council’s website also provides a list of the Borough’s road closures authorised for roadworks by the Council. For road closures pertaining to communications and utility companies, Network Rail, Transport for London, and Highways England, the Transport for London website provides a register of roadworks taking place across the capital.

The Council is not responsible for a number of prominent highways in the Borough, these include:

- A4 Bath Road
- A40 Western Avenue
- A30 Great South West Road
- A312 The Parkway
- A4180 West End Road south of the Polish War Memorial (including the roundabout)
- A3113 Airport Way (including the roundabout on Stanwell Moor Road)
- M4 Motorway including Heathrow spur
- M25 Motorway

Legislative context

The Highways Act 1980 pertains to the management and operation of the highway network, inclusive of footways, in England and Wales. Section 41(1) of the Act, provides as follows:

“The authority who are for the time being the Highway Authority for a highway maintainable at the public expense are under a duty ... to maintain the highway.”

Maintaining and protecting public rights of way

Although footways are legally considered a part of the highway, local highway authorities also have a duty to maintain and protect public rights of way. Guidance issued to local highway authorities with regard to public rights of way includes that the highway authority must:

- keep the surface of public rights of way which are maintained at public expense in a fit state for public use
- make sure obstructions are removed
- maintain some bridges over natural watercourses, including farm ditches
- provide at least a 25% contribution to landowners' costs for replacing and maintaining structures for the control of animals, eg gates or stiles, on completion of the work to a standard the highway authority is satisfied with
- make sure there are no notices that prevent or discourage the use of a public right of way
- add signs where a public right of way leaves metalled roads
- make sure the public's rights to use a public right of way are protected
- make sure landowners carry out their duties, and take action if they don't

In Hillingdon, there are over 116km of registered public rights of way, forming over 406 routes. Responsibility and management of the rights of way network lies with the Council as the local highway authority. However, landowners and rights of way users also have responsibilities to ensure the network remains accessible.

Current data, best practice and research

Further data and research will be identified as the review progresses.

Connected work

Highways Officers are preparing a 5-year work programme which will include both major resurfacing and preventative maintenance. This is the first step towards long-term programme development and is an ongoing piece of work which will continue alongside the review. Any implications from this work impacting the review will be identified as the review progresses.

Executive Responsibilities

The review would fall under the Property, Highways & Transport Select Committee's remit as set out in the Constitution. The Cabinet Member responsible for Highways is Councillor Jonathan Bianco - Cabinet Member for Property, Highways & Transport.

3. EVIDENCE & ENQUIRY

Lines of Enquiry

Lines of enquiry can be expanded as the review progresses or included in relevant witness session reports. However, lines of enquiry may include:

- The securing of value for money;
- Ensuring a footways resurfacing programme that is as environmentally friendly as possible;

- Enquiring as to the Council’s footways safety inspection regime;
- Assessing the way in which defect reports and service requests from residents and Members are handled by the Council;
- Enquiring as to the ways in which climate change may be impacting the network;
- Exploring new innovations in resurfacing material, methods and technologies.

Potential witnesses

Witnesses will be identified by the Committee in consultation with relevant officers; although some suggested witnesses could include;

- Testimony from LBH Officers;
- Representatives of the Council’s contractors or private resurfacing companies;
- Representatives from other local authorities.

Surveys, site-visits or other fact-finding events

Such opportunities will be identified as the review progresses. It is expected that witness sessions within the Committee’s meetings will act as the primary method of enquiry. There is the possibility of conducting a site visit to witness works undertaken within the Council’s footway resurfacing programme.

Future information that may be required

Further information may be identified as the review progresses.

4. REVIEW PLANNING & ASSESSMENT

The proposed timeframe and milestones for the review are set out below:

Meeting Date	Action	Purpose / theme	Witnesses / officers attending
20 September 2022	Agree Scoping Report		
18 October 2022	Witness Session 1	Understand the Council’s current position and national setting	LBH Officers
16 November 2022	Witness Session 2	Exploring developments in resurfacing technologies, methods and materials	TBC LBH Officers Representatives of the Council’s contractors

Possible site visit			
TBC January 2023	Witness Session 3	Exploring initiatives undertaken by other local authorities	TBC LBH Officers Representatives of the Council's contractors or private resurfacing companies Representatives from other local authorities.
09 February 2023	De-brief and emerging findings	To discuss key findings and identify potential recommendations	LBH Officers
07 March 2023	Approval of draft final report	Proposals – agree recommendations and final draft report to Cabinet	
TBC 2023	Submission of final report for endorsement by Cabinet		

Resource requirements

None.

Equalities impact

TBC.

Background reading

[LBH Website – Transport, roads and parking](#)

[Highways Act 1980](#)

[Hillingdon Highways Inspection Policy](#)

[UK Roads Liaison Group - Well Managed Highway Infrastructure - A Code of Practice 2016 – Commissioned by the Department for Transport](#)

[Natural England - Public rights of way: local highway authority responsibilities](#)

Previous Related Reviews:

[LBH Residents' and Environmental Services Policy Overview Committee – Review of Highways Maintenance 2007/08](#)

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 – 20 September 2022

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

Upcoming Decisions

Further details

Ward(s)

Ref	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)			
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 13 October 2022 (report deadline 26 September)										
073	Battle of Britain Bunker Phase 2 - Water Ingress	Cabinet approval will be sought to appoint a contractor to carry out the drainage mitigation measures, and structural works to the ventilation shafts and associated works at this nationally significant WW2 site in the Borough.	Hillingdon West		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Tim Martin / Neena Singh		NEW ITEM	Private (3)
074	Residential Development at Petworth Gardens, Hillingdon	Cabinet will consider the appointment of a contractor to design and build a residential development at Petworth Gardens, Hillingdon to provide additional homes in the Borough.	Hillingdon East		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Tim Martin / Pardeep Gedhu		NEW ITEM	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)
053b Page 27	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		Public
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

Ref **Upcoming Decisions**

Further details

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

SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			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 - TBC			Private (3)

Cabinet Member Decisions expected - October 2022

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	CS - Democratic Services	Various		Public
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Cabinet meeting - Thursday 10 November 2022 (report deadline 24 October)

075 Page 28	Planned Boiler Replacement Programme & Associated Works	Following a Procurement exercise, Cabinet will consider the selection of contractor to conduct a programme of planned boiler replacements with associated works across a variety of dwellings within the London Borough of Hillingdon for a period of 3+1 years.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P / FD - Michael Emmett / P Soward		NEW ITEM	Private (3)
057	Fleet Replacement Programme	As part of the Council's 7-year fleet replacement programme, Cabinet will consider the procurement of vehicles required across Housing Maintenance and Green Spaces. It will include options for diesel and electric vehicles, where commercially viable.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	R - Steve Gunter / Trudie Eldriny			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 - TBC			Private (3)
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public

Cabinet Member Decisions expected - November 2022

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	CS - Democratic Services	Various		Public
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Ref **Upcoming Decisions**

Further details

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 15 December 2022 (report deadline 28 November)

026	Transport for London Local Implementation Plan - Annual Spending Submission	Cabinet will consider the Council's submission to Transport for London for funding on local transport infrastructure projects. The Council's submission is required by 18 February 2022.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Alan Tilly			Public
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	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			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 - TBC			Private (3)

Cabinet Member Decisions expected - December 2022

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	CS - Democratic Services	Various		Public
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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 - TBC			Private (3)
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public

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 Member Decisions expected - January 2023

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	CS - Democratic Services	Various		Public
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Cabinet meeting - Thursday 16 February 2023 (report deadline 30 January 2023)

040b	The Council's Budget Medium Term Financial Forecast 2023/24 - 2027/28 (BUDGET FRAMEWORK)	Following consultation, this report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 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
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SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
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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 - TBC			Private (3)
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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
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Cabinet Member Decisions expected - February 2023

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	CS - Democratic Services	Various		Public
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Ref **Upcoming Decisions** Further details

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 23 March 2023 (report deadline 6 March 2023)

SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			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 - TBC			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 expected - March 2023

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	CS - Democratic Services	Various		Public
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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	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			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 - TBC			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

Ref **Upcoming Decisions** Further details

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 Member Decisions expected - April 2023

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	TBC	CS - Democratic Services	Various		Public
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Cabinet meeting - Thursday 4 May 2023 (report deadline 17 April)

SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
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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 - TBC			Private (3)
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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
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Cabinet Member Decisions expected - May 2023

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	TBC	CS - Democratic Services	Various		Public
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Cabinet meeting - June 2023 (date TBC)

SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
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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 - TBC			Private (3)
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Cabinet Member Decisions expected - June 2023

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All		CS - Democratic Services	Various		Public
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Ref **Upcoming Decisions**

Further details

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 - July 2023 (date TBC)

SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			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 - TBC			Private (3)
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	All	CS - Democratic Services	TBC		Public

Cabinet Member Decisions expected - July 2023

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All		CS - Democratic Services	Various		Public
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AUGUST 2023 - NO CABINET MEETING

SI	Interim or urgent executive decision-making by the Leader of the Council	As there is no Cabinet meeting in August, the Leader of the Council may take interim or urgent key decisions, and if so required, on behalf of the full Cabinet. These will be reported to Cabinet at a later date for ratification and public record.	Various		Cllr Ian Edwards - Leader of the Council	TBC	CS - Democratic Services	Various		Public / Private - TBD
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	CS - Democratic Services	Various		Public

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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 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 - TBC			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 - TBC			Private (1,2,3)
SI	Release of Capital Funds	The release of all capital monies requires formal Member approval, unless otherwise determined either by the Cabinet or the Leader. Batches of monthly reports (as well as occasional individual reports) to determine the release of capital for any schemes already agreed in the capital budget and previously approved by Cabinet or Cabinet Members	TBC		Cllr Martin Goddard - Finance (in conjunction with relevant Cabinet Member)	All - TBC by decision made	various	Corporate Finance		Public but some Private (1,2,3)
SI	The purchase of ex Council properties or new private properties for the Council's housing supply	Cabinet Member 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

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Ref **Upcoming Decisions**

Further details

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)
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										
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	Acceptance of Tenders	To accept quotations, tenders, contract extensions and contract variations valued between £50k and £500k in their Portfolio Area where funding is previously included in Council budgets.	n/a		Cllr Ian Edwards - Leader of the Council OR Cllr Martin Goddard - Finance / in conjunction with relevant Cabinet Member	TBC	various			Private (3)
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

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Upcoming Decisions

Ref

Further details

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)
	All	TBC	various			Public

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

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.
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TBC

All

TBC

various

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Public

The Cabinet's Forward Plan is an official document by 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
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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