



HILLINGDON
LONDON



Property, Highways and Transport Select Committee

Date: TUESDAY, 18 OCTOBER
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.

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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)

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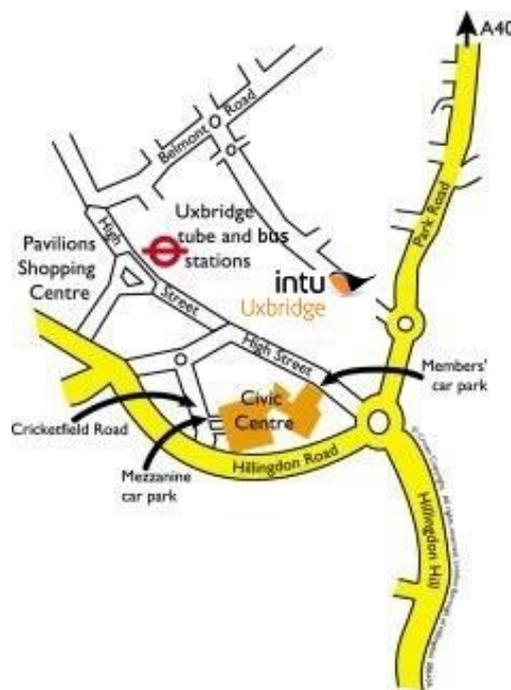
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Terms of Reference

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 - 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 Highways Network Prioritisation and Maintenance 5 - 16
- 6 Select Committee Review: Obtaining Best Value and Practice for the Council's Highways Resurfacing Programme 17 - 48
- 7 Cabinet Forward Plan 49 - 62
- 8 Work Programme 63 - 66

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Minutes

PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE

20 September 2022



Meeting held at Committee Room 5 - Civic Centre

	<p>Committee Members Present: Councillors Keith Burrows (Chairman) Shehryar Ahmad-Wallana Elizabeth Garelick Peter Money (Opposition Lead) Philip Corthorne Jas Dhot</p> <p>LBH Officers Present: Iain Watters, Director – Strategic and Operational Finance Steve Clarke, Democratic Services Officer</p>
19.	<p>APOLOGIES FOR ABSENCE AND TO REPORT THE PRESENCE OF ANY SUBSTITUTE MEMBERS (<i>Agenda Item 1</i>)</p> <p>Apologies for absence had been received from Councillors Bennett, Chapman and Kaur. Councillors Corthorne and Dhot were present as substitutes for Councillors Bennett and Kaur respectively.</p>
20.	<p>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>There were no declarations of interest.</p>
21.	<p>TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING (<i>Agenda Item 3</i>)</p> <p>RESOLVED: That the minutes of the meeting dated 20 September be approved as a correct record.</p>
22.	<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>
23.	<p>2023/24 BUDGET PLANNING REPORT FOR SERVICES WITHIN THE REMIT OF THE PROPERTY, HIGHWAYS & TRANSPORT SELECT COMMITTEE (<i>Agenda Item 5</i>)</p> <p>The Chairman introduced the item and welcomed Iain Watters, the Council's Director of Strategic and Operational Finance, to the meeting for this item. Officers gave a summary of the report highlighting that this was the first of two budget reports that</p>

would be coming to the Select Committee in the 2022/23 municipal year. The scope of this report was to give strategic context to the budget setting process; later in the municipal year, the Committee would be receiving the detailed budget proposals for 2023/24.

It was highlighted by officers that the legacy impact of the Covid-19 pandemic was a prominent factor of the 2023/24 budget setting process; this could be seen in areas such as parking charges where there had been an initial projection of a return to 90% of pre-pandemic levels of income from car parks, where it was currently operating in the region of 80% of pre-pandemic levels. It was noted that the emergence from a global pandemic remained uncharted territory, but officers were confident that Covid-19 related pressures were being accounted for appropriately in the budget setting process. With regard to parking habits, Members commented that this may have changed permanently due to the move towards more home working following the pandemic resulting in lower commuting levels.

Another prominent pressure on the budget setting process surrounded inflation. When the initial budget setting process began in February 2022, officers were predicting an inflation rate of around 5%; however, this figure had increased significantly, passing 10% in July and steadily increasing. On matters of inflation, it was highlighted that officers from all departments would need to keep close engagement with suppliers in order to understand the cost base and pick up the impacts of inflation in a sustainable way. The Council was also making use of the earmarked reserves that had been built up over the years in order to mitigate these emerging risks. On forward inflation projections, the Committee queried what preparations were being made in case inflation rates rose at a pace above what was currently projected, to which officers highlighted that, above a certain threshold of sustained increases in inflation, the Council would expect a level of intervention and funding support from central government.

The Committee were informed that officers were continuing to review scope for efficiencies in the organisation, spanning the usual areas for investigation such as service transformation, continuing to review procurement and commissioning arrangements, and not building unnecessary headroom into future budgets. On a related note, Members highlighted key areas in which the Council could easily make efficiency savings, namely that the cost of energy had dramatically increased in 2022 and an emphasis was placed on ensuring that the Civic Centre, as the Council's largest built asset, was as energy efficient as possible.

Members noted that the pandemic had a significant impact on the finances of Transport for London and that this impact was ongoing however, they sought to query whether officers had any indication of what level of funding would be received from Transport for London for 2023/24. Officers noted that TfL's own funding position was being updated regularly in the wake of the pandemic however it was not yet known what kind of funding settlement the Council would be receiving from TfL. It was also highlighted that, where TfL had previously offered annual spending submissions, there were now appearing to be shorter term temporary spending submissions coming through. Officers were keeping this under review and hoped to bring further information back to the Committee in the January 2023 meeting.

The Committee thanked officers for their report and commended them on their continued hard work through difficult times. Members looked forward to the second budget setting report that would be coming to the Committee in January 2023.

RESOLVED: That the Committee noted 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.

24. **SELECT COMMITTEE REVIEW: FOOTWAYS RESURFACING - SCOPING REPORT**
(Agenda Item 6)

The Democratic Services Officer introduced the item noting that the Committee had shortlisted a number of potential review topics at July's Select Committee meeting. Following this, a feasibility exercise was undertaken on the shortlisted topics with one topic being chosen for a full scoping report. The topic chosen was a prospective review into how the Council can obtain best value and practice through its pavements and footways reconstruction and resurfacing programme. A scoping report had been prepared and was included in the agenda papers, the Committee were welcomed to make any amendments and comments they saw fit and to formally begin the review.

The Committee were encouraged by the scoping report and discussed a number of potential lines of enquiry that could assist with the review, these included:

- How the Council could focus on the prevention of damage to footways. It was noted that incidents occurred regularly whereby damage was caused to footways by individuals and businesses.
- How the Council was maximising the economies of scale through procurement of resurfacing services.
- How resident feedback fed into the process by which the Council assesses the condition of footways and their priority for repair.
- What were the minimum thresholds for footways defects to be investigated by the Council.
- How the Council were ensuring that information regarding planned resurfacing works were transparent and available to the public. It was also noted that this would likely only apply to planned works and not emergency works.
- Although the Council were not responsible for the maintenance of a number of prominent highways in the Borough, Members sought to understand what the Council could do to chase up the relevant authorities when these highways deteriorated. Additionally, if the Council was required to perform maintenance on these highways, what process was in place to ensure the funds were recovered from the relevant authority.

The Committee discussed the importance of communication with all stakeholders, including residents, in avoiding disturbances for residents as a result of resurfacing works. Whilst it was noted that communication of the Council's own planned resurfacing programme could be effectively communicated, issues would arise when statutory utility companies were required to undertake emergency works at short notice.

With regard to the scope of the review, Members discussed expanding this to included roadways in addition to footways as the two were so closely related. The Committee agreed that the remit of the review be expanded to include both footways and roadways resurfacing.

The Chairman emphasised that this would be a productive review not just in terms of information being made available to the public but in providing positive changes to the

	<p>way in which the Council approached its resurfacing programme.</p> <p>RESOLVED: That the Property, Highways and Transport Select Committee commented on and considered the scoping report to initiate a major review into obtaining best value and practice for the Council’s Highways Resurfacing Programme.</p>
25.	<p>CABINET FORWARD PLAN (<i>Agenda Item 7</i>)</p> <p>The Chairman introduced the Cabinet Forward Plan and opened the floor for any comments. Members requested information regarding the Battle of Britain Bunker Phase 2 – Water Ingress item scheduled for October’s Cabinet meeting; Members sought assurance that the drainage mitigation measures were not associated with the relatively new visitors centre built on the site.</p> <p>With regard to the Transport for London Local Implementation Plan – Annual Spending Submission, scheduled for December’s Cabinet meeting, the Committee requested to see specifically what level of funding the Council was going to receive from TfL, once this information was known.</p> <p>Officers confirmed that they would investigate both requests and report back to Members.</p> <p>RESOLVED: That the Property, Highways and Transport Select Committee noted the Cabinet Forward Plan.</p>
26.	<p>WORK PROGRAMME (<i>Agenda Item 8</i>)</p> <p>The Committee noted the work programme and officers highlighted that, following the Committee’s choice to pursue a major review into Highways Resurfacing, the shortlisted topics that were discussed as other potential major review topics at the Committee’s previous meeting had been added to the work programme as future one-off monitoring items. These items included:</p> <ul style="list-style-type: none"> • Traffic Calming Measures Information Report • Crossrail: Experienced and Expected Parking Pressures around West Drayton and Hayes & Harlington Stations • Renewals/Repairs for Social Housing Units <p>RESOLVED: That the Property, Highways and Transport Select Committee noted the Committee’s work programme.</p>
	<p>The meeting, which commenced at 7.00 pm, closed at 7.44 pm.</p>

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.

HIGHWAYS NETWORK PRIORITISATION AND MAINTENANCE

Committee name	Property, Highways and Transport Select Committee
Officer reporting	Poonam Pathak, Place Directorate
Papers with report	Appendix A - Highways Structural Works Approved by the Cabinet Member for Public Safety and Transport for 2021/22 Appendix B – Highways Structural Works Approved by the Cabinet Member for Property, Highways and Transport for 2022/23
Ward	All

HEADLINES

An information report for the Property, Highways and Transport Select Committee on highways condition surveys, maintenance prioritisation and the Highways Structural Programme.

RECOMMENDATIONS

That the Property, Highways and Transport Select Committee note the contents of the report and provide any comments to officers as appropriate on the forward programme.

SUPPORTING INFORMATION

Background

The highway infrastructure asset is the most visible, well-used and valuable physical asset owned by the Council. Understanding the condition of highway assets is essential in planning for future decision making and investment requirement to maintain or improve their condition. Assets deteriorate at different rates and decisions have to be made about strategies for maintaining them during their life.

We have an aging network and deterioration of the highway network is caused due to various reasons e.g. increased rainfall that we are experiencing recently, extreme winter weather as well as increase load condition on the aging network have detrimental impact the network serviceability. The need for reactive repairs increases as assets deteriorate. Therefore, a balance has to be found between capital investment (through timely interventions to arrest deterioration) and revenue maintenance (through costly reactive revenue repairs).

Condition surveys of 100% of our highway network are undertaken every two years by independent consultants, most recently in 2021 using the United Kingdom Asset Management System (UKPMS). This is the national standard for management system for assessment of local road network condition which is utilised for the planning of investment and maintenance of highway assets. The purpose of condition assessments is to address the key objective of network

sustainability and to ensure that value for money is achieved when undertaking structural repairs. The selection and timing of structural maintenance treatments will always involve engineering judgement.

Investment & Prioritisation

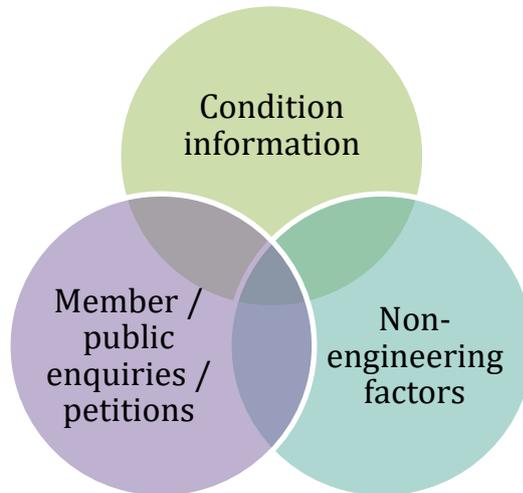
The long-term forward programme of capital highway maintenance schemes is identified and prioritised through the lifecycle planning process. A preventative approach is at the heart of the prioritisation process.

The indicative list of works is developed using collected condition information and non-engineering factors (road safety records, road usage levels, bus routes, proximity to schools & colleges, accident claim data, footfall and enquires). A preventive maintenance forward programme is only prepared for the residential roads. These are the roads where in most cases we wish to provide a surface overlay or shallow plane and resurface to seal the surface and so extend the life of the assets.

A long-term indicative list of carriageway and footway network maintenance works has been developed and is reviewed annually. Due to the different levels of deterioration of the network, it is possible that the roads on the list will be changed annually, i.e., removed, or replaced. This will assist with budget forecasting and coordination with utility companies, as well as other Council projects and major developments.

Prioritisation Methodology

Work programme inputs:



Prioritisation Score – network condition + officers report + accident claim report + network hierarchy + member/resident complaints + reactive maintenance report

The network prioritisation score is determined using the condition score from the section level condition data as well as the other factors listed above with the agreed weighting. The order of schemes is then determined by the prioritisation carriageway or footway index (highest to lowest). The repair cost is calculated using the available area data. Following the calculation of the section level network carriageway or footway index, continuous poor sections of the entire road are checked (minimum section length of 100m) for schemes to be included in the forward programme. Sections of roads were also merged together if the gap between schemes was less than 40m. The schemes list is divided into five-year forward plans based on total cost. The same road sections from different years are brought together in one year to complete the road in one year rather than carrying our sections from different years.

The prepared forward programme is then checked on-site to finalise the yearly programme. Following a site visit, the officers may remove some schemes from the list or add new roads depending on the site conditions and validation of the network usage. There is a possibility that the proposed yearly programme may differ from the initial 5-year programme due to network deterioration and other factors that cause of network damage.

Innovation

Hillingdon is currently trialling the following products and will explore further opportunities to utilise innovative materials to promote sustainability.

- Warm mix asphalt (WMA) - An innovative approach to road construction and maintenance offering enhanced efficiencies and lower carbon production. The principle behind WMA is

to manufacture and lay asphalt at lower temperatures, thereby using less energy and delivering meaningful carbon savings, without compromising performance.

- Recycled sub-base material – ‘Aggrebind’ is a cementitious binder which enables the re-use of almost 96% of excavated spoil, diverting waste from landfill and eliminating the import of quarried aggregate
- Geotextile mesh reinforcement – Asphalt geotextile reinforcement aims to reduce cracking in asphalt surfacing placed over cracked substrates, or joints in underlying concrete slabs, or cracks in cement-bound base layers. They can reduce surface rutting, differential settlement and extend operational life.

RESIDENT BENEFIT

The highways forward programme in order to improve the condition of highway infrastructure will benefit residents by providing highway assets which are in good condition, fit for purpose, energy efficient, provide accessible services to our customers, represent value for money through long term planning, and enhanced allocation of resources.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with this report. The proposed work programme is consistent with the current allocated funding for Highways planned works.

LEGAL IMPLICATIONS

None

BACKGROUND PAPERS

None

APPENDICES

Appendix A - Highways Structural Works Approved by the Cabinet Member for Public Safety and Transport for 2021/22

Appendix B - Highways Structural Works Approved by the Cabinet Member for Property, Highways and Transport For 2022/23

APPENDIX A - HIGHWAYS STRUCTURAL WORKS APPROVED BY THE CABINET MEMBER FOR PUBLIC SAFETY AND TRANSPORT FOR 2021/22

Highways Structural Works Programme 2021/22 (Release No 1)

Please note, the wards shown in this appendix predate the ward boundary changes introduced following the local elections in May 2022.

Location	Ward	Project/ Expenditure Title	Information	Funds Released £'s
Arden Mhor	Northwood Hills	Carriageway resurfacing	Whole road	25,507
Breakspear Road North	Harefield	Carriageway resurfacing	Gilbert Road to Northwood Road	150,854
Cavendish Close	Charville	Carriageway resurfacing	Whole road	11,145
Church Road	Brunel	Carriageway resurfacing	Peachy Lane to Pield Heath Road	104,177
Colham Green Road	Yiewsley	Carriageway resurfacing	Pield Heath Road to Violet Avenue	128,965
Corwell Lane	Botwell	Carriageway resurfacing	Whole road	96,669
Dawley Road	Pinkwell	Carriageway resurfacing	North Hyde Road to Station Road	233,156
Eastcote Road	Eastcote & East Ruislip	Carriageway resurfacing	St Martins Approach to Windmill Hill	271,363
Finians Close	Uxbridge North	Carriageway resurfacing	Whole road	10,610

Grove Way	Uxbridge North	Carriageway resurfacing	Whole road	11,245
Showers Way	Townfield	Carriageway resurfacing	Whole road	20,473
St Clements Close	Brunel	Carriageway resurfacing	Whole road	47,041
Wordsworth Way	Heathrow Villages	Carriageway resurfacing	Whole road	50,106
Wyevale Close	Northwood Hills	Carriageway resurfacing	Whole road	13,059
Ashwood Avenue	Yiewsley	Footway resurfacing	Whole road	96,052
Azalea Walk	Eastcote & East Ruislip	Footway resurfacing	Whole road	156,538
Bartram Close	Brunel	Footway resurfacing	Whole road	48,305
Bourne Circus	Pinkwell	Footway resurfacing	In front of shops	28,060
Bramble Close	Yiewsley	Footway resurfacing	Whole road	66,155
Bromley Crescent	South Ruislip	Footway resurfacing	Whole road	99,310
Brookdene Drive	Northwood Hills	Footway resurfacing	Whole road	80,532

Burnham Gardens	Pinkwell	Footway resurfacing	Whole road	72,416
Corwell Lane	Botwell	Footway resurfacing	Whole road	161,029
Curzon Place	Eastcote & East Ruislip	Footway resurfacing	Whole road	69,933
Festival Close	Hillingdon East	Footway resurfacing	Whole road	27,062
Greencroft Avenue	Cavendish	Footway resurfacing	Whole road	120,600
Larne Road	Eastcote & East Ruislip	Footway resurfacing	Whole road	52,380
Long Lane	Ickenham	Footway resurfacing	Hillingdon Station to Halford Road	126,496
North Drive	Eastcote & East Ruislip	Footway resurfacing	Whole road	79,838
Sweetcroft Lane	Uxbridge North	Footway resurfacing	North side only	72,418
The Uplands	Manor	Footway resurfacing	Whole road	94,108
Windsor Gardens	Pinkwell	Footway resurfacing	Whole road	47,817
Yeading Lane	Yeading	Footway resurfacing	Shopping Parade - Dunedin Way to Willow Tree Lane - Shop side only	125,819
Sub-total				2,799,238

All Locations		Carriageway & Footway Resurfacing	Timely Release Discount	(104,971)
All Locations		Carriageway & Footway Resurfacing	Contractual Volume Discount	(118,968)
All Locations		Carriageway & Footway Resurfacing	Engineers Fees	166,137
All Locations		Carriageway & Footway Resurfacing	Contingencies	258,564
Total				3,000,000

APPENDIX B - HIGHWAYS STRUCTURAL WORKS APPROVED BY THE CABINET MEMBER FOR PROPERTY, HIGHWAYS AND TRANSPORT FOR 2022/23

Highways Structural Works Programme 2022/23 (Release No 1)

Location	Ward	Project/ Expenditure Title	Information	Funds Released £'s
Barra Hall Road	Wood End	Carriageway surfacing	Isolated concrete repairs	55,000
Breakspear Road North	Ruislip	Carriageway surfacing	From 240m south of Gilbert Road to Bourne Farm	381,350
Breakspear Road South	Ickenham & South Ruislip	Carriageway surfacing	From New Years Green Lane to Fine Bush Lane	208,495
Brickwall Lane	Ruislip	Carriageway surfacing	From High Street to Green Walk	88,453
Church Road	West Drayton	Carriageway surfacing	From Church Close to Station Road	76,123
Eastcote Road	Ruislip	Carriageway surfacing	From High Road to Windmill Hill Roundabout	418,153
Field End Road	South Ruislip	Carriageway surfacing	From Whitby Road to Victoria Road roundabout	520,269

Classification: Part 1 - Public

Property, Highways and Transport Select Committee – 18 October 2022

Field End Road	South Ruislip	Carriageway surfacing	Service road from house no.583 to 645	141,282
Field End Road	Eastcote	Carriageway surfacing	Service road from house no. 385 to Argon Drive	17,657
Field End Road	Eastcote	Carriageway surfacing	Service road from Aragon Drive Boelyn Drive	24,520
Ickenham Road	Ruislip	Carriageway surfacing	From High Street to Kingsend roundabout	399,794
Lees Road	Colham & Cowley	Carriageway surfacing	From Harlington Road to Uxbridge Road	164,514
Springwell Lane	Harefield Village	Carriageway surfacing	From Springwell Cottage to Willow Court	125,571
Willow Tree Lane	Yeading	Carriageway surfacing	From Yeading Lane to The Parkway	313,222
Addison Close	Northwood Hills	Footway surfacing	From Addison Way house 56 to end	86,761
Addison Way	Wood End	Footway surfacing	From Central Avenue to end towards Coldhabour Lane	79,253

Addison Way	Wood End	Footway surfacing	From Central Avenue to end towards Church Road	62,428
Brickwall Lane	Ruislip	Footway surfacing	From High Street to Green Walk	159,229
Field End Road	Eastcote	Footway surfacing	From Woodlands Avenue to Sunngdale Avenue	49,443
Field End Road	Eastcote	Footway surfacing	From Sunningdale Avenue to Woodlands Avenue	122,479
Moat Drive	Ruislip	Footway surfacing	From St. Martin's Approach house no. 16 to end	39,364
Myrtle Avenue	Eastcote	Footway surfacing	From the Uplands to Lime Grove	151,616
Pield Heath Road	Colham & Cowley	Footway surfacing	From Moorcroft Lane to Holly Cottage Mews	55,748
Shepiston Lane	Pinkwell	Footway surfacing	From fire Station to Goals (north side only)	53,982
Station Road	Uxbridge	Footway surfacing	From High Street Cowley to Church Road	167,467

Wimpole Road	Yiewsley	Footway surfacing	From Bentinck Road to Tavistock Road	56,328
Sub-total				4,018,503
All Locations		Carriageway & Footway Resurfacing	Timely Release Discount	(150,694)
All Locations		Carriageway & Footway Resurfacing	Contractual Volume Discount	(170,786)
All Locations		Carriageway & Footway Resurfacing	Engineers Fees	302,211
All Locations		Carriageway & Footway Resurfacing	Contingencies	369,702
Total				4,368,936

SELECT COMMITTEE REVIEW - OBTAINING BEST VALUE FOR THE COUNCIL'S HIGHWAYS RESURFACING PROGRAMME

Committee name	Property, Highways and Transport Select Committee
Officer reporting	Steve Clarke, Democratic Services Officer
Papers with report	Appendix A – LBH Highway Safety Inspection Policy & Procedure
Ward	All

HEADLINES

This item will act as the first session of the Select Committee's review into obtaining best value for the Council's Highways Resurfacing Programme. As a starting point for the review and to assist discourse, this report provides Members with an overview of Hillingdon's Highway network, maintenance procedures and the Council's highways safety inspection procedures. The aim of the review is to take a broad assessment of existing procedures, new technologies, methods, materials and scheduling possibilities to obtain best value and service for residents.

RECOMMENDATIONS:

That the Select Committee note the contents of the report and use the first witness session of the review to enquire as to the Council's existing approach to Footways and Carriageways Resurfacing.

SUPPORTING INFORMATION

The following witness will be present to take part in the information gathering session on 18 October 2022:

Poonam Pathak	LBH Head of Highways	A key officer in the implementation and strategic development of the Council's Highways maintenance programme.
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Hillingdon's Highways Network

The Council is tasked with maintaining 905 kilometres of footways and 700 kilometres of carriageways (roadways) within Hillingdon.

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

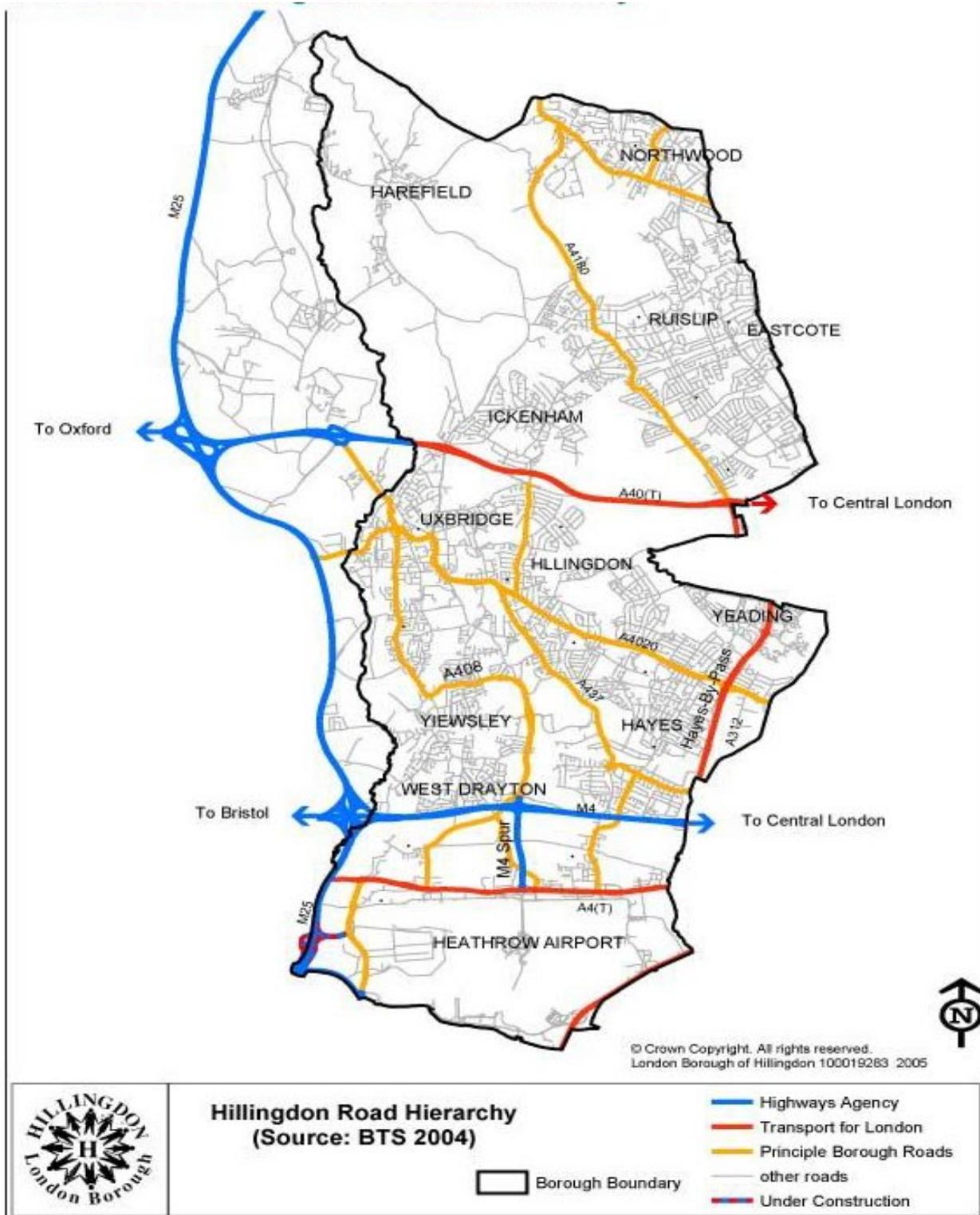
- A4 Bath Road
- A40 Western Avenue
- A30 Great South West Road
- A312 The Parkway

Classification – Public

Property, Highways and Transport Select Committee – 18 October

- 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

These highways are maintained by a mix of Highways England and Transport for London as detailed below.



Classification – Public
Property, Highways and Transport Select Committee – 18 October

Of the roads that the Council is responsible for maintaining, these have been categorised into groups A – D within Hillingdon’s road hierarchy. Categories are determined based on road classification with due regard to functionality, traffic use, character and trends. The vast majority of the Borough’s road network (82%) falls within category D.

Feature	Hierarchy	Functionality factor	General description	Category	Length (m)
Road	Main Distributor	Borough principal roads; very high traffic flow routes.	Routes linking strategic network.	A	51,662
	Secondary Distributor	Traffic sensitive roads; classified non-principal roads; high traffic flow routes.	Routes linking main distributor network	B	20,343
	Link Road	Medium traffic flow routes. Mainly unclassified.	Routes linking secondary distributor network; industrial interconnecting roads.	C	52,700
	Residential / Local Access	Low traffic flow routes. No traffic generator. Unclassified.	Residential roads; access to individual properties and land.	D	574,151

Similarly, the footway hierarchy takes into account local factors such as the proximity to town centres, shopping parades, schools, hospitals, and public transport hubs. Footways are categorised in groups 1 – 4 detailed below. Again, the majority of footways (94.5%) fall within category 4.

Feature	Hierarchy	Functionality factor	General Description	Category	Length (m)
Footway	Primary Walking Route	Very high pedestrian volume. Major bus route.	Busy urban town centre; shopping and business centre; main train stations; main pedestrian routes.	1	14,197
	Secondary Walking Route	High pedestrian volume.	High usage routes through local areas feeding into primary routes; shopping parades; large schools.	2	5,437
	Link Footway	Medium pedestrian volume.	Linking local access footways; local shops.	3	46,824
	Local Access Footway	Low pedestrian volume.	Low usage footways; residential housing estates; cul-de-sacs.	4	1,148,302

Classification – Public
 Property, Highways and Transport Select Committee – 18 October

Highways Maintenance and Management

The Council's highways maintenance activities can be categorised under three primary functions:

- **Reactive Maintenance**
 - o Patching
 - o Potholes
 - o Drainage
 - o Road markings
 - o Highway Inspections
 - o Street Lighting Repairs
- **Regulatory Functions**
 - o Network Management
 - o Utility Inspections
- **Planned Maintenance**
 - o Resurfacing
 - o Surface Dressing

With regard to reactive maintenance, the Council has three rhino patch machines that are used to repair potholes. These machines are quicker, produce longer lasting repairs and are cheaper than traditional road repair methods. They're also more eco-friendly as they produce around 80% less CO2. They are particularly effective because no joins are left between the old and new surface, so water can't leak into cracks and cause repeat problems.

For the benefit of residents, the Council's website 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 London.

Management of the Council's highways asset is a strategic endeavour that enables the Council to make decisions over what service is provided and what can be achieved within budget limits. It enables officers to identify the best allocation of resources for the management, operation, preservation and enhancement of highway infrastructure to meet the needs of current and future residents. Asset management therefore supports business decisions and provides longer term financial benefit.

Safety Inspections

The Council has an Inspection Regime in place that sees all roads and footways in the Borough inspected for defects on an agreed frequency in line with the Code of Practice for Well Managed Highways Infrastructure and the Borough's road and footway hierarchies.

Defects can also be reported by residents through the Council's Contact Centre or on the Council's website.

Classification – Public

Property, Highways and Transport Select Committee – 18 October

Footway and Roadway Defects

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.

It is recognised that on any highway network, a multitude of minor defects will exist which do not pose any risk to either the safety or the integrity of the highway and for which it may be impractical and inefficient to expend limited financial resources to undertake repairs. Investigatory levels provide guidelines to highways inspectors, as to which defects should be considered for treatment or repair. All defects inspected that meet investigatory levels are evaluated and the likelihood of injury or damage to a highway user assessed. This approach helps to ensure that defect repairs are appropriately planned, resourced and completed to the correct standard. It should be noted that minimum investigatory levels are provided as a guide only. Should the Inspector, following a risk assessment, deem it necessary to record any specific defect at a higher level, then they should do so.

Hillingdon's Investigatory Levels

Item	Defect	Investigatory Level
Carriageway	Pothole / depression (<i>depth/width</i>)	>40mm & >200mm
Cycleways	Pothole / depression (<i>depth only</i>)	25-40mm
Controlled crossing points (<i>zebra, pelican, puffin, toucan etc</i>)	Pothole / depression (<i>depth only</i>)	25-40mm
Carriageway	Standing water / water flowing onto public highway / blocked drain	> 1/3 width of carriageway and > 40mm deep
Signs/bollards/pedestrian guard rails	Damaged/misaligned item causing a hazard (including sign fixings)	Defect present
Footway	Trip / pothole / sunken cover	> 20mm
Footway	Rocking flagstones / block	> 20mm vertical movement
Footway	Loose kerbs (<i>All</i>)	50mm horizontal 20mm vertical
Footway	Missing kerb section	> 20mm
Footway	Depression / ponding	>1m sq & >40mm deep
Footway	Horizontal gap (<i>paving slabs</i>)	>20mm wide & >20mm deep
Footway	Filletts / open joints	>20mm wide & >20mm deep

Classification – Public

Property, Highways and Transport Select Committee – 18 October

Prioritisation criteria

Hillingdon currently adopts a “worst-first” approach to asset management whereby the worst condition roads are identified, and a one-year programme of road resurfacing and reconstruction works is developed. Officers are preparing a 5-year work programme which will include both major resurfacing and preventative maintenance which is the first step towards long-term programme development.

Condition surveys are commissioned and used to determine which roads will be suitable for major resurfacing and preventative maintenance. For the 2022/23 programme and beyond, a number of factors have been taken into account other than road condition in determining surfaces for repair, such as accident claim, defect records, complaints, road usage levels, and footfall.

The prioritised future years works programmes of highways capital resurfacing schemes are reviewed and updated based on the results of the latest road condition survey data.

Implications on related Council policies

A key role of Select Committees is to monitor the performance of Council services within their remit. Select Committees may also 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 vision for highway assets sits within the Councils core priority (Our People, Our Natural Environment, Our Build Environment and Financial Management), which is achieved by providing highway assets which are in good condition, fit for purpose, energy efficient, provide accessible services to residents, represent value for money through long term planning, and enhanced allocation of resources. Moreover, the Council endeavours to provide improved service and quality of life to users with high customer satisfaction.

Financial Implications

There are no direct financial implications associated with this report.

Legal Implications

None.

APPENDICES

Appendix A – LBH Highway Safety Inspection Policy & Procedure*

**The lists of LBH footways and carriageways (pages 24 – 159 of the policy) have been omitted from these agenda papers for conciseness; however they can be found on the Council’s website at the following url - https://www.hillingdon.gov.uk/media/9337/Highway-Safety-Inspection-Policy-and-Procedure/pdf/Highway_Safety_Inspection_Policy_and_Procedure.pdf?m=1649170824107*

Classification – Public

Property, Highways and Transport Select Committee – 18 October



HILLINGDON
LONDON

London Borough of Hillingdon

HIGHWAY SAFETY INSPECTION POLICY & PROCEDURE

Highway Services

01/11/2018

Quality Management

Report: Highway Inspection Policy & Procedure

Issue/revision	Issue 1	Revision 1	Revision 2	Revision 3
Version/Remarks	Final	Table 10 review		
Date	01/11/2018	17.02.2020		
Prepared by	Poonam Pathak	Poonam Pathak		
Signature	PP	PP		
Checked by	Dalton Cenac	Dalton Cenac		
Signature	DC	DC		
Authorised by	Perry Scott	Perry Scott		
Signature	PS	PS		

The following have been consulted by Highways in the preparation of this policy

- LBH Legal Team
- LBH Insurance Team
- Gallagher Bassett (LBH claim handlers)
- METIS Consultants (critical review by independent consultant)
- Neighbouring authorities

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1. Introduction

This policy sets out the framework for the London Borough of Hillingdon (LBH) to carry out routine safety inspections for highways maintainable at public expense. The Highways Act 1980 Section 41 requires LBH to maintain all highways for which it is responsible. Section 58 of the act provides a statutory defence to a claim for breach of the Section 41 duty to maintain. This document provides a framework for LBH to use that defence. This policy has been prepared with the primary aim of providing assistance to those carrying out highway safety inspections with clear, consistent, guidance and instruction.

This policy has been developed to meet the requirements of the Highways Act and addresses the specific matters above by:

- i) Carrying out regular inspections with regard to the character of the highway
- ii) Applying investigatory criteria to the severity of a defect i.e. what constitutes 'dangerous'
- iii) Carrying out general repairs to the highway
- iv) Taking action to minimise the potential of a defect developing further
- v) Taking such action to make a dangerous defect safe by signing, guarding or immediate repair to remove the danger.

This policy supersedes all previous approaches to highway inspection and repair within LBH and sets out the policy on how damaged or faulty highway assets that may create a danger or serious inconvenience to highway users are managed through a system of inspection, risk assessment and repair.

The Well Managed Highway Infrastructure - A Code of Practice 2016 (the Code) highlights the need for a risk based approach to all highways policies, and LBH Inspections have been modified in the light of particular local circumstances, and the relative risks and consequences associated with these. In accordance with the Code, LBH has reviewed the inspection regime including defect assessment and categorisation. The policy has been developed through a series of consultations within the council department's e.g. highways manager, safety inspectors, highway engineers, streetworks officers, legal representatives, risk and insurance professionals; and also benchmarking the inspection regime with the neighbouring boroughs. The guidance documents produced by LoTAG were also taken into consideration while preparing the policy.

2. Purpose of Inspection

The purpose of highway maintenance is to provide a highway network, which is safe and convenient for users of the highway. Safety inspections are designed to identify all defects likely to create danger or serious inconvenience to users of the highway or the wider community. This includes defects that require urgent attention as well as those where the location and reduced level of severity is such that a longer response time is acceptable.

Highway safety inspections:

- Identify defects which should be repaired as part of a maintenance programme to arrest further deterioration and avoid more serious problems developing.
- Demonstrate a structured inspection regime, which can provide evidence for the Highway Authority to defend claims.

3. Network Hierarchy

A network hierarchy is primarily a categorisation of carriageways, footways and cycleways by their respective use and function. It is acknowledged that the network hierarchy and inventory forms the basis for a coherent and consistent maintenance strategy. It provides the link between maintenance policy and implementation and assists with;

- Determining appropriate inspection frequencies
- The allocation of resources and maintenance priority

The key purpose of a network hierarchy is to ensure the orderly grouping of carriageways, footways and cycleways in a framework around which the Council can plan and maintain the highway network effectively and efficiently. It reflects the needs, priorities and actual use of each road in the network. Hence the network hierarchy will provide a balanced approach to determine an appropriate, safe and convenient use of all roads. Based on the guidance in Recommendation 12 (A.4.3.11 - A4.3.18) of the Code, the Council has considered the guidance in terms of local application, embracing detail knowledge and understanding of the local highway network to develop road, footway and cycleway categories. The network hierarchy has been reviewed taking into consideration the inspection regimes of neighbouring highway authorities as per the Recommendation 5 (A.2.3) of the Code.

3.1 Carriageway hierarchy

The carriageway hierarchy below has been determined based on road classification with due regard to functionality, traffic use, character and trends.

Feature	Hierarchy	Functionality factor	General description	Category	Length (m)
Road	Main Distributor	Borough principal roads; very high traffic flow routes.	Routes linking strategic network.	A	51,662
	Secondary Distributor	Traffic sensitive roads; classified non-principal roads; high traffic flow routes.	Routes linking main distributor network	B	20,343
	Link Road	Medium traffic flow routes. Mainly unclassified.	Routes linking secondary distributor network; industrial interconnecting roads.	C	52,700
	Residential / Local Access	Low traffic flow routes. No traffic generator. Unclassified.	Residential roads; access to individual properties and land.	D	574,151

Table 1

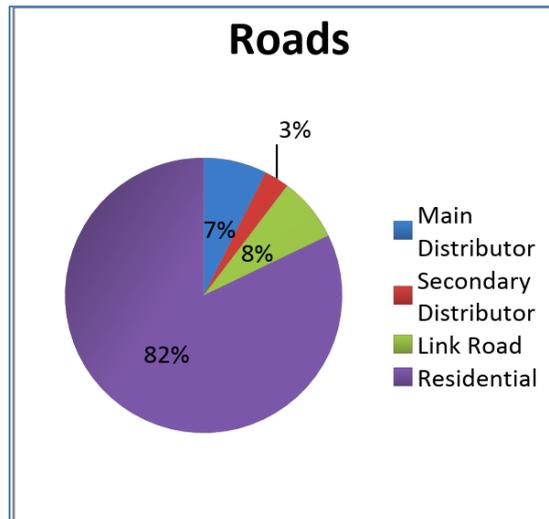


Chart 1

3.2 Footway hierarchy

The footway hierarchy is determined on functionality and actual use. Local factors such as the proximity of town centres, shopping parades, schools, hospitals, stations attracting higher than normal number of pedestrians to the area have been taken into account.

Feature	Hierarchy	Functionality factor	General Description	Category	Length (m)
Footway	Primary Walking Route	Very high pedestrian volume. Major bus route.	Busy urban town centre; shopping and business centre; main train stations; main pedestrian routes.	1	14,197
	Secondary Walking Route	High pedestrian volume.	High usage routes through local areas feeding into primary routes; shopping parades; large schools.	2	5,437
	Link Footway	Medium pedestrian volume.	Linking local access footways; local shops.	3	46,824
	Local Access Footway	Low pedestrian volume.	Low usage footways; residential housing estates; cul-de-sacs.	4	1,148,302

Table 2

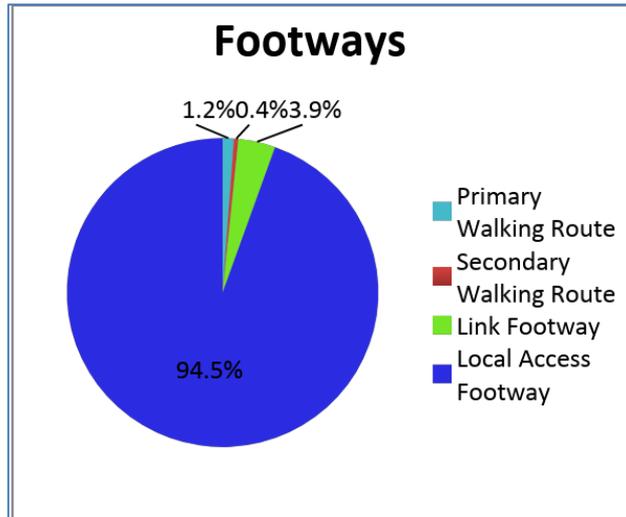


Chart 2

3.3 Cycleway hierarchy

The cycleway hierarchy is determined by where they are situated and inspections are undertaken as part of the footway and carriageway inspections.

Feature	Hierarchy Description	Category	Length (m)
Cycleway	Part of carriageway - Cycle Lane	A	8,890
	Part of footway - Cycle Track		
	Remote from carriageway - Cycle Path	B	38,520
	Cycle Trails	C	31,480

Table 3

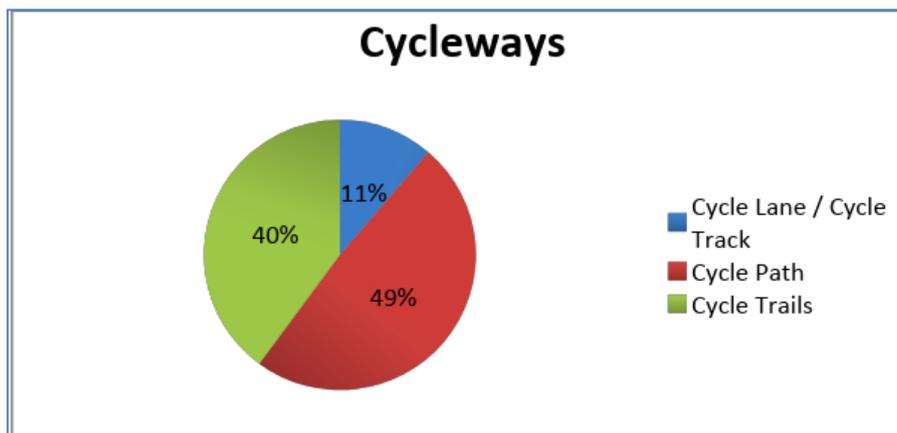


Chart 3

4. Inspection Frequency

The frequency of inspection adopted by LBH reflects the needs, priorities and actual use of each highway in the network. The frequencies take into account national guidelines for a risk based approach in accordance with local needs. A particular highway may in some

instances have varying frequencies of inspections in different locations along its length. The general frequencies of inspection are stated in Table 4.

The existing hierarchies and frequencies were reviewed to comply with the Code, together with a benchmarking exercise with neighbouring boroughs (consistency with other local authorities). The new hierarchies and classification are based on LBH risk assessment and available resources. Following the review inspection frequencies have been increased on main distributor roads, secondary distributor roads, link roads, and link footways.

Feature	Hierarchy Description	Category	Length (m)	Frequency
Road	Main Distributor	A	51,662	1 month
	Secondary Distributor	B	20,343	1 month
	Link Road	C	52,700	3 month
	Local Access	D	574,151	1 year
Footway	Primary Walking Route	1	14,197	1 month
	Secondary Walking Route	2	5,437	3 month
	Link Footway	3	46,824	3 month
	Local Access Footway	4	1,148,302	1 year
	Cycleway	Cycle Lane or Cycle Track	A	8,890
Cycle Path		B	38,520	6 month
Cycle Trail		C	31,480	1 year
PROW	Public Right of Way		128,711	1 Year

Table 4

4.1 Inspection frequency compliance

While every effort will be made to achieve the frequency of inspection shown in Table 4, on occasion the effect of weather, workload, inspector availability or for other operational reasons it is possible that the specified inspection frequencies cannot be met. In such circumstances the missed inspection will be undertaken within the first week of the following

month. If an inspection cannot be undertaken within this period this must be reported to the manager immediately.

4.2 Inspection schedule

The inspection schedule is managed through the 'Insight - Symology' system. The work is scheduled by the system depending on the inspection frequency and actual due date. All inspections to undertaken during a given month are shown on the system as being *due* on the beginning of the month. At the beginning of each month the inspectors download the inspection routes to be undertaken during the month and the inspections are completed within that month.

5. Items for Inspection

The items and the typical defects/risks that are assessed as part of the inspection process are listed in the Table 5 below. The list is not exhaustive and persons carrying out the safety inspections are requested to record any defect that might create a hazard to users of the highway.

Item	Scope of defects/risks to be identified
Carriageway	Surface defects (potholes, depression, cracking, rutting, crowning, uneven surface) Edge defects (edge deterioration, depression) High friction surfacing defects (worn/slippery surface) Mud, debris, spillage or contamination on running surfaces Obstructions (debris) Flooding (depression, blocked gullies) Markings, Road Studs defects (worn/missing marking, damaged/missing /displaced studs) Covers and gratings defects (rattling, difference in level) Ironwork defects (damaged/broken covers) Kerb defects (missing/dislocated, damaged, missing fillets causing trip)
Footways and Cycleways	Surface defects (rocking/cracked slabs, abrupt level difference, Longitudinal or transverse cracking or gaps, depression) Kerbs and edge defects including missing and projecting kerbs Highway weeds causing slippery surfaces or trips Mud, debris, spillage or contamination on running surfaces Obstructions (A-board, Bins) Loss of Mortar/grout
Public Rights of Way	Surface defects (trip hazards, potholes, Overhanging vegetation Unlawful obstruction Integrity of stiles and gates etc.
Drainage	Blocked gullies causing a water hazard Slow running gullies causing a water hazard

	Accumulation of water on carriageways, footways and cycle routes
Landscaped Areas and Trees (incl. hedges)	<p>Root growth causing surface irregularity</p> <p>Trees or hedges overgrowing the footway or carriageway such that a hazard is presented</p> <p>Basal growth causing obstruction</p> <p>Unstable trees or branches</p> <p>Overgrown hedges, grass or vegetation causing inadequate visibility, particularly at junctions or pedestrian crossings</p> <p>Trees and vegetation obscuring signs or street lights constituting a hazard to users</p>
Road Markings and Studs	<p>Loose studs - Potential for damage and injury</p> <p>Severely worn pedestrian crossing markings</p> <p>Worn or missing markings constituting a hazard to highway users</p>
Traffic Signs and Bollards	<p>Missing, damaged bollards - hazard</p> <p>Missing, damaged, obscured or mis-directed signs constituting a hazard to highway users (for example, missing "no entry" signs)</p> <p>Unstable signs, signals or posts in danger of collapse</p> <p>Obscured signs</p>
Fences and Barriers	<p>Missing or damaged pedestrian guard rail</p> <p>Missing or damaged safety fence</p> <p>Integrity and location of safety fencing for both vehicles and pedestrians</p>
Traffic Signals, Pedestrian and Cycle Crossings	<p>Exposed wiring</p> <p>Unstable signal post</p> <p>Malfunctioning or inoperative traffic signals</p>
Street Furniture	<p>Damaged or missing bollards</p> <p>Damaged litter bins, cabinets etc. causing a hazard to pedestrians</p>
Condition of Street Lighting / Illuminated Signs and Bollards	<p>Damaged or defective lighting columns/illuminated signs and bollards</p> <p>Exposed wiring in lamp columns, bollards or cabinets</p> <p>Structurally damaged lamp columns in danger of collapse</p>
Temporary traffic management, highway licences	<p>Chapter 8 not followed</p> <p>Signing of obstructions, such as skips and scaffolding,</p>
Bridges	<p>Accident damage to:</p> <p>Structures and supports</p> <p>Parapets</p> <p>Drainage systems</p> <p>Insecure expansion joints etc.</p>
Debris	<p>Debris in the footway or carriageway constituting a hazard to vehicles or pedestrians</p> <p>Oil, loose grit or gravel or other debris in the carriageway causing a</p>

	skidding hazard
--	-----------------

Table 5: Items for inspection

While inspecting any street the officer will have to record the hazardous defects as stated above whilst considering the following;

Defects not under the ownership of the Council

During an inspection defects may be identified which are not the responsibility of the Council to repair. The Inspector shall therefore take steps to ensure that the party responsible for the repair are made aware of the defect and will if necessary take interim action to make a defect temporarily made safe. The decision will be based upon a local risk assessment by the Inspector and related to the level of risk presented at the time.

Statutory undertakers defective apparatus (Section 81 NRSWA 1991)

Where an inspector identifies defective utility apparatus, this must be recorded, also stating where possible the undertaker concerned. This information is passed onto the relevant utility with a recommended response time in order that an appropriate repair is carried out.

Defective reinstatements (Section 72 NRSWA 1991)

Where an inspector identifies defective reinstatement belonging to a statutory undertaker, this must be recorded stating where possible the undertaker concerned and passed onto the relevant utility for appropriate action.

6. Risk Assessment

Recommendation 14 and section A.5 of the Code recommends that the safety inspection regime and the defect repair regime should be risk based. This means assessing the likely **impact** should the risk occur and the **probability** of it actually happening. There are four basic steps to this process;

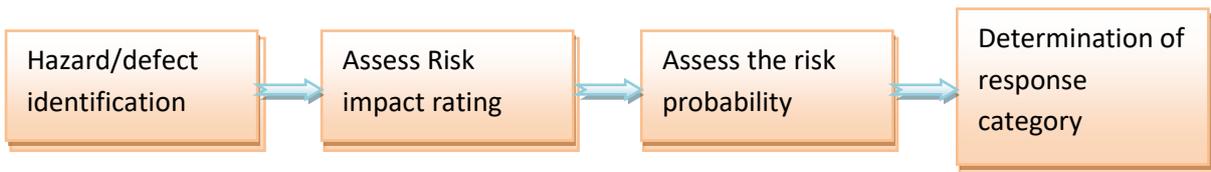


Chart 4

6.1 Impact

The impact rating is quantified by assessing the extent of harm likely to be caused should the risk become an incident, and as such there is a clear link to the physical characteristics of the defect or hazard. The table below sets out the impact definitions.

The impact of a risk occurring is measured on a scale of 1 – 3 (1 lowest, 3 highest). The following table gives guidance:

Impact rating	Score	Description	Possible Indicators
---------------	-------	-------------	---------------------

High	3	The hazard presented by the defect, or due to the short term structural deterioration in the defect, could result in serious injury or a fatality.	<p>Impact will result in serious damage to persons or property.</p> <p>Highway users will instinctively react to avoid the defect and this will place them in peril.</p> <p>The defect could destabilise a vehicle and this will place highway users in peril.</p>
Medium	2	The hazard presented by the defect, or due to the short term structural deterioration in the defect, could result in injury or claim against the Authority.	<p>Impact will result in damage to persons or property, from which they are likely to recover.</p> <p>Highway users will instinctively react to avoid the defect.</p> <p>The defect could destabilise a vehicle.</p>
Low	1	The hazard presented by the defect, or due to the short term structural deterioration in the defect, is unlikely to result in injury or claim against the Authority. If untreated the defect will contribute to the deterioration in the overall condition of the highway asset. The defect is unlikely to deteriorate further before the next safety inspection.	<p>The defect will be recognised by Highway Inspectors as requiring attention, but is unlikely recognised as a defect by most Highway users.</p> <p>The defect is very unlikely to cause injury.</p>

Table 6: Impact

6.2 Probability

The probability of a risk occurring is quantified by assessing the likelihood of highway users encountering the defect or hazard. The probability of a risk occurring is measured on a scale of 1 – 3:

Probability rating	Score	Description	Possible Indicators
High	3	High chance of occurrence.	<p>Vehicular, cycle and / or pedestrian flows are high.</p> <p>A high percentage of vulnerable users may pass through the site.</p> <p>The location of the defect and the topography of the site will mean that it is</p>

			difficult to a highway user to recognise and hence avoid the defect. Forward visibility may be compromised.
Medium	2	Medium chance of occurrence.	Vehicular, cycle or pedestrian flow may be high, but differing modes are less likely to share the Highway at this location. Responsible Highway users may be able to recognise and take action to mitigate the impact of the defect. Forward visibility is good.
Low	1	Low chance of occurrence.	Vehicular, cycle or pedestrian flows are moderate or low. Different transport modes are unlikely to share the Highway at this location. The majority of responsible Highway users will be able to recognise and take action to mitigate the impact of the defect.

Table 7: Probability

6.3 Risk factor

The risk factor is the product of the impact and the probability and determines the seriousness of the risk. The risk matrix determines the risk factor from the impact and probability assessments which is intended as a guide for highway inspectors to enable them to identify defects that present a foreseeable risk of injury or damage to users of the highway.

Risk assessment matrix:

Probability	Low (1)	Medium (2)	High (3)
Impact			
Low(1)	1	2	3
Medium (2)	2	4	6
High (3)	3	6	9

Table 8: Risk Matrix

Having identified a particular risk, assessed its likely impact and probability, and calculated the risk factor, the timescale to rectify the defect can be defined as a Category 1 response or

a locally determined Category 2 response. The response categories are shown in Table 9 below:

Risk Factor	Category	Symology priority	Response time	Colour
9	Cat 1(ECO)	1	4 hours	Red
6	Cat 2H	2	14 Days	Blue
4	Cat 2M	3	28 days	Yellow
3 to 1	Cat 2L	4	3 Months	Green

Table 9: Risk Response Matrix

The need and priority of any repair will vary depending upon the following factors and in accordance with the risk evaluation and management process above.

- The depth, surface area, or other extent of the defect
- The location of the defect relative to highway other features such as junctions, bends and pedestrian crossing points (including designated pedestrian crossing points)
- The location of the defect relative to the positioning of users, especially vulnerable users, such as in traffic lanes, wheel tracks or at crossing points
- The nature and extent of interaction with other defects
- Forecast weather conditions, especially potential for freezing of surface water
- Level of use.

7. Defect Repairs

A main driver of this policy is to have a highway safety inspection and repair regime that ensures the safety of highway users, is proportionate to risk, practicable and achievable. The defects identified will be categorised depending on the risk and impact associated with it. The defects that are likely to create danger or serious inconvenience to users of the network or the wider community will require emergency or urgent attention as well as those where the locations and sizes are such that longer periods of response will be acceptable. The level of response is determined with reference to the risk response matrix (Table 9) together with inspector experience and judgement. Inspectors have full discretion to escalate the response time if they consider it necessary given the character of the defect and its location.

7.1 Categories of defect and response times

Defects are categorised as

Category 1: defects presenting the highest risk of harm to the public, thus requiring immediate attention to secure, guard, warn, or make safe.

Cat 1 emergency call out (ECO) up to 4 hours response required by the Rapid Response Team.

Category 2: these are defects that require some further action and are divided into high, medium and low by the risk assessment score.

Cat 2H: These require a permanent repair within 14 days.

Cat 2M: These require a permanent repair within 28 days.

Cat 2L: These require a permanent repair within 3 months.

The response times for Cat 2 repairs may in exceptional circumstances be affected by statutory holidays, plant shutdowns or sustained inclement weather.

Days used in this policy refer to working days i.e. Monday to Friday excluding weekends and bank holidays.

Repair standards

Cat1 ECO repairs will be made safe by signing, guarding, covering or by temporary repair.

Cat 2 repairs will always be permanent repairs.

Temporary and permanent repairs will be carried out to the standards set out in the Specification for Reinstatement of Openings in Highways (SROH) and Specification for Highway Works (SHW.)

7.2 Out of hours response

The Council provides a 24/7 out of hours standby service for emergencies. During out of hours, calls are answered by the Contact Centre and the details are provided to the highways emergency response team to attend. The Council is only able to deal with emergencies which are likely to have a significant impact on safety. Emergencies cover a range of situations including events such as road traffic accidents, collapse of footway/carriageway, severe flooding etc.

7.3 Accident claim automatic repair

Whenever an accident is reported any defect will be assessed for repair whether it reaches the investigatory level or not.

8. Investigatory Levels

It is recognised that on any highway network, a multitude of minor defects will exist which do not pose any risk to either the safety or the integrity of the highway and for which it may be impractical and inefficient to expend limited financial resources to undertake repairs.

Investigatory levels provide guidelines to highways inspectors, as to which defects should be considered for treatment or repair. The key to selecting the appropriate action for a defect is the risk assessment process. All defects (from the list of assets to be inspected) that meet investigatory level should be evaluated and the likelihood of injury or damage to a highway user assessed. This approach helps to ensure that defect repairs are appropriately planned, resourced and completed to the correct standard.

The investigatory levels are listed below in the Table 10.

(Note: Minimum Investigatory Levels are provided as a guide only. Should the Inspector, following risk assessment, deem it necessary to record any specific defect at a higher level, then they should do so).

Item	Defect	Investigatory Level
Carriageway	Pothole / depression (<i>depth/width</i>)	>40mm & >200mm
Cycleways	Pothole / depression (<i>depth only</i>)	25-40mm
Controlled crossing points (<i>zebra, pelican, puffin, toucan etc</i>)	Pothole / depression (<i>depth only</i>)	25-40mm
Carriageway	Standing water / water flowing onto public highway / blocked drain	> 1/3 width of carriageway and > 40mm deep
Signs/bollards/pedestrian guard rails	Damaged/misaligned item causing a hazard (including sign fixings)	Defect present
Footway	Trip / pothole / sunken cover	> 20mm
Footway	Rocking flagstones / block	> 20mm vertical movement
Footway	Loose kerbs (<i>All</i>)	50mm horizontal 20mm vertical
Footway	Missing kerb section	> 20mm
Footway	Depression / ponding	>1m sq & >40mm deep
Footway	Horizontal gap (<i>paving slabs</i>)	>20mm wide & >20mm deep
Footway	Fillets / open joints	>20mm wide & >20mm deep

Table 10: Investigatory Levels

9. Highway Inspection Process

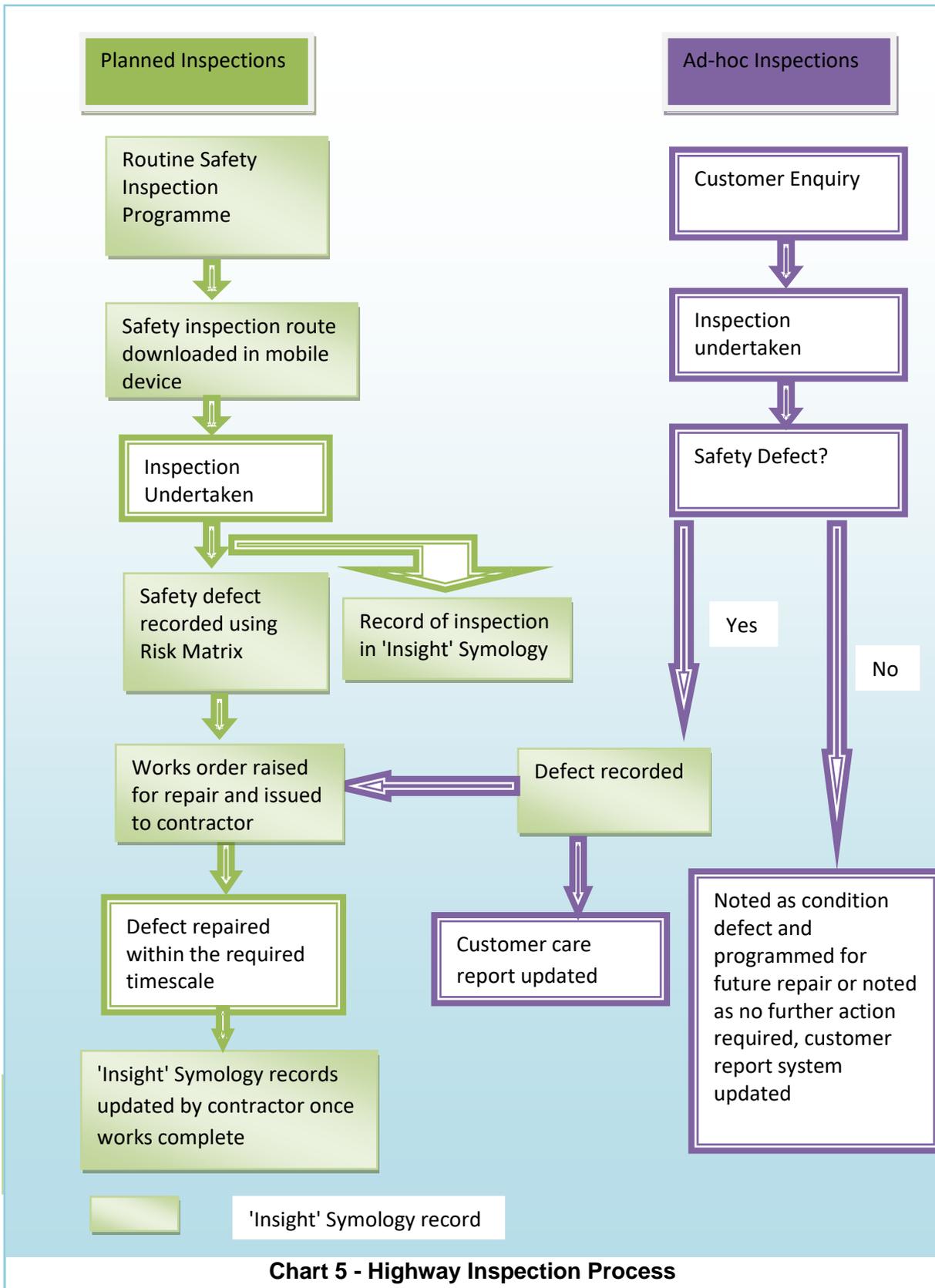
The safety inspection regime is applied and recorded systematically and consistently. The Code states that Authorities should determine the most appropriate way to undertake inspections in order to clearly observe any defects for each asset type. This may include inspections from a slow moving vehicle or in busy urban areas, and particularly when inspecting footways, by walking. The inspections are carried out in accordance with the following requirements;

- All highway safety inspections will be carried out to the frequencies detailed in Table 4. Inspection reports are part of the evidence used to show that the highway authority has acted reasonably
- The purpose of highway safety inspections is to identify all defects in the adopted highway that are likely to create danger or serious inconvenience to users of the network or the wider community and to arrange for their remedy. Particular attention will be given to factors affecting the more vulnerable users of the highway such as the elderly, people with disabilities, cyclists and motorcyclists.
- Highway safety inspections will not be carried out during the hours of darkness/dusk or under conditions of poor visibility e.g. snow, fog, heavy rain. Periods of peak traffic flows should be avoided where possible.
- All routine scheduled safety Inspections will be undertaken by area, by inspectors within the Highways Department. Every inspection undertaken shall be recorded on a mobile device at the time of inspection. The mobile device records the time of inspection, defect information if any. The results of routine safety inspections shall be downloaded to the Insight Symology database following completion of the inspection.

If no defects are recorded as a result of inspection, the inspector shall update the system stating 'no defects were identified during the inspection'.

- During the inspection if a CAT1 defect is identified, the Rapid Response Team will be called out to attend the site within 4 hours. Out of hour emergency calls are attended by a senior highways officer and operative. A works order is issued using the appropriate priority codes associated to the defects. Photographs will be taken of each defect raised to help to show location and severity of the defect. These will be stored and accessible through a database.
- It is recognised that parked vehicles can present a visual obstruction to the inspection process. However it is also recognised that removal of all parked vehicles from large sections of the highway would cause major disruption to residents, be difficult to enforce and impractical to provide any alternative parking. The Inspector must do all that is reasonable practicable to ensure that any defects are identified and recorded.
- Defects associated with a Statutory Undertaker will be recorded on the data capture device and the defects, section 81 (utility apparatus e.g. rattling/missing/damaged covers) and section 71 (reinstatement of excavation) and notices will be processed. Where possible any associated costs will be charged to the undertaker.
- Where a safety defect is made safe by means of temporary signing or repair, arrangements will be made to ensure the continued integrity of the signing or repair until a permanent repair can be completed. The nature of these arrangements will be defined through risk assessment.

A flow chart for the safety inspection process is as follows:



9.1 Method of Inspection

Safety inspections are undertaken by a highways inspector either driven in a slow moving conspicuously marked vehicle or on foot. All footways will have walked inspections at the recommended frequency detailed in Table 4. The carriageways will also be inspected during walked inspections. Only carriageways will be inspected by a driven inspection.

9.1.1 Walked inspections

The highway inspector shall have due regard to their personal safety and in particular from moving traffic either on the main highway or at junctions and crossings. All footway inspections will be carried out on foot. A walked inspection involves an officer wearing a high visible jacket who will walk down one side of the footway observing defects on the footway and to the centre line of the adjacent carriageway. The officer then performs the same procedure on the other side of the road recording defects using a handheld data capture device. All notes are recorded on the handheld device.

9.1.2 Driven inspections

The highway inspectors shall have due regard to their personal safety and in particular the potential hazards from moving traffic and the presence of pedestrians either on the main highway or at junctions and crossings. On no account must they present or put themselves in any hazardous situation. Safety inspections must be carried out in such a manner so as to avoid any disruption to traffic, therefore inspections will be carried out off-peak on the busier routes.

Where a vehicle is used the speed would be sufficiently slow to identify defects but mindful of the effect on other traffic. The driven inspection is undertaken by two people with the passenger carrying out the inspection and recording the data. Each carriageway will be driven in both directions with no undue delay in completing each carriageway. If any defect is observed but its position is not located adequately, a further inspection must be carried out to confirm the location on another pass.

9.2 Recording of Defects and Inspection Data

In order for the Authority to defend potential claims, all data arising from highway safety inspections are recorded in a format that enables retrieval using a variety of search criteria. The inspections are carried out using a handheld data capturing device in LBH Asset Management System 'Insight - Symology'. If no work is ordered as a result of the inspection the computer system will automatically record that no orders were created, indicating that no defects were identified during the inspection.

9.2.1 Locating and recording defects

To ensure the repair team can quickly identify the precise defect, it is essential that the information provided (including a photograph wherever possible) is simple and easily understood.

In order to locate a defect effectively, the repair team requires the following information:

- The location of the defect along the length of the highway.
- The position of the defect across the width of the highway
- The size and type of defect

Defects shall be marked with temporary road marking paint only where necessary, to enable the repair team to locate them quickly.

9.2.2 Location along the length

This information should be clear, precise and easily understood. This will reduce any lost productivity time of the repair team used to locate a specific defect. Ideally a combination of the following information should be recorded:

- Street name / road number
- House number / building name
- Distance and direction from nearest road junction
- Street lighting column number

9.2.3 Location across the width

This information is essential for assisting the repair team to precisely locate the defect identified by the inspector.

Examples

- Channel of carriageway
- On verge
- At start of radius.
- Adjacent to
- On pedestrian crossing
- In central reservation
- In slow / fast lane

9.2.4 Size and type of defect

When describing a defect the inspector must clearly state the description of the defect and its approximate size, where applicable. This will enable the repair team to collect the correct materials to carry out the repair.

Descriptions such as 'Pothole', 'Broken Flags' and 'Damaged Kerbs' do not convey enough information for the repair team to carry out a repair efficiently. It is essential that all the information required to carry out the repair is recorded, by the inspector and passed onto the repair team.

9.3 Ad-hoc Inspections

A highways enquiry received from a member of public, councillors, Member of Parliament or other stakeholders are assigned to the relevant highways inspector to investigate. The highways inspector will investigate the enquiry within a timescale appropriate for the perceived urgency. The inspection detail will be recorded in the LBH asset management system as stated in the process Chart 5. The repair of any defects is actioned in accordance with the criteria contained in this policy document.

If resources are available extra ad-hoc inspections may be carried out on areas of increased deterioration, regularly obstructed areas and other roads.

9.4 Public Rights of Way Inspections

A public path or public right of way is a route over which the public have a right to pass and re-pass. Public rights of way are part of the wider public highway network. These inspections are undertaken by the Rights of Way Officer within Highways. The public rights of way are recorded on the definitive map and statement. The inspection frequency and defect identification criteria are detailed in Table 4.

9.5 New Road and Streetworks (NRSWA) inspection:

LBH delivers its duties under NRSWA legislation through the London Permit Scheme. Inspections under the permit scheme will follow the sample inspection methodology for assessing carrying out all categories A, B and C. The three types of inspections used within the permit scheme;

- Sample Inspections,
- Defect Inspection
- Investigatory inspection

Inspections under the Permit Scheme will include processes for dealing with any defective signing and guarding and for reinstatements; improvement plans; together with any costs that may be recoverable, e.g. sample inspections fees from the Promoter.

Section 81 of the New Roads and Street Works Act 1991 places a duty on statutory undertakers to maintain their apparatus. Therefore defects relating to missing, broken, rattling or worn inspection chamber covers, stop taps, hydrant covers and the like will be recorded on the Insight Symology system as part of the highway safety inspection and reported to the appropriate statutory undertaker for action and repair.

Section 71 of the New Roads and Street Works Act 1991 places a duty on statutory undertakers to reinstate excavations in the highway in line with prescribed specifications and standards of workmanship. Therefore defects identified as part of the highway safety inspection that relate to statutory undertakers reinstatements will be recorded on the 'The Insight - Symology' software and reported to the appropriate statutory undertaker for action and repair. This will be managed through the database.

Section 74 inspections are related to works that should have been completed by a due date or have been notified as having done so. LBH run an overrun charging scheme alongside the Permit Scheme under Section 74 of NRSWA.

Adhoc inspections are carried out to check for compliance with any permit conditions required under any particular permit, which are not included in any other inspections procedures.

10. Inspector Competency & Training

Highways Inspectors are suitably experienced and competent to carry out highway inspections as described in this policy following a risk based approach. It is expected that they will have a good working knowledge of relevant inspection procedures; safety requirements; highway materials and construction, together with knowledge for the use of appropriate inspection equipment and software.

They are also conversant with relevant current guidance and highway working practices and should hold an appropriate nationally recognised qualification. There is a clear need for

consistency during the inspection process and training of staff is important. All personnel involved with safety inspections will be trained with the following objectives:-

- To understand the reason and importance for undertaking highway safety inspections
- To gain an appreciation of the whole process of highway inspections, policy and procedure.
- To understand the risk based approach to inspections, levels of service and maintenance.
- To ensure that there is a common understanding and interpretation of what constitutes a hazard on the highway in the context of safety inspection
- To analyse the risk matrix i.e. consequence of hazard/defect and probability of someone getting seriously injured.
- To be aware of the health and safety issues involved and the working methods that should be employed in carrying out safety inspections.
- To collect safety inspection data in a form that allows the recording of information to a common standard
- To have a good understanding of suitable repair techniques
- To use data capture devices, computer systems and databases as appropriate
- To fully understand each inspection type, inspection requirements, downloading procedures and input of repair details.
- To be conversant with insurance claim procedures

Any training required will be delivered in-house or through specialist external trainers as appropriate. This will take the form of:-

- Specific training (e.g. external courses, national qualifications)
- On the job (e.g. internal monitoring or on-site training)
- Managers introduction, briefing and team meetings
- Staff's development appraisal

11. Changes to this Policy

This policy will be reviewed annually and when changes to either legislation or national guidance are introduced. Any significant changes to the policy would be subject to approval through the Council's democratic decision making process. The operational or procedural aspects of the policy will be routinely reviewed and any changes, revisions or updates will be approved by the Assistant Director. This would enable for example the addition of new defect types or changes to the codes used within the 'Insight - Symology' system.

12. Key Performance Indicators

- 1) Inspections carried out on schedule - The number of inspections carried out within the frequency set out in this policy (Target 95%).
- 2) Contractor repair times - The number of repairs carried out by the repair contractor within the time specified in the works order (Target 95%).

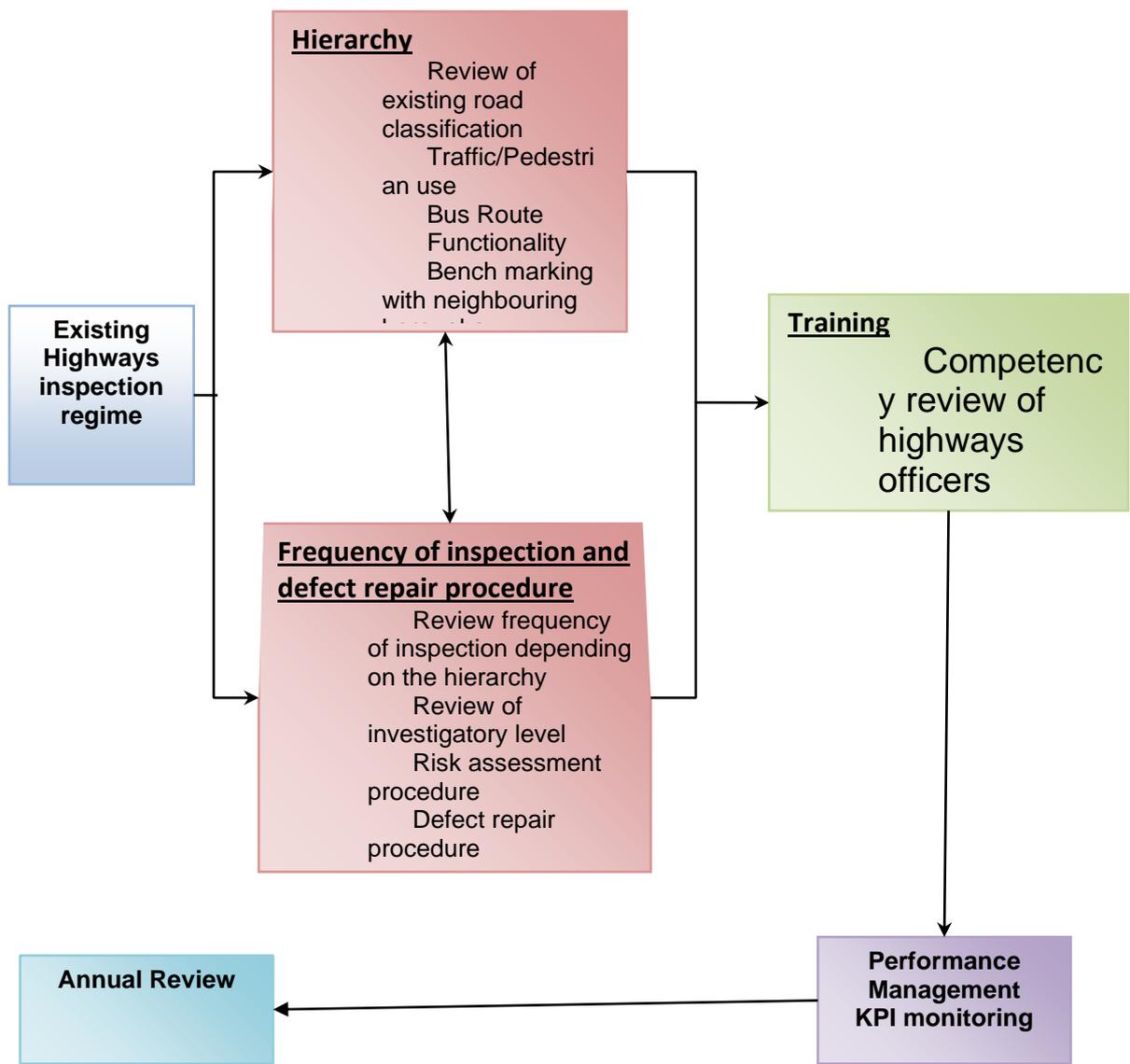
13. APPENDICES

Appendix A – List of LBH carriageways by category

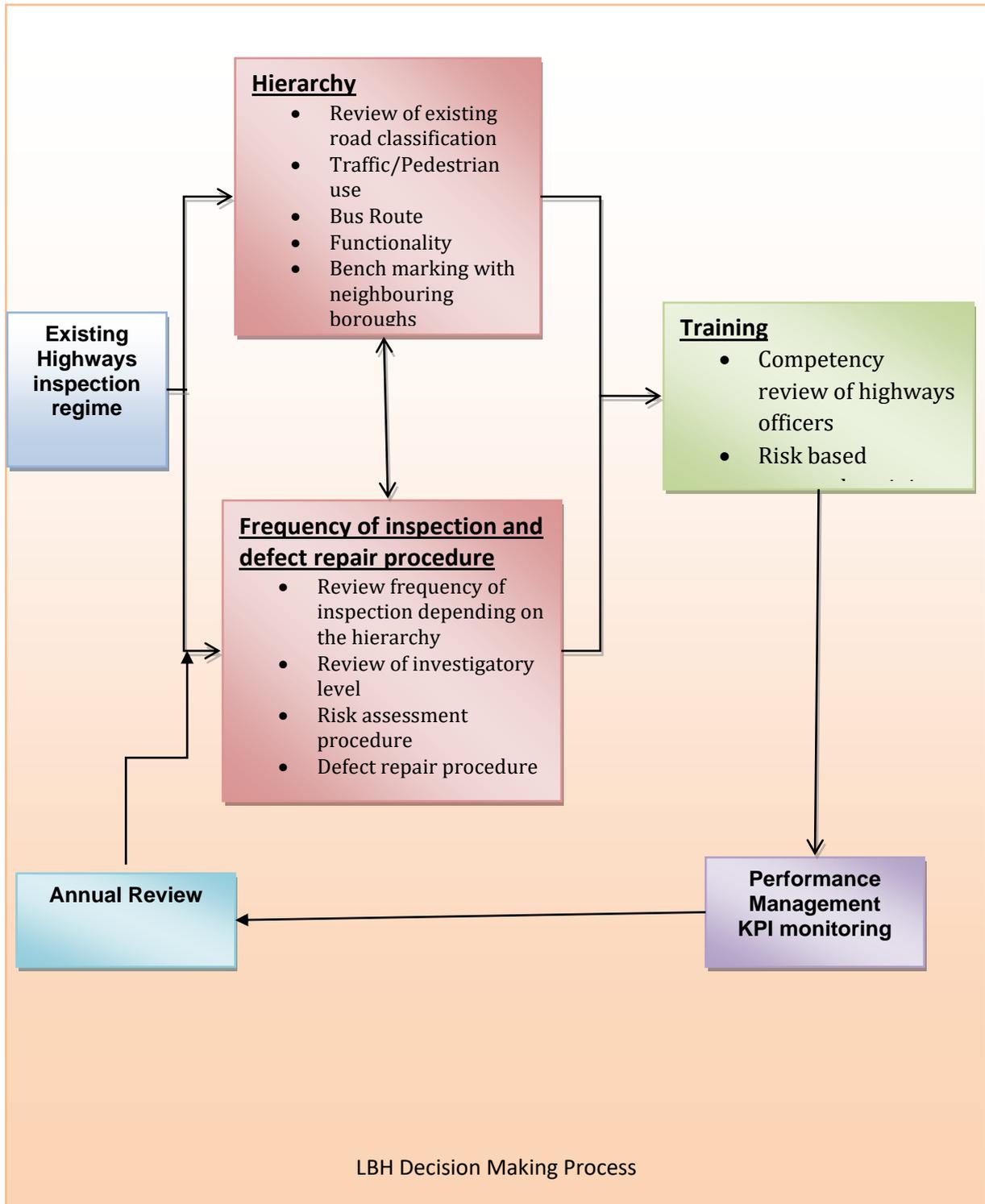
Appendix B – List of LBH footways by category

Appendix C - Decision Making Process

Appendix C - Decision Making Process



LBH Decision Making Process



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 – 18 October 2022

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

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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Ref

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 53	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 54	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

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

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

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)
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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	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
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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
18 October 2022, 7pm	CR5
16 November 2022, 7pm	CR5
10 January 2023, 7pm (TBC)	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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