



HILLINGDON
LONDON



Property, Highways and Transport Select Committee

Councillors on the Committee

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

Date: WEDNESDAY, 16
NOVEMBER 2022

Time: 7.00 PM

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

**Meeting
Details:** Members of the Public and
Media are welcome to attend.
This meeting may also be
broadcast live.
You can view the agenda
online at
www.hillingdon.gov.uk

Published: Tuesday 08 November 2022

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INVESTOR IN PEOPLE

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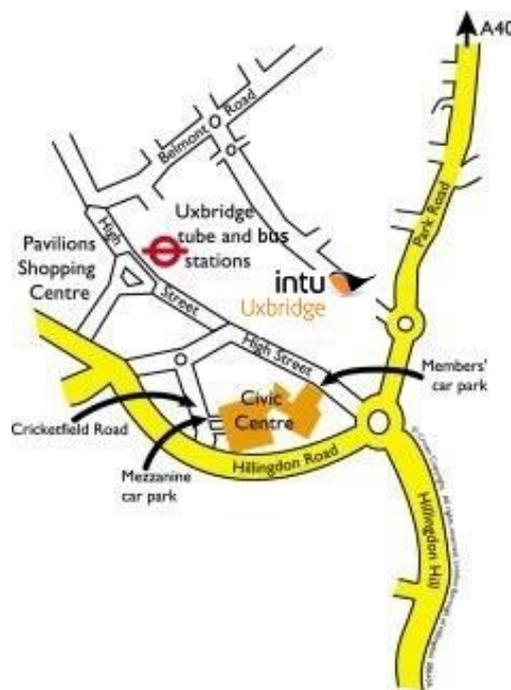
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Terms of Reference

Property, Highways and Transport Select Committee

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

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

Cross-cutting topics

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

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

- Civic Centre, Property and built assets

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

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

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

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

Agenda

- 1 Apologies for absence and to report the presence of any substitute Members
- 2 Declarations of interest in matters coming before this meeting
- 3 To receive the minutes of the previous meeting 1 - 6
- 4 To confirm that the items of business marked as Part 1 will be considered in Public and that the items marked Part 2 will be considered in Private
- 5 Void Refurbishment Process Information Report 7 - 42
- 6 Prospective Committee Site Visits Verbal Report
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Minutes

PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE

18 October 2022



Meeting held at Committee Room 5 - Civic Centre

	<p>Committee Members Present: Councillors Keith Burrows (Chairman) Alan Chapman (Vice Chairman) Adam Bennett Elizabeth Garelick Ekta Gohil Kamal Preet Kaur Peter Money (Opposition Lead)</p> <p>LBH Officers Present: Poonam Pathak, Head of Highways 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 Councillor Shehryar Ahmad-Wallan with Councillor Ekta Gohil substituting.</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>HIGHWAYS NETWORK PRIORITISATION AND MAINTENANCE (<i>Agenda Item 5</i>)</p> <p>Poonam Pathak, the Council's Head of Highways, was present for this item and introduced the report for the Committee giving an overview of how Hillingdon prioritises its selection of Highways that are designated for repair and resurfacing. It was highlighted that Hillingdon regularly commissioned condition surveys of the entire Highways network that the Council was responsible for in the Borough, Members were</p>

informed that these surveys adhered to the UKPMS (United Kingdom Pavement Management System). Recent changes in the Council's procedures meant that prioritisation for works had not only been relying on the condition surveys but included a combination of factors such as engineering implications, bus routes, footfall, road users, proximity to schools, accident claim data and enquiries from the public and Members. Once the data had been combined, each section of Highway in the Borough received a prioritisation score which fed into the scheduling of works under the Highways forward planning programme.

Officers went on to inform Members of the innovative Highways repair and resurfacing techniques that the Council was currently trialling, this included Warm Mix Asphalt (WMA) which offered a low emissions approach by manufacturing and laying asphalt at lower temperatures, without compromising performance. It was noted that this technique had been trialled in both the north and south of the Borough and was soon to be trialled along Brickwall Lane in Ruislip. By way of clarification, officers highlighted the difference in the natural structure underneath the roads in the north and south of the Borough; where the south of the Borough had strong and solid sub soil, the north side of Hillingdon had a softer London clay base. This structural issue had recently manifested itself when works were being carried out on Northwood Way in Northwood, where the road had collapsed due to the soft sub soil level. This was highlighted as the reason why structural works more commonly took place north of the A40.

It was noted that the Council was soon to be trialling a new recycled sub-base material, known as 'Aggrebind' which would reduce the import of quarried aggregate by primarily utilising excavated soil. The Committee commented that the use of innovative and less carbon intensive resurfacing methods would be an incredibly important step with regard to the Council's green agenda.

Members sought clarification on the frequency and procedure of the Highways conditions surveys. It was confirmed that the condition surveys were carried out on the Council's entire Highways network every two years by an independent contractor; the survey project was time consuming and lasted for approximately one year, following this there was a further project to assess the survey data which lasted for a further year; the process then repeated. It was also noted that there was a separate in-house process for carrying out Highways inspections. Members also noted that the prioritisation score and data given to each stretch of highway required specialist knowledge to interpret.

The Committee asked as to how Members' Enquiries from elected councillors and petitions received from members of the public fed into the prioritisation of repair and resurfacing works. Members were informed that in recent years, information received from ward councillors and members of the public had been given more weight in putting together the work programme; it was also noted that only a small number of petitions had been received requesting resurfacing works in recent years. If a petition were to be received, then it would prompt further condition analysis of the stretch of highway it pertained to.

Members highlighted the importance of facilitating communication between the Council and residents regarding any scheduled works in their area. Whilst it was understood that emergency works were often necessary, particularly from utility companies, and these short notice works would allow minimal ability to inform residents; the Committee suggested that it would be useful if a summary, in layman's terms, of the work that goes into prioritising, scheduling and carrying out resurfacing works, could be put into

an article in the Hillingdon People magazine.

The Committee sought clarification on what inspection work was done following any highways repair or resurfacing to ensure the work was carried out to an appropriate standard. It was noted that, with limited resources, the Council was unable to inspect 100% of the work carried out by contractors, however, randomised checks were carried out regularly.

The Committee thanked officers for their report and praised the standard of the resurfacing works carried out in the Borough.

RESOLVED: That the Property, Highways & Transport Select Committee noted the content of the report and provided feedback to officers as appropriate.

24. **SELECT COMMITTEE REVIEW: OBTAINING BEST VALUE AND PRACTICE FOR THE COUNCIL'S HIGHWAYS RESURFACING PROGRAMME** (*Agenda Item 6*)

The Chairman introduced the item as the first witness session of the Committee's review into the Council's highways resurfacing procedures. It was noted that a research report had been prepared by officers as a starting point for the review and to assist the Committee's discourse. A brief overview of the report was delivered highlighting Hillingdon's Highway network, the Council's maintenance procedures and the highways safety inspection procedures. Poonam Pathak, the Council's Head of Highways and a key officer in the implementation and strategic development of the Council's Highways maintenance programme, was present as a witness for the review.

Members initially sought to understand, with regard to footways resurfacing, the criteria which dictated why different materials and resurfacing types were used on different footways in the Borough. It was noted that, previously, the Council had operated on a 'like for like' basis by which if a slabbed footway required resurfacing, it would be repaved with slabs similar to that of the original condition, however, the Council had recently moved away from this approach, to a more cost effective method of repaving footways using tarmac regardless of the original type of surfacing on the footway. The Committee were informed that resurfacing with paving slabs was approximately 60% more expensive than tarmac resurfacing. Further to this it was noted that the life cycle of paving slabs was often inferior to tarmac as slabs tended to break where vehicles had mounted the pavement. Although it was noted that a 'like for like' method was preferred by residents, the priority for the Council had to be the safety of the footways and by adopting a more cost effective approach, the Council could maintain the safety of a higher quantity of footways to an appropriate safety standard. There were occasions where further analysis and discussion needed to take place before agreeing the appropriate resurfacing techniques, this was most commonly within conservation areas where conservation officers were consulted with.

The Committee were informed that roughly half of the highways maintenance works were carried out in-house, with the other half carried out by external contractors. It was noted that the in-house work mostly consisted of the highways repairs and patchwork, making regular use of the Council's two Rhino-Patch machines, where the external contractors would be used for more extensive resurfacing and more intensive repair works. The Committee were informed that the Council's resurfacing contract was reviewed every five years and would be up for review in 2023, the procurement process for which would be starting in the coming months.

Members sought clarification with regard to any potential works that may be undertaken by the Council on some of the major highways in the Borough where maintenance of which did not fall under the Council's responsibilities. It was noted that Borough Principal Roads, including the Uxbridge Road and Hillingdon Hill, traditionally were funded for resurfacing by Transport for London (TfL); however, due to the financial issues experienced by TfL in the wake of the Covid-19 pandemic, the funding for this resurfacing work had stopped leading to rapid deterioration of these high traffic flow routes, used constantly as primary bus routes by TfL. Members noted that, as TfL emerges from the financial issues brought on by the pandemic, it was hoped that TfL funding would recommence, the Council continued to bid for TfL funding for these roads.

The Committee heard how Highways Authorities outside of London would traditionally apply for funding from central government, the equivalent funding for London Boroughs would come through TfL. The financial pressures seen by TfL in recent years had led to more budget pressures which was having a real impact on the quantity of work that could be carried out by the Council's Highways team. Members heard how all London Boroughs were lobbying central government for alternative funding streams through the 'State of the City' report, Hillingdon contributed its condition survey data to the report.

Members noted the relatively poor condition of some major arterial routes in the Borough, notably the Bath Road, and queried what could be done to communicate to the authorities responsible for the maintenance of those roads that they are in need of repair. It was highlighted that requests had been made for TfL to address the deterioration of the Bath Road although it was noted that TfL would have their own prioritisation criteria and the Council did not have any powers to force repair works from TfL, any defect reports were communicated with TfL however, unfortunately the Council was unable to spend its own Highways budget on the TfL road network. Should an accident claim be made due to the defective nature of the footway or roadway, TfL would be the responsible authority.

Members noted that the Highways Safety Inspection Policy & Procedure document, provided with the agenda papers, showed that the last revision had taken place in February 2020; Members queried whether the document should be reviewed on a more regular basis. Officers confirmed that the policy was reviewed annually, however, reviews were only noted on the policy document when revisions were made as a result of the review. The Committee felt that the policy should state when the last review took place, regardless of whether any changes were made as a result; this would show anyone inspecting the policy that the document was regularly reviewed. Officers confirmed that this could be achieved fairly easily as there was an internal log of each annual review of the policy.

Following on from a point made on the previous item regarding innovative resurfacing technologies such as Warm Mix Asphalt (WMA), it was stated that, despite the environmental positives brought by the use of WMA, it was currently more expensive than traditional asphalt as it was only made in small batches due to a smaller demand; it was expected that in the future, as more Boroughs and clients request the use of WMA, the cost would come down through the economies of scale. The Committee were supportive of the use of WMA and placed an importance on exploring less energy intensive methods of resurfacing.

The Committee thanked the Head of Highways for attending the meeting as a witness for the review and helping the Committee set the groundwork for their highways

	<p>resurfacing review.</p> <p>RESOLVED: That the Property, Highways & Transport Select Committee noted the contents of the report and used the first witness session of the review to enquire as to the Council’s existing approach to footways and carriageways resurfacing.</p>
25.	<p>CABINET FORWARD PLAN (<i>Agenda Item 7</i>)</p> <p>The Chairman introduced the item. It was highlighted that the Cabinet Forward Plan for October had not yet been published and therefore Members had in front of them the September Forward Plan which they had already seen at the previous meeting.</p> <p>The Committee sought to follow up on a point raised on the Cabinet Forward Plan at their previous meeting with regard to the Battle of Britain Bunker Phase 2 – Water Ingress item; Members had originally sought assurance that the drainage mitigation measures were not associated with the relatively new visitors centre built on the site. It was noted that officers had confirmed that the water ingress issues were relate to the World War Two bunker itself and not the newly built visitors centre.</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 it was confirmed that November’s meeting would take place on Wednesday 16 November. It was also noted that the Committee’s January 2023 meeting had originally been scheduled for Tuesday 03 January, however, due to a clash with group meetings taking place that evening, the date of the Committee’s January meeting was subject to change, it was agreed that a new date would be confirmed with Members outside of the meeting.</p> <p>The Chairman discussed the possibility of inviting the Cabinet Member for Property, Highways & Transport to attend a future witness session for the Select Committee’s Highways Resurfacing Review. It was confirmed that an invite would be sent to the Cabinet Member and the meeting that they would attend would be confirmed in due course.</p> <p>With regard to the interim report following up on the Public Safety & Transport Select Committee’s review into electric vehicle infrastructure, it was confirmed that delays in the procurement of a Council supplier for electric vehicle charge points meant that the interim report would no longer come to Committee; instead, the complete 12-month follow up report would be scheduled for April 2023. As a potential alternative for the Select Committee, and with the permission of the Cabinet Member for Property, Highways & Transport, the Committee would receive a draft version of the Council’s overarching electric vehicles strategy, which was being developed by officers.</p> <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 7.50 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.

VOID REFURBISHMENT PROCESS INFORMATION REPORT

Committee name	Property, Highways and Transport Select Committee
Officer reporting	Liam Bentley – Place Directorate Gary Penticost – Place Directorate
Papers with report	Appendix A – Hillingdon Void Standard Version 7
Ward	All

HEADLINES

The report has been prepared to provide councillors with details on the void refurbishment process and its key outputs to ensure residents are provided a safe, warm, and dry environment from commencement of their tenancy.

RECOMMENDATIONS

That the Property, Highways and Transport Select Committee:

- 1. Notes the supporting information within the body of the report**
- 2. Notes the key outputs recorded within the performance section of the report**

SUPPORTING INFORMATION

The London Borough of Hillingdon undertakes void works to ensure when a dwelling is let for a new tenancy:

- It shall be in a clean and safe condition
- It will comply with government standards and
- It will be presented in a good condition.

The overriding principle is that the property should be safe in terms of the health and safety of the future occupants. All repairs relating to health and safety are to be carried out prior to occupation. In accordance with the Housing Health and Safety Rating Systems (HHSRS) contained within the Housing Act 2004, the property should be free from:

any deficiency that might give rise to a hazard which interferes with or puts at risk the health or safety or even the lives of the occupants.

To achieve this the service employs:

- 1x Void Manager
- 2x Void Co-Ordinators
- 3x Clerk of works (Inspectors)
- 4x Contractors to undertake all scheduled works

Classification - Public

Property, Highways & Transport Select Committee – 16 November 2022

The Void Standard (Appendix 1) specifically addresses the following hazards (as categorised within HHSRS) but it is the responsibility of the Void Inspector to ensure that all identified hazards are appropriately dealt with before the property is let:

- Physiological (damp and mould growth, excess cold/heat)
- Pollutants (asbestos, carbon monoxide)
- Psychological (security, lighting)
- Hygiene (pests, food safety, sanitation, water supply, drainage)
- Protection against accidents (falls, electrical hazards, fire)

The Void Clerk of Works will complete a Health and Safety Checklist for each void during the void inspection and ensure that all Class 1 Hazards are addressed before occupation.

Electrical, gas and water/waste services are to be tested and gas safety certificates and NICEIC (National Inspection Council for Electrical Installation Contracting) electrical inspection certificates will be provided.

All systems for heating and hot water will receive standard checks for safety and effectiveness and

- Essential repairs to services are completed prior to letting
- All flues are checked
- All landlords' gas appliances will receive an annual gas safety inspection (once connection arranged by the tenant).

All void properties will have an asbestos survey (refurbishment) carried out to all areas, in line with the Asbestos Management Plan (AMP). Where either Amosite or Crocidolite is identified or any damaged asbestos of any kind, removal will be arranged as required by the AMP.

Inspection stage – Take on and sign off

Each void is inspected by LBH (London Borough of Hillingdon) employed inspectors (Void Clerk of works) who undertake a thorough inspection of the property to ensure:

- The Health and Safety Check will be undertaken
- All repairs required prior to occupation will be raised (and marked as rechargeable where appropriate)
- All remedial work carried out should be documented (including before and after photos) and retained for future reference.
- All outstanding work should be recorded on the habitable certificate and orders raised (on assess). Voids Coordinator/Repairs Planners will make appointments with the tenant on sign up.

Following the inspection, the Void will be assigned with a void category of either standard or non-decent which has various subcategories to guide contractors on the agreed process for each type. For more details on void categories please see appendix 1 Void Standard V7. It is worth noting that currently over 50% of voids are assessed as non-decent due to the disrepair they are in at the point of return. This is due to many reasons such as lack of planned works replacement investment as well as lack of care by previous residents.

The void Co-ordinator will upload and create a confirmed works order ticket capturing works highlighted within the void inspection and passed to the relevant contractor.

The void inspector will monitor works as it progresses including reviewing, approving any additional works requests, and ensuring quality of works are maintained and will confirm if works have been completed to the expected standard.

Hillingdon is unique in that it controls the whole void process from start to finish, where other local authorities allow contractors to specify works. This means we have greater control on ownership, quality, and costs.

**Before and after of a non-decent Void
Kitchen Renewal: 482 Victoria Road**

Before:



After:



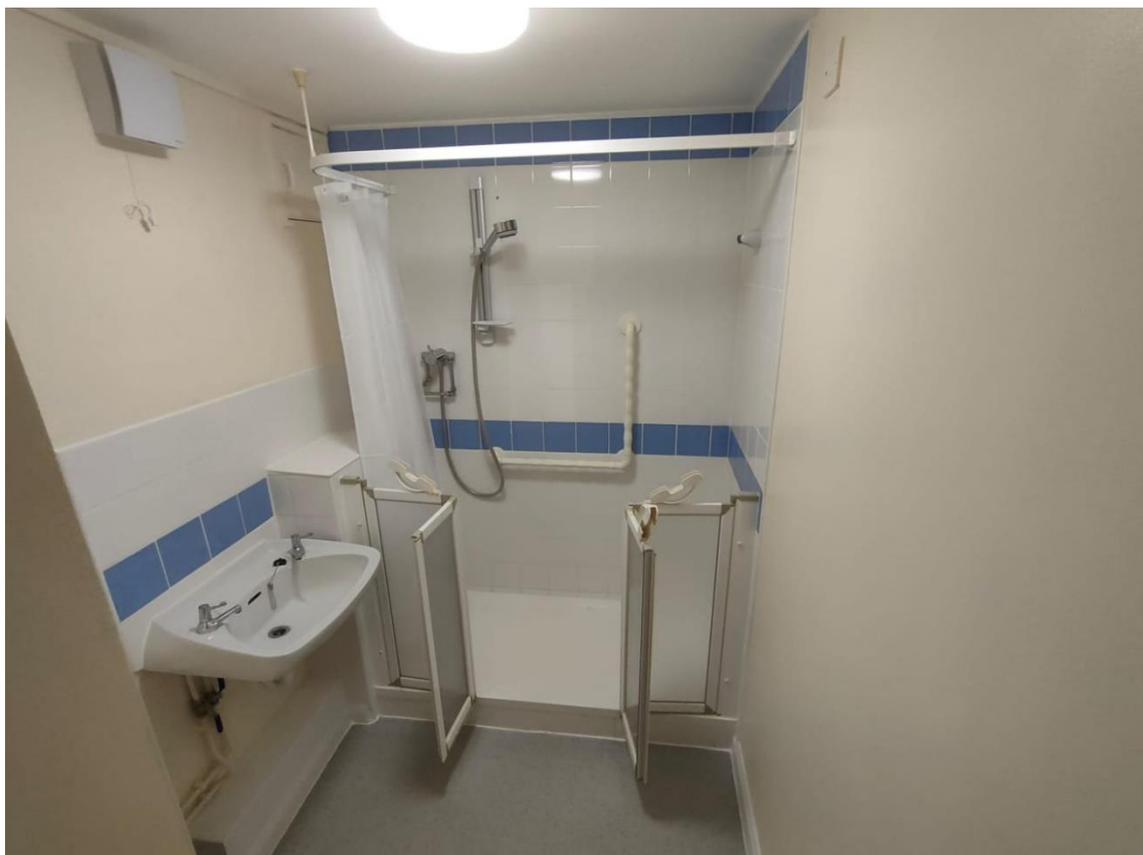
Bathroom:

Before:



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After:



Garden Clearance: 67 Haig Road

Before:



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After:

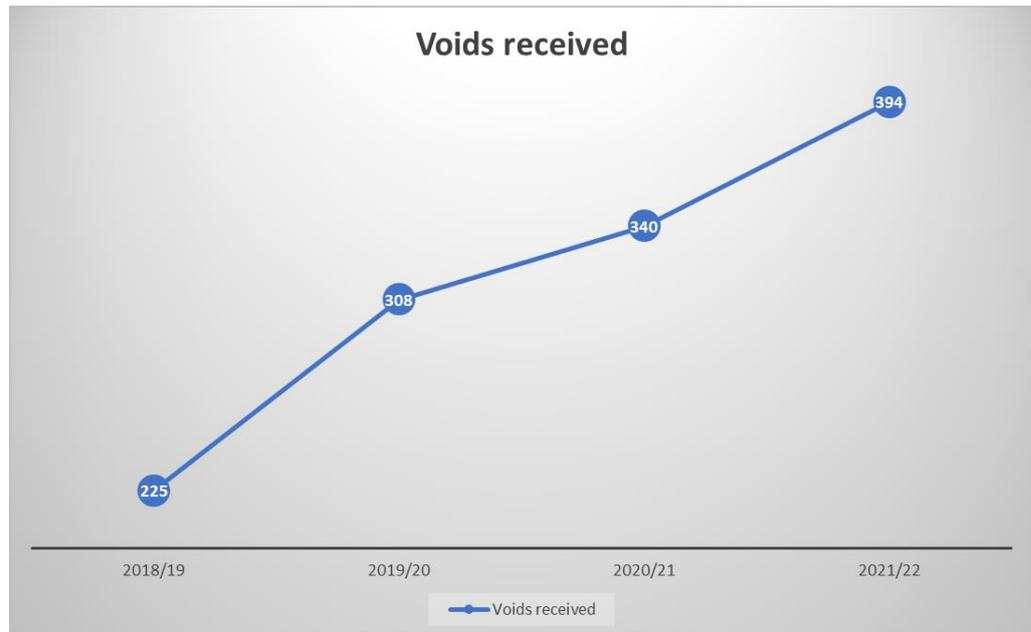


PERFORMANCE DATA

Within a 6-month period (April to September 22) Voids have received 394 voids, this is a 75% increase on demand when compared to pre-pandemic (2018/19) levels where the service had received 225 voids within the same comparable period.

This trend of increase has continued during and subsequently continued following the pandemic, the below chart shows the same 6-month period from 2018 to 2022:

Graph depicting trend of rising demand over a 4-year period:

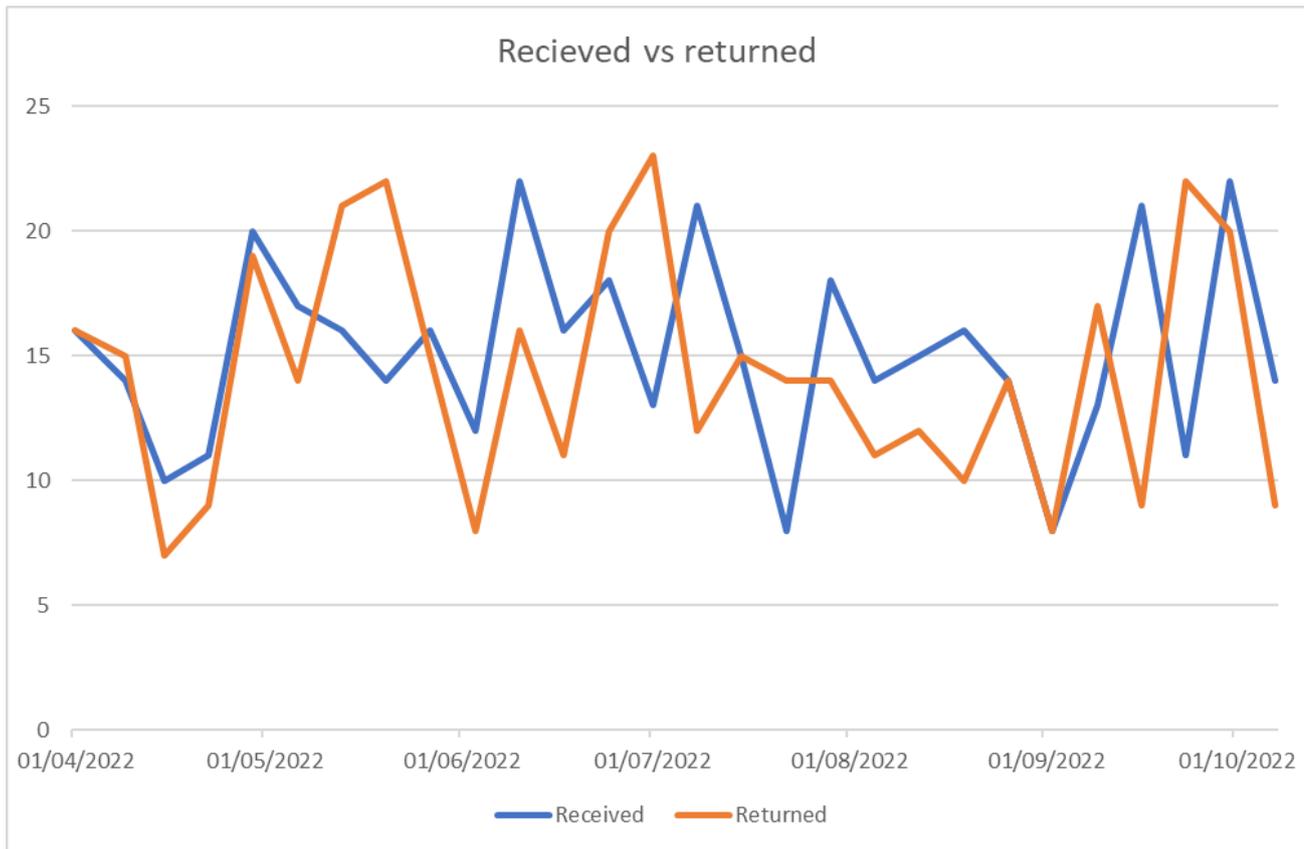


Comparatively, the service has managed to meet the overall increase in demand with a rise in productivity of 69%, this has been achieved by increasing the group of subcontractors to 4 instead of the 2 previously used. With 42 voids returned over a previous two weeks (WE 23rd & 30th)

	Totals
Total Voids issued	394
Total Voids Completed	378
Total Standard Voids Completed	136
% standard/minor voids repairs turnaround within 10 working days	83.24%

Return vs received

Regarding returned voids vs received voids; voids always run with latent output, in other words if 9-11 voids are received two weeks prior then that return output is passed back two weeks later dependant on the void type, currently 62% of voids with the service are of a non-decent standard with 56% of that number allocated as short term lets. This returned void trend has continued, however has been disrupted of late due to a previous backlog of works which has now been cleared with all voids being allocated to a contractor. 22 voids are forecast for this week's returns (WE 14th).



Noted delays

Current issues causing delays to void turn around; one of which was an unforeseen issue from the fuel cost of living crisis which has only become apparent recently and discussed at the voids management group 6th October. At void take on the electric meters often need debt clearance for large scale works to commence as it is not always safe to utilise generators due to non-adequate venting of exhaust fumes creating a safety risk. To clear this debt, void co-ordinator's need to contact the relevant energy company to arrange clearance, however with greater number of members of the public making contact to provide meter readings there have been waits of up to 8hrs to get through to a call handler. There are hopes that this is a temporary issue, however the voids management group are looking to explore a quicker approach whether that means having a dedicated top up app per property with one dedicated supplier or a single point of contact to arrange debt clearance.

Previous delay issues: contractors working on behalf of the service employ a migratory workforce, traditionally this means that majority of their employees spend the month of August and Christmas with family abroad. This means a significant decline in outputs during this time creating a backlog of works and previously had a severe impact on void turnaround times. This impact was reduced by bringing in two additional supporting contractors which has mitigated most of the delays previously experienced. However, the Service is mindful that over these periods there were still significant delays due to the continued high demand over the holiday season. The service is looking to review options on how to remove this risk all together. With options on contractors bringing in a contractual staggered annual leave entitlement or creating an internal resource pool meaning greater control on annual leave entitlement.

RESIDENT BENEFIT

The approach of the council is by working in tandem with other departments in line with our policies on Void Property Management. Void refurbishment presents an opportunity for the Council to ensure the property is safe and free from any hazards while also meeting statutory requirements prior to new residents starting a tenancy. Often it presents the best possible time to carry out overdue planned maintenance works such as Boiler/heating upgrades, Kitchen replacement, Bathroom replacements, Window and door replacements, passive and non-passive ventilation, and electrical upgrades such as installation of fire rated fuse boards. This ensures that the Council is striving to make positive contributions towards the sustainability of our communities and ensures that properties allocated, meet acceptable standards to ensure that rent loss through vacant housing is minimised.

FINANCIAL IMPLICATIONS

Not applicable.

LEGAL IMPLICATIONS

Not applicable.

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Void Standard

(Council and Temporary Accommodation properties)

V7.0

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Version History

Version Number	Author	Purpose/Change	Date
V1.0	Penticost and Associates Ltd	Final version – approved by Gary Penticost	Jan 2014
V2.0	Penticost and associates LTD	Final version – approved by Gary Penticost	Jan2015
V3.0	Penticost and associates LTD	Still to be approved - by Gary Penticost for Hillingdon council	May 2015
V4.0	Liam Bentley, Operations Manager, Corporate and Housing Repairs and Voids	Draft update of position titles and review of document continued accuracy	Feb 2020
V5.0	Liam Bentley, Operations Manager, Corporate and Housing Repairs and Voids	Expanded on void definitions - draft sent to Gary Penticost for approval	March 2020
V6.0	Liam Bentley, Operations Manager, Corporate and Housing Repairs and Voids	Added definition for Regen property types	December 2021
V7.0	Liam Bentley, Operations Manager, Corporate and Housing Repairs and Voids	Reviewed definitions and standards to confirm accuracy	October 2022

Section One: Hillingdon Void Standard

1. Purpose of Void Standard

1.1 The London Borough of Hillingdon undertakes that when a dwelling is let for a new tenancy:

- It shall be in a clean and safe condition
- It will comply with government standards and
- It will be presented in a good condition.

1.2 This Void Standard sets out in detail what our residents can expect when they move in to a London Borough of Hillingdon property and also offers guidance to staff and operatives as to how this should be achieved.

1.3 The Void Standard has been drawn up as a basis for providing uniformly good quality accommodation across all newly let dwellings.

1.4 Health and Safety

The overriding principle is that the property should be safe in terms of the health and safety of the future occupants. All repairs relating to the health and safety are to be carried out prior to occupation. In accordance with the Housing Health and Safety Rating Systems (HHSRS) contained within the Housing Act 2004, the property should be free from:

any deficiency that might give rise to a hazard which interferes with or puts at risk the health or safety or even the lives of the occupants.

This Void Standard specifically addresses the following hazards (as categorised within HHSRS) but it is the responsibility of the Void Inspector to ensure that all identified hazards are appropriately dealt with before the property is let:

- Physiological (damp and mould growth, excess cold/heat)
- Pollutants (asbestos, carbon monoxide)
- Psychological (security, lighting)
- Hygiene (pests, food safety, sanitation, water supply, drainage)
- Protection against accidents (falls, electrical hazards, fire)

The Void Clerk of Works will complete a Health and Safety Checklist for each void during the void inspection and ensure that all Class 1 Hazards are addressed before occupation.

Electrical, gas and water/waste services are to be tested and gas safety certificates and NICEIC electrical inspection certificates will be provided.

All systems for heating and hot water will receive standard checks for safety and effectiveness and

- Essential repairs to services are completed prior to letting
- All flues are checked
- All landlords' gas appliances will receive an annual gas safety inspection (once connection arranged by the tenant).

All void properties will have an asbestos survey (refurbishment) carried out to all areas, in line with the Asbestos Management Plan (AMP). Where either Amosite or Crocidolite is identified or any damaged asbestos of any kind, removal will be arranged as required by the AMP.

2. Quality

2.1 The standards of work and materials should adhere to best practice and relevant British Standards including any Codes of Practice.

3. Void Inspection

3.1 The Void Clerk of works will undertake an inspection of the property

3.2 As a result of the inspection the following actions will be undertaken:

- The Void Property Inspection Sheet will be updated and passed to the Voids Coordinator for loading onto Oneserve.
- The Health and Safety Check will be undertaken
- All repairs required prior to occupation will be raised (and marked as rechargeable where appropriate)
- All remedial work carried out should be documented (including before and after photos) and retained for future reference.
- All outstanding work should be recorded on the habitable certificate and orders raised (on assess). Voids Coordinator/Repairs Planners will make appointments with the tenant on sign up.

3.3 All void work will be completed in line with the approved Schedule of Rates.

3.4 At the inspection major works voids (classified in line with the Homes and Communities Agency definition) will be identified and marked on Oneserve accordingly. Where the Void Clerk of Works suspect's structural repairs are required, the Structural Engineer should be consulted.

3.5 Strategic Voids (e.g. isolated properties, extendable properties or those where significant investment is required) will be identified in line with the Asset Management Strategy and passed to the Investment Team for further appraisal (and Northgate void path updated accordingly).

4. Void Type Definitions

4.1 Definition of Standard Void

Where a property requires minimal type works it will be classified as a Standard Void which will be allocated a priority code SV (10WD, 14CD). Repair works to standard type voids include:

- a) **Minor type works** - Any works that meet the required minimal letting standard i.e. removing trip hazards from entrance paths, overhaul internal and external doors, replacement of minor fittings in kitchen and bathroom such as taps and toilet seats, replacement of electrical socket fronts etc.
- b) **Service inspections** - This is a statutory requirement. For example: gas safety check, electricity safety inspection, water supplies. All except the water check will require official compliance safety certification

- c) **Clearance of small amount of previous residents waste and belongings.**
- d) **Removal of asbestos**
- e) **Short Term Let** - If a void has previously been converted to a STL type then minimal refurbishment should be required to bring back to standard as defined below.

4.2 Definition of Short Term Let Void

Where a property requires conversion to accommodate residents on a short term basis additional works will be classified as a Short Term Let Void and allocated a priority code STL (20WD, 28CD). Repair works in addition to standard type voids include:

- a) **Additional fixtures and fittings** - All Short term let voids require additional fittings such as carpets throughout and installation of white goods. White goods will be added to the asset control register and repaired and maintained throughout the life of the asset both during and after warranty periods.
- b) **Decoration** - All Short term let voids require full decoration throughout.

4.3 Definition of Non-Decent Void

Where a property requires Capital type works it will be classified as a Non-Decent Works Void and allocated a priority code NDV (20WD, 28CD). Repair works in addition to standard type voids include:

- a) **Capital type works** - Any works that significantly improve the dwellings (i.e. capitalised repairs) should be classified as non-decent upgrade repairs, for example kitchen and bathroom refurbishment, boiler replacement installation of mains smoke alarms.
- b) **Service installations** - This is work to building services, where deterioration is such that the basic amenities in a dwelling could be seriously impaired. For example: renewal of gas, electricity, drainage and water supplies, heating and ventilation; windows and doors, lift renewal
- c) **Infestation treatment**
- d) **Clearance of large amount of previous residents waste and belongings.**
- e) **Removal of asbestos**
- f) **Emergency Major Repairs** – e.g. where substantial repairs are necessary as a result of vandalism or damage or neglect by former tenants

4.4 Definition of Hard to Let Void

If Lettings Team has attempted to let a property where completion of standard void refurbishment has taken place and had no interest from residents or identifies an area with previous history of being hard to let. The Lettings Team refer the property to Senior Management (Service Manager Level) for approval to apply an agreed Minimal Lettings Standard plus (MLS+). These will only be issued on a case by case assessment and usually only offered to residents downsizing to either bungalows or flats or maisonette property types.

Where a property requires MLS+ type works it will be classified as a Hard to Let Void and allocated a priority code HLV (20WD, 28CD). Repair works in addition to standard type voids include:

- a) **Capital type works** - If necessary provide works that significantly improve the dwellings (i.e. capitalised repairs), for example kitchen and bathroom refurbishment, boiler replacement installation of mains smoke alarms.
- b) **Additional fixtures and fittings** - All hard to let voids require additional fittings such as carpets throughout.
- c) **Decoration** - All hard to let voids require full decoration throughout.

4.5 Definition of Major Void

4.6 At the inspection major works voids (classified in line with the Homes and Communities Agency definition) will be identified and marked on Oneserve accordingly. Where the Void Inspector suspect's structural repairs are required, the Structural Engineer should be consulted.

4.7 Strategic Voids (e.g. isolated properties, extendable properties or those where significant investment is required) will be identified in line with the Asset Management Strategy and passed to the Investment Team for further appraisal (and Northgate updated accordingly).

4.8 Definition of Major Works Void:

Where a property requires major works it will be classified as a Major Works Void and allocated a priority code MWV (130WD, 181CD). Repair works in addition to standard type voids include:

- c) **Structural repairs** - These are works that are essential to maintain stability and weather resistance in the main structural elements of a dwelling, i.e. floors, walls, and roofs and involve replacement or substantial reconstruction of these elements. Examples of qualifying repairs include underpinning or reconstruction of foundations, rebuilding load-bearing walls, crack repairs, structural ties, damp proof course and related works, wet or dry rot treatment, insect attack, insulation, roof element replacement or strengthening, cladding, rendering of external load-bearing walls. Also included are extensive works to non-structural external elements (e.g. window replacement, chimney repairs, dry lining) Fire damaged properties or could involve statutory consent.
- d) **Site works** - This is work around the dwelling that is essential to the safety, security and protection of tenants. Examples are the replacement or substantial reconstruction of unstable boundary walls, footpaths, demolition of outbuildings, removal of trees
- e) **Service installations** - This is work to building services, where deterioration is such that the basic amenities in a dwelling could be seriously impaired. For example: renewal of gas, electricity, drainage and water supplies, heating and ventilation; windows and doors, lift renewal
- f) **Infestation treatment**
- g) **Removal of asbestos**
- h) Any works that significantly improve the dwellings (i.e. capitalised repairs) should be classified as major repairs, for example kitchen and bathroom refurbishment.

4.9 Definition of Regen Void

Where a property requires conversion to accommodate residents being vacated from a regeneration project area, additional works will be classified as a Regen Void and allocated a priority code NDV (20WD, 28CD). Repair works in addition to standard type or if appropriate in addition to a non-decent type voids include:

- i) **Additional fixtures and fittings** - All Regen voids require additional fittings such as carpets and/or Vinyl sheet flooring throughout. These will be a choice of the following:
 - a. Beige or Grey Carpets
 - b. Grey wood effect Vinyl or plain wood effect
- j) **Decoration** - All Regen voids require full decoration throughout.
 - a. White or Magnolia

Specifications will be agreed prior to works commencing at void stage and will be confirmed within the Regen Void tracker.

5. Roles and Responsibilities

- k) **Void Clerk of Works:** employees will be responsible for carrying out initial void inspections, specifying void works and conducting post-void work inspections. Responsible for ensuring that health and safety requirements referred to in this standard are met
- l) **Void Contractors:** Will be responsible for carrying out void works
- m) **Voids and Lettings Team:** employees will be responsible for managing direct offers and choice based lettings and for carrying out property viewings and tenancy sign-up, for termination, end of tenancy checks and Medequip adaptations, etc.
- n) **Void Coordinator:** responsible for updating Northgate void path and Oneserve, co-ordinating activities, checking Asbestos database, arranging Asbestos Surveys, any necessary removals and the updating of the Asbestos Register
- o) **Structural Engineer:** responsible for ensuring completion of structural works
- p) **Void Manager:** Responsible for overseeing and managing the void process.

6. Documentation to be handed over with void

- Copy of Landlords Gas Safety Record (LGSR) – to tenant after sign up
- Copy of periodic electrical installation check – kept on file
- Decoration Allowance Recommendation (If applicable)
- Energy Performance Certificate (EPC) – to tenant
- Tenant Home Pack – to tenant
- Three sets of keys, including fobs and window lock keys – labelled – to tenant
- Asbestos Survey data – recorded on Keystone and given to tenant
- Habitable Certification – to tenant

7. Aids and Adaptations

If Social Services aids and equipment are found in the property, they should be labelled 'do not remove' and details recorded on the Void Property Information Sheet. The Voids & Lettings Team Officer should arrange for collection and removal of items by Social Services.

If the property is either purpose-built or specifically adapted for occupation by a disabled person the Void Clerk of Works will indicate on the Void Property Inspection Sheet what those adaptations are at the inspection stage and alert Voids & Lettings Team.

Any adaptations will normally be left in situ. The Voids Coordinator will consult the Adaptations Manager who will advise regarding suitability, repair or removal as necessary.

8. Parlour Houses

Where there is a parlour (i.e. a separate back room) that can be used as a bedroom (i.e. independent of the kitchen) this will be recorded on the Void Property Information Sheet.

Section Two: General Void Standard

1. Structure

A visual inspection of the property exterior must be carried out by the Void Clerk of Works to ensure that the property is structurally sound and wind & water tight. Items to be inspected include:

- Roof coverings, flashings, chimneys and stacks
- Rainwater pipes, gutters and surface water gullies
- Soil pipes, wastes manhole covers and overflows
- Soffits, barge and fascia boards
- Cracked or very uneven surfaces to paved areas both front, side and rear elevations
- Dangerous leaning, cracked or loose masonry to the house, out buildings or boundary walls or fences
- Any large holes or missing vent covers will be rectified
- Ponds to be filled.

All remedial work carried out should be documented (including before and after photos) and retained by the Voids Team for future reference. All outstanding work should be logged with responsive and planned maintenance teams, and the Lettings team advised accordingly.

2. Cleaning

The property will be cleaned thoroughly before hand back. All rubbish should be removed from loft, dwelling, outbuildings, and curtilage (grounds). This includes environmental cleans or needle sweeps as necessary. All work carried out should be documented (including before and after photos) and retained by the Voids Team for future reference.

3. Vermin

Vermin must be dealt with immediately by specialist contractors. The Void Clerk of Works will raise such work orders and supervise completion of the works.

4. Damp

Visual inspection of the damp proof course should be carried out. If damp and mould is evident appropriate remedial action should be taken.

5. Asbestos

The Asbestos Management Plan sets out particular requirement in relation to Void Properties (Section 2.2) as set out below:

- All properties that become void will have a full refurbishment survey carried out to all areas of the property
- The completion of the survey report will determine where all ACMs are present
- When the survey report records that Category 1 (Amosite and Crocidolite) are present, then these will be removed before any work is carried out or the property relet. Removal of Category 1 Asbestos will be arranged with a licensed removal contractor by the Voids Coordinator.

- In addition to the above, any damaged asbestos containing materials (non-Category 1 Chrysotile) are to be removed. All asbestos removal is to be undertaken by a licensed contractor. For the avoidance of doubt, removal of any asbestos containing material is not to be undertaken by the in-house team under current procedures.
- Where any asbestos labels are removed as a result of decorating, they must be replaced.
- Once asbestos removal works are complete, the Void Coordinator will arrange to update the asbestos register.

6. Decoration

Walls and ceilings must be clean, undamaged, flat and free from graffiti.

- Where there is graffiti, wash down first where necessary and decorate where damage has occurred up to a natural break
- Existing 'bold' decorations should be prepared for customer decoration
- All polystyrene ceiling tiles to be removed and the ceilings made good or skimmed and decorated.
- Torn wallpaper should be removed and walls prepared for re-decoration to a natural break
- Plaster coving to be left in situ if it is secure; all polystyrene coving must be removed
- Hard to reach areas in need of decoration (such as staircases, hallways and landings in houses and maisonettes) should be decorated
- Tobacco or nicotine patches will be mist-coated
- Defective plaster to be hacked off and reapplied where necessary.

Kitchen Bathroom and/or Toilet (Presently Not Offered)

- The Voids Inspector will decide if a decorating allowance is to be granted.

Other Rooms (Presently Not Offered)

The London Borough of Hillingdon will provide appropriate flat rate decorations allowance based on number of bedrooms to the new resident. Some rooms that are not fully decorated may qualify for decorating vouchers. The Voids Inspector will confirm the number of rooms which qualify for decoration vouchers at the start of the void.

7. Windows

Windows to be free from internal damage and cracked glass; all opening casements are to be operational. In the event that they are not, repair is to be undertaken.

- Fire escape windows and restrictors need to be checked for safe operation or fitted if not present
- Window locks are to be provided on ground floor and to other windows which are readily accessible
- Childproof restrictors are to be fitted on all 1st floor windows and above where not currently fitted
- Restrictors are also to be present if windows open onto common areas
- Where replacement of window furniture is undertaken, thought will be given to the reach and ease of opening for the target group in Care and Support schemes
- Where a number of windows require replacement Voids Inspector will follow the process for out of scope works

- Check that all glazing complies with current British Standards (Safety glass in accordance with BS620)
- Where window replacement is required, refer to Investment Team for programming post occupation.

8. Internal Doors

Doors should open and close easily without sticking and should meet the NHBC standards and tolerances.

- The door furniture should work satisfactorily
- Door stops to be fitted on all doors
- Physical damage to the door (e.g. a hole through the door) will require repair or replacement and recharged
- Minor chipping, denting and scratching is permissible
- Fire doors will close on a Perco
- Missing Perco's will be replaced and adjusted where it is evident that one has previously been installed
- Any internal non-standard doors will be replaced and recharged
- Remove and replace any non-safety glass and recharge.

9. Door Locks

All external door locks must be changed at void stage for all general needs properties excluding sheltered accommodation and extra care property types.

10. Front Door

The front door should open freely and easily, should be free of damage that would compromise the security of the door, have a suitable lock and a turn-bolt lock present.

- A security spy hole to be fitted to solid, wooden, unglazed doors
- Re-decorate external face of all wooden front doors if required
- Carry out visual inspection of apartment door to check fire rating. Follow out of scope process if not a fire door.
 - Doors must be designed to provide the appropriate fire check protection,
 - There should be no breaks or holes in the surface of door or frame,
 - Door, frame, hinges and hardware must be secure, aligned and in good working order.
 - The self-closing device must be in working order.

If any alterations are required to the front door of a flat, it should be replaced with an appropriate fire resistant door and, where opening onto a means of escape, a fire resistant door set.

Other external doors

- The back door (where applicable) is to open freely and easily without sticking on the frame

- The door should be free of any damage that would compromise the security of the door in the event of an attempted burglary, a suitable lock to be fitted with a turn bolt.

11. Loft Access

- Hatch should be easily removable and in good condition
- The loft space must be clear of the outgoing tenant's debris
- Any DIY loft ladders and DIY loft lights must be removed and recharged
- Check Insulation, which should be at a minimum level of 270 mm – where installation is required, this should be to 300 mm (Presently Not Offered)
- Check loft ventilation from loft hatch for signs of condensation
- Tank is to be lagged
- Pipe-work is to be lagged and labelled.

12. Flooring

Floorboards (including rigid sheet flooring), should be repaired as necessary and should be securely fixed. Any boards showing movement should be re-secured where possible. Solid floors should be in serviceable condition.

Where asbestos floor tiles are removed, they are to be replaced with slip resistant flooring (vinyl floor tiles or vinyl sheeting in kitchens and bathrooms) or latex to match floor level on areas that do not need a sanitary floor covering.

Coverings

All carpets should be removed unless they are in a suitable condition to gift to an incoming resident. A risk assessment should be undertaken where the Lettings Officer expresses a desire to keep carpets.

- Where carpets are removed, grippers and door bars will be removed and screed applied over any damaged floor tiles
- Laminate flooring to be inspected and cleaned. If the laminate floor is on the first floor or above it should be removed if not part of original build and recharged
- Asbestos flooring to be replaced with vinyl tiles.

Kitchen

- Slip-resistant sheet covering to be laid (under kitchen plinths where present) and mastic sealant applied around the perimeter.

Bathroom

- Slip-resistant sheet covering to be laid (under bath panel where present) and mastic sealant applied around the perimeter.

Other Rooms

- Floor tiles can be left in situ unless they are damaged, in which case they will be repaired or removed and screeding/latexing undertaken if necessary
- Where over boarding is required, ply-wood should be used
- A door bar to be present between the vinyl floor covering and adjacent rooms.

13. Kitchen

Kitchen Units

Where the kitchen size permits, each will have a minimum of 2 matching base units (including sink) and 2 double wall units.

- Cupboard doors, units and worktops must be undamaged. Unit doors must open and close freely.
- Light scratching is permissible if it does not compromise the tenant's ability to keep the door fronts or surfaces hygienically clean, and is not through the entire laminate.
- In the event that worktops cannot be kept hygienically clean they should be replaced to the best possible match
- Where a unit door needs to be replaced, all doors should be changed to match (Presently Not Offered)
- Where unit doors are replaced in sheltered schemes consideration will be given to the handles used on the doors to enable ease of opening for the client group.

Appliances

Ensure gas or electric cooker point is available and washing machine point where practical (including service points with valves and an appropriate waste point). Washing machine points are not provided in sheltered units where there is a communal laundry. A minimum of 4 electrical sockets to be provided.

Following spaces are to be available for appliances: -

- Cooker - 640 mm minimum width (include cooker width within the home guide if non-standard)
- Fridge - 620 mm minimum width (either full height or, under worktop)
- Washing machine - 620 mm minimum width (if no adequate space, then blank door, new unit or client referral)
- Cold feed and trap for washing machine connection will be provided.

Sink and Draining Boards

- Sink must be undamaged and clean - light scratching, staining, and light denting is acceptable
- Draining Board must be undamaged and clean - light scratching, staining, and light denting is acceptable
- Sink taps are to operate with water flowing and no leakage
- The Voids Clerk of Works to specify most appropriate taps – need to consider client group (thermostatic-taps) when taps need replacing
- Lever taps should be supplied when replaced in sheltered schemes.

Tiling

- Wall tiling must be undamaged.
- Any damaged, cracked or chipped tiles are to be replaced.
- If these are coloured tiles these should be completely removed and changed to white or replaced using nearest match in size or shade. (Presently Not Offered)
- If tiles are to be completely replaced then they should be replaced with 3 rows of 150 mm tiles to a height of 450 mm, where possible the cooker space should be tiled from skirting level to the existing tile line.
- Any poor or failing mastic to be removed and replaced.

14. Bathroom

Sanitary Ware

- Sanitary ware to be clean and undamaged
- In the event of damage, bath to be repaired if possible or replaced
- In the event of damage, sink and toilet pan to be repaired if possible or replaced.

Showers and Baths

Showers are not to be changed to baths and baths are not to be changed to showers.

- All baths to be fitted with mixer taps, shower hose and shower head (for hair spray only)
- When replaced, showers should be regulated to a flow rate of less than 9 litres per minute to meet Eco Homes XB requirements
- In the event that the bath needs to be replaced baths shall be suitable for the dimensions of the bathroom. They should be provided with a side panel fixed to the timber framework. Any excess gap should be boxed and tiled to planned programme specification
- Undertake a chemical clean to bathroom and de-scale where necessary
- Plugs and chains to be present in bath and sink
- All bath panels to be removed and replaced and the bath filled to check for leaks
- All wastes will be clear and in working order.

Tiling

- Any damaged, cracked or chipped tiles are to be replaced
- Extend tiling where a shower has been installed to the best possible match in shade or size
- Splash backs behind basin and bath are to be present - any cracked or chipped tiles are to be replaced
- If tiling is to be replaced completely it is to be replaced with the following: -

Basin Splash-back – 2x150 mm tiles high and where necessary these will be continued into window openings

Bath Splash-back – 2x150 mm or to full ceiling height fitted above bath to full extent of shower curtain position

- Where tiling is to be completely replaced it is to be replaced with standard white tiles

- Any poor or failing mastic or grouting to be removed and replaced.

Toilets

- Replace toilet seat
- Toilet must flush clear paper tissue. If not, it must be investigated
- Where a flush handle is replaced in a Care & Support scheme it should be replaced with an appropriate flush handle for the target group
- Remove and make good on flooring external W/C not attached to properties.

Taps

- Sink and bath taps to operate with water flowing and no leakage. If not, water pressure/flow to be investigated and only where necessary replace taps
- Install flow restrictors to reduce water wastage, in accordance with Eco Homes XB, (where taps are replaced)
- When replacing taps in Sheltered Accommodation, replace existing taps with lever taps.

Grab Rails

- Grab Rails should be secure & undamaged. If not they should be removed.

15. Pipe Work

- All stop-taps to be in good working order and clearly labelled.
- All exposed pipe work within a loft space to be lagged and secured.

16. Fire Place

- Board and vent
- Where there is a gas fire, remove and cap below finished floor level (where possible).

17. Balustrade

- Gaps in balustrade or equivalent should be no more than 100mm
- Continuous balustrade/handrail will be present and secure. If not, make secure or, replace as appropriate
- Horizontal balustrades to upper levels are to be encased. Top landing covered if there are horizontal balustrades
- Newel posts will be secure or replaced
- Any loose or damaged stair treads will be repaired.

18. Basements and similar non-habitable areas

- Any property with a basement must be checked for serious water ingress or flooding issues.
- Any meters are to be relocated where possible (see 19 below) and basement area secured with FB lock.

19. Electrical and Gas Meters

- The Voids Team completes gas and electric readings at the start of the void and logs this information with utility company and Finance.
- Where pre-payments keys or cards are missing, the Voids Manager will order the keys from the current utility company
- Where meters are missing or broken the Voids Manager or Service Provider will arrange for the repair/replacement as appropriate
- Where meters are located in basements, external relocation to be requested from provider
- Gas/Electric meter cupboard doors/covers to be replaced, if missing.

20. Electrical

- The electrical system is to be inspected by an electrician and an NICEIC Periodic Inspection Certificate is to be issued
- Where electrical work is undertaken all wiring must be chased, there is to be minimal mini-trunking used.

21. Lighting

- Low energy bulbs to be fitted in all light fittings (Presently Not Offered)
- For Sheltered schemes a fluorescent fitting will always be fitted in kitchens
- Bathroom and toilet light cords and other pull cords to be replaced at void
- Any non-standard fittings will be removed and recharged.

22. Power Circuits

- Every kitchen should have a 30 amp electric Cooker Control point and fused spur
- TV Aerial Point will be serviceable (where present)
- Fit 2 x sockets adjacent and away from heat source for cooker and 4 x additional sockets in the kitchen.

23. Smoke Alarms

- A hard-wired heat or smoke detector (or Fire Angel) should be fitted in each Kitchen
- In addition one hard-wired smoke detector (or Fire Angel) should be fitted per floor of the dwelling
- All new or existing alarms must be tested.

24. Gas

- Where the property is connected to a gas supply a Landlords Gas Safety Record (LGSR) is to be obtained

- The Tenant's copy is to be provided at hand-over. All gas works to be undertaken by a qualified gas servicing engineer
- Gas Cooker supply (bayonet pipe), where applicable, must be capped off
- Gas meters should be capped/disked while property is void until occupancy excluding Payment Meters.

25. Condensation and Ventilation

- Ventilation must be adequate to ensure that condensation and mould growth cannot occur under normal conditions. Each habitable room should have an opening window. Where there is no opening window one should be installed.
- If trickle vents are fitted to windows, ensure that the vents are free from obstruction and that any draft excluders are operating correctly
- If passive ventilation is installed via airbricks, these are to be free from obstruction.

Extractor Fans

- Every property should have a working extractor fan in the kitchen and bathroom. Where no fan is present a suitable fan should be fitted to planned specification, check planned programme of works. (Presently Not Offered)
- Existing fans should be cleaned and repaired, or replaced if necessary
- Check that all extract fans are vented via hoses to atmosphere, and correct as necessary.

Please note. The Gas Safety (Installation and Use) Regulations 1998 require certain criteria to be met. Any mechanical ventilation that is installed must be installed prior to the issue of a Landlords Gas Safety Record (LSGR). If in doubt, consult the Council's Gas Engineers and seek advice.

26. Heating

- Central Heating is to be provided as standard
- Ideally, every room should have heating; however every habitable room should have adequate heating as a minimum
- Adequate heating is either a radiator or a controllable electric storage/convactor heater. Simple convectors are not considered adequate
- The heating system must be checked at the start of the void (or as early as possible) so that faults can be rectified without delaying the void process.

27. Water Services

- From 1 October to 31 March drain down the cold-water tanks and individual central heating systems
- Properties connected to District Heating will not be drained down
- Identify and check the stop cock and note its location on the Void Property Information Sheet.
- Ensure the Cold water storage tanks are free from excessive debris and have fixed lids and are appropriately lagged to protect from frost.

Section Three: External Void Standard

1. Gardens – for the sole use of the property

- Front and rear gardens to be clear from rubbish and graded appropriately for the prevalent ground conditions
- Overgrown grass should be trimmed to enable the incoming tenant to keep the garden neatly (Presently Not Offered)
- Fencing to be inspected for damage and repairs/replacement of panels and posts to be undertaken where damage is evident. Post and wire fences to be left. Minor repairs to be carried out.
- Sheds and outbuildings to be inspected and necessary repairs undertaken and left in a safe and secure condition, or they should be removed and recharged, any rubbish should be removed.
- Green houses to be removed and recharged
- Garden ponds are to be filled in and recharged
- Loose or uneven paving is to be re-secured or, re-laid so that the area is level or graded appropriately for prevalent garden conditions
- Voids Manager to report any trees that require attention as early as possible in the void process
- Main gate to be secured and working well.

2. Garages and Outbuildings

- Remove and clear previous tenants' items and re-charge
- Up and over doors should operate correctly and have a means of being secured
- Roofs should be safe, weather-proof, and watertight.

3. Intercoms and Communal Doors

- Where applicable, check intercom works. If the intercom does not work, or the handset requires repair/replacement, log a work order with Responsive Repairs team
- If the communal door does not lock, log a work order with Responsive Repairs team.

4. Rainwater goods and Fascias/Soffits

- Complete a visual inspection of rainwater goods, and check that all clips are in place
- Fascias and soffits to be secured to property. Where rot is affecting their integrity and the incoming tenant's safety, reference should be made to the planned and cyclical programme, and if safe, to wait for refurbishment.
- Complete inspection of external vents covering, replace if necessary
- If any asbestos is chipped or broken, the Void Clerk of Works should assess the damage, remove if necessary, and update the asbestos register.

5. Overflows

- A visual inspection of overflows is required to ensure that there are no leaks emanating from storage tanks. If there are leaks or evidence of leaks should be inspected and repaired.

6. Loose Cables

- Any loose cables to be neatly tucked away or removed (i.e. satellite dish cables)
- The satellite dish should be removed where accessible.

7. External Letter Boxes

- Ensure letterboxes are secure and door/cover is in place.

8. Porch

- Ensure that structure is safe and secure, lighting is checked, and repairs carried out as necessary.

9. External Taps

- All external taps are to be removed and capped off.

Section Four: Sheltered Housing Void Standard

The items identified here are in addition to the minimum standard set out above.
(Presently Not Offered)

1. Decoration

- Properties should be assessed to determine if all areas require painting or full decorations, **where necessary**, as decoration vouchers will not be accepted.

2. Carpets/flooring

- Replace existing flooring with non-slip flooring in kitchen and bathrooms. Vinyl tiles throughout living room, hallway and bedrooms.

3. Emergency Call Lines

- The emergency call line system (Link-line service) within the property should be checked to confirm that it is working and that pull cords and buttons are in good repair.

Section Five: Temporary Accommodation Minimum Property Standards

Major works will be carried out by the landlord as per the TA Lease Agreement when the property becomes void

The items identified here are in addition to the minimum standard set out above.

1. External Lettings Standards:

- Damp-proof courses, flashings and waterproof membranes are to be in good condition to the standard repaired. Guarantees to be supplied where appropriate
- Stairs to be in good condition and structurally sound. Surface should not be loose or slippery especially when wet. Handrail to be provided on one side where stairs are less than 900 mm wide and over four risers high, where stairs width exceeds 900 mm wide a handrail is to be located on each side.
- External and internal cold water storage cisterns, tanks etc. To be properly housed, insulated and protected.

2. Internal Lettings Standards:

2.1 Windows

- Windows shall be restricted to 100mm opening restriction, as a child safety precaution. An override device could also be installed in case of emergency.
- Safety glass, safety adhesive film or similar approved safety precaution is to be fitted in full height windows and doors or in panels below 1000mm above finished floor level. Safety rails may be used as an alternative to safety glass. Size and spacing of batons to comply with Building Regulations as must safety adhesive film.
- Balcony and store doors used other than a means of escape route are to be fitted with a keyed level deadlock, and to be locked shut
- Joints around windows and doors to be sealed and flashed to form a watertight junction, window and door sills, thresholds, joints and heads to be in good condition and allow easy operation of window sash. Glazing to be secured and not cracked or broken.

2.2 Bedrooms

- Room sizes: First or only bedroom should be a MINIMUM of 70 square feet. All supplementary bedrooms must be a MINIMUM of 50 square feet as outlined in the Housing Act 1985.
- Carbon Monoxide (CO) alarm to be installed where the boiler is located, particularly when boilers are in bedrooms.

2.3 Natural Light and Ventilation

- Every habitable room to have a window or windows opening directly to the external air with glass area not less than one tenth of the floor area of the room
- Rooms below ground level must provide sufficient natural light on an average day for living in the lounge/bedroom without assistance of electric light
- Non-mechanical ventilation system e.g. air bricks, gutters or permanents, to be provided for the removal of foul air and condensation build-up in auxiliary or habitable rooms (living or bedrooms with external walls)
- Ventilate all permanently closed fireplaces with a fibrous plaster louver or a fixed grill over the chimney breast.
- Where French Windows are the only form of natural light to a room they must be kept locked and some additional form of mechanical or natural ventilation must be provided. For example adding window restrictors.

2.4 Doors

- Wall or floor stops shall be provided for all doors to protect wall decorations
- Exit doors to be fitted with simple fastening locks
- Security protection measures such as grills, hinge bolts, spy holes, and entry phone system to be fitted where appropriate
- Letter boxes and doorbells shall be fitted for each unit with appropriate identification, where appropriate, to be located at the main entrance.

2.5 Kitchen and Cooking Areas

- Storage, preparation and cooking facilities, minimum requirements are a four ring cooking appliance with grill and oven and food storage cupboard
- Kitchen sink units, water and gas service pipes should be cross-bonded and earthed to current electrical Regulations
- All oven doors should be "cool doors" so they should not be hot to the touch.

2.6 Tiling to Kitchens and Bathrooms

- Existing wall tiled areas to be thoroughly cleaned and free of grease, cooking fat, dirt and other by-products.
- Caulking sealant located around worktop, sink tops and sanitary ware is to be in good condition. Where sealant faulty this is to be raked out and re-sealed to prevent water penetration.

2.7 Bathrooms

- Mechanised ventilation to be provided with humidity switch or overrun linked to light switch. Capacity to give at least three air changes per hour.
- Shower unit not required to be installed if there is a bath.

2.8 Floorings

- Floors to be level and even with boarding securely fixed to joists
- Aluminium binding strip (or similar) to be fixed on changes in floor finish.

2.9 Meters

- Meters, gas and electric (and water where applicable), for each flat or unit and be accessible 24 hours a day.

2.10 Keys

- Three sets of keys provided per flat including three keys to shared main entrance door in blocks of flats
- If key fobs are not returned with keys then the Receptionist should order replacement at this stage.

Implementing our Void Standard

This Void Standard has been developed in consultation our residents and with the Council's staff:

- Resident Services
- Hillingdon council Repairs team
- Hillingdon council Lettings & Sales and Voids teams
- Voids Management review Group

An active and responsive document

The Void Standard was initially approved Gary Penticost of Penticost and Associates LTD

To keep the document up to date amendments have been required and these have been approved by Gary Penticost as shown in the Version History on page 4.

This issue (V5.0) has added specific definitions of each void refurbishment type. It also incorporates minor changes to correct errors, or give further clarification.

We want this Void Standard to be an active and responsive document that keeps up with the business needs, changes in policy and demand for services. To this end, we will continue to work and engage with our stake holders on implementation of our Void Standard.

A further review to ensure document still accurately represents process was conducted by Liam Bentley Operations Manager for Corporate and Housing Repairs and Voids

Feedback and Comments

All our efforts have been focused on developing this Void Standard that is informative and clearly sets out our expectations for delivering voids and providing excellent housing services.

If you have any queries or wish to amend the Void Standard please contact Liam Bentley

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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>

BACKGROUND PAPERS

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

Upcoming Decisions

Further details

Ref

Ward(s)

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

Cabinet meeting - Thursday 15 December 2022 (report deadline 28 November)

080	The Provision of a Drainage and Water Main Repairs Service for Housing and Corporate Buildings	Cabinet will consider appointing a Drainage Contractor to action drainage and water main repairs along with all associated plumbing and groundwork repairs on Housing and Corporate Buildings for the Councils Reactive Repairs and Maintenance Service.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P / R - Liam Bentley / Michael Breen		NEW ITEM	Private (3)
083	Planned Works - Roofing Program 2022/23	Cabinet will consider contracts regarding the Council's planned roofing programme on housing estates.	Various		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Merrick Knight		NEW ITEM	Private (3)
090	Mead House, Hayes End	Cabinet will be asked to consider the future of Mead House on Mead House Lane, Hayes End.	Charville		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Julie Markwell		NEW ITEM	Private (3)
026 Page 45	Fleet Maintenance extension	Cabinet will consider the contract extension with Dennis Eagle for maintenance of the Council's fleet of vehicles, including those for the waste service.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	R - Trudie Eldriny			Private (3)
026	Transport for London Local Implementation Plan - Annual Spending Submission	Cabinet will consider the Council's 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
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	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

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

085	Structural Works at properties 18-20 Seymour Gardens, Ruislip, HA4 9QA	Cabinet will approve a contractor to carry out Structural works to repair housing properties at 18-20 Seymour Gardens, Ruislip. This decision may be transferred to the relevant Cabinet Members to take, should tenders come back under the value for Cabinet authority.	Eastcote		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Pardeep Gedhu / Neil Dowsing		NEW ITEM	Private (3)
086	Disabled Facilities Grant & Adaptation Works - Contract(s)	Cabinet will consider contract awards for two providers for the for Disabled Facilities Grant & Adaptation Works within Private Dwellings and the Council's Housing Stock. The proposed contract is for a 4 + 2 year period.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Sarah Jane-Bartlett		NEW ITEM	Private (3)
088	Contract Extension - Void Property Repair Service	Cabinet will consider extending the contract with the incumbent provider to undertake void property repair and servicing works in the South of Hillingdon (Lot 1) and extend the contract the other incumbent provider to undertake void property repair and servicing works in the North of Hillingdon (Lot 2) for a further 1 year in accordance with the options available in those contract.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P / R - Liam Bently / Michael Breen		NEW ITEM	Private (3)
054	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)
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			
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

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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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Cabinet meeting - Thursday 16 February 2023 (report deadline 30 January 2023)

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			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
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 meeting - Thursday 23 March 2023 (report deadline 6 March 2023)

073	Framework Agreement for Building & Construction Consultancy Services	Following a procurement exercise, approval is sought for the creation of a multi lot Framework for construction consultancy services that can be utilised by the Council and also other Public Bodies. This will provide the ability for more competitive pricing, drive savings and improve efficiencies in the procurement process.	N/A		Cllr Martin Goddard - Finance / Cllr Jonathan Bianco - Property, Highways & Transport	Finance & Corporate Services	P / R - Paul Soward / Michael Breen			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)
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

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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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

Cabinet meeting - Thursday 25 May 2023 (report deadline 27 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
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.	All		All	TBC	CS - Democratic Services	TBC		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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Ref

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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
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 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)

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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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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

Cabinet meeting - September 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
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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 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	Petitions about matters under the control of the Cabinet	Cabinet Members will consider a number of petitions received by local residents and organisations and decide on future action. These will be arranged as Petition Hearings.	TBC		All	TBC	CS - Democratic Services		Public
SI	Local Safety Schemes and Parking Revenue Account funded schemes	To consider petitions received and decide on future action	TBC		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - David Knowles	Traffic Liaison Group	Public
SI	Pedestrian Crossings	To approve schemes to provide crossing facilities	TBC		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - David Knowles		Public
SI	To approve compensation payments	To approve compensation payments in relation to any complaint to the Council in excess of £1000.	n/a		All	TBC	various		Private (1,2,3)
SI	Transport - Local Implementation Programme	Local Implementation Programme including schemes for the public realm, parking, road safety, school travel, walking, cycling, air quality improvement and Traffic Regulation Orders.	TBC		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - David Knowles		Public
SI	All Delegated Decisions by Cabinet to Cabinet Members, including tender and property decisions	Where previously delegated by Cabinet, to make any necessary decisions, accept tenders, bids and authorise property decisions / transactions in accordance with the Procurement and Contract Standing Orders.	TBC		All	TBC	various		Public / Private (1,2,3)

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

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

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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
16 November 2022, 7pm	CR5
11 January 2023, 7pm (TBC)	CR5
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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