



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, 11  
JANUARY 2023

**Time:** 7.00 PM

**Venue:** COMMITTEE ROOM 5 -  
CIVIC CENTRE

**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](http://www.hillingdon.gov.uk)

**Published:** Tuesday 03 January 2023  
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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"><li>• Cabinet Member for Property, Highways &amp; Transport</li></ul>
Relevant service areas	<ol style="list-style-type: none"><li>1. 1) Property &amp; Estates</li><li>2. 2) Capital Programme - Major Projects</li><li>3. 3) Transportation</li><li>4. 4) Highways</li><li>5. 5) Repairs &amp; Engineering (including housing repairs)</li><li>6. 6) Building Safety / Facilities Management</li></ol>

#### 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 Select Committee Review - Attaining Best Practice and Value for the Council's Highways Resurfacing Programme 7 - 10
- 6 2023/24 Budget Proposals for Services within the Remit of the Property, Highways & Transport Select Committee 11 - 20
- 7 Cabinet Forward Plan 21 - 30
- 8 Work Programme 31 - 34

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## Minutes

### PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE

18 October 2022



Meeting held at Committee Room 5 - Civic Centre

	<p><b>Committee Members Present:</b> Councillors Keith Burrows (Chairman) Alan Chapman (Vice Chairman) Adam Bennett Elizabeth Garelick Ekta Gohil Kamal Preet Kaur Peter Money (Opposition Lead)</p> <p><b>LBH Officers Present:</b> Poonam Pathak, Head of Highways Steve Clarke, Democratic Services Officer</p>
19.	<p><b>APOLOGIES FOR ABSENCE AND TO REPORT THE PRESENCE OF ANY SUBSTITUTE MEMBERS</b> (<i>Agenda Item 1</i>)</p> <p>Apologies for absence had been received from Councillor Shehryar Ahmad-Wallana with Councillor Ekta Gohil substituting.</p>
20.	<p><b>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING</b> (<i>Agenda Item 2</i>)</p> <p>There were no declarations of interest.</p>
21.	<p><b>TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING</b> (<i>Agenda Item 3</i>)</p> <p><b>RESOLVED:</b> That the minutes of the meeting dated 20 September be approved as a correct record.</p>
22.	<p><b>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</b> (<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><b>HIGHWAYS NETWORK PRIORITISATION AND MAINTENANCE</b> (<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><b>RESOLVED: That the Property, Highways &amp; 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.</b></p>
25.	<p><b>CABINET FORWARD PLAN</b> (<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><b>RESOLVED: That the Property, Highways and Transport Select Committee noted the Cabinet Forward Plan.</b></p>
26.	<p><b>WORK PROGRAMME</b> (<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 &amp; 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 &amp; 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 &amp; Transport, the Committee would receive a draft version of the Council’s overarching electric vehicles strategy, which was being developed by officers.</p> <p><b>RESOLVED: That the Property, Highways and Transport Select Committee noted the Committee’s work programme.</b></p>
	<p>The meeting, which commenced at 7.00 pm, closed at 7.50 pm.</p>

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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.

## SELECT COMMITTEE REVIEW - ATTAINING BEST PRACTICE AND VALUE FOR THE COUNCIL'S HIGHWAYS RESURFACING PROGRAMME

<b>Committee name</b>	Property, Highways and Transport Select Committee
<b>Officer reporting</b>	Steve Clarke, Democratic Services Officer
<b>Papers with report</b>	None
<b>Ward</b>	All

### HEADLINES

This item will act as the second witness session of the Select Committee's review into attaining best practice and best value through the Council's Highways Resurfacing activities. The Committee have previously received a report summarising Hillingdon's Highway network, maintenance procedures and the Council's highways safety inspection procedures; this witness session will seek to broaden the Committee's understanding of the Council's approach to highways resurfacing.

The aim of the review is to take a broad assessment of existing procedures, new technologies, methods, materials and scheduling possibilities to obtain best value and service for residents.

### RECOMMENDATIONS:

**That the Select Committee use the second witness session of the review to broaden understanding of the Council's practical and strategic approach to highways resurfacing.**

### SUPPORTING INFORMATION

The following witnesses will be present to take part in the information gathering session on 11 January 2023:

Councillor Jonathan Bianco	Deputy Leader of the Council and the Cabinet Member for Property, Highways and Transport	The relevant Cabinet Member responsible for the oversight of the Council's highways maintenance responsibilities.
<p>Potential lines of Committee enquiry could include:</p> <ul style="list-style-type: none"> <li>- If there were any aspects of highways and footways resurfacing that the Cabinet Member would wish to see the Committee review into further detail.</li> <li>- The Cabinet Member's thoughts on the future strategic direction of highways maintenance within Hillingdon.</li> </ul>		

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Christopher O'Hara	Director of O'Hara Bros. Surfacing Ltd	Christopher O'Hara is the Director of O'Hara Bros. Surfacing Ltd, the Council's contractor for specialist highway maintenance solutions.
<p>O'Hara Bros. Surfacing Ltd is a privately owned company established in 1975. They provide specialist highway maintenance solutions to Local Authorities, the Construction industry and the private sector. They undertake all types of work for Local Authorities, Highways agencies, other surfacing companies, construction companies and developers carrying out surfacing of new roads, patching, foot path reconstructions and all other associated civil engineering works.</p> <p>Potential lines of Committee enquiry could include:</p> <ul style="list-style-type: none"> <li>- Gaining a better understanding of what working with the Council is like from a contractor perspective.</li> <li>- Enquiring as to the specific types of work undertaken on behalf of the Council.</li> <li>- If there were any suggestions, from a contractor perspective, they may have as to how the working relationship between the Council and the contractor could be improved or made more efficient.</li> </ul>		

Poonam Pathak	LBH Head of Highways	A key officer in the implementation and strategic development of the Council's Highways maintenance programme.
<p>Having previously attended a witness session for the Select Committee's review into highways resurfacing, Poonam will be present in a supporting capacity to offer additional information, should it be required.</p>		

### Implications on related Council policies

A key role of Select Committees is to monitor the performance of Council services within their remit. Select Committees may also make recommendations on service changes and improvements to the Cabinet who are responsible for the Council's policy and direction.

### How this report benefits Hillingdon residents

The vision for the Councils highway assets sits within some of the Councils core commitments to residents contained within the Council Strategy 2022 - 2026 (A Green and Sustainable Borough, a Thriving Economy, and Thriving, Healthy Households), which is achieved by providing highway assets which are in good condition, fit for purpose, energy efficient, provide accessible services to residents, represent value for money through long term planning, and enhanced allocation of resources. Moreover, the Council endeavours to provide improved service and quality of life to users with high customer satisfaction.

### Financial Implications

There are no direct financial implications associated with this report.

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## **Legal Implications**

None.

## **APPENDICES**

NIL.

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

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

### **RECOMMENDATION**

**That the Committee notes the budget projections contained in the report and comments as appropriate on the combined budget proposals affecting the relevant service areas within the Property, Highways and Transport Cabinet Portfolio, within the context of the corporate budgetary position.**

### **SUPPORTING INFORMATION**

1. To comply with the Budget and Policy Framework procedure rules as part of the agreed consultation process for the General Fund and Housing Revenue Account budgets, alongside the Council's Capital Programme, this report sets out the draft revenue budget and Capital Programme for the services within the remit of the Properties, Highways & Transport Select Committee. Following consideration by Cabinet on 15 December 2022, these proposals are now under consultation, and the relevant proposals being discussed at the January cycle of the Select Committees.
2. Cabinet will next consider the budget proposals on 16 February 2023, and the report will include comments received from Select Committees. At the meeting on 16 February 2023 Cabinet will make recommendations to full Council regarding the budget and Council Tax levels for 2023/24. Subsequently, Council will then meet to agree the budgets and Council Tax for 2023/24 on 23 February 2023.
3. The Committee needs to consider the budget proposals as they relate to the relevant service areas within the Property, Highways & Transport Cabinet Portfolios, but within the corporate context and the constraints applying as a result of the aggregate financial position of the authority.

### **OPTIONS AVAILABLE TO THE COMMITTEE**

4. It is recommended that the Committee notes the budget projections contained in the report and comments as appropriate on the combined budget proposals affecting the relevant service areas within the Properties, Highways & Transport Cabinet Portfolios, within the context of the corporate budgetary position.

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## General Fund Budget

### Budget Strategy

5. Budget proposals for 2023/24 have been prepared in the context of a wider strategy addressing the five-year MTFP period through which service expenditure is to be managed within available resources in the context of a challenging economic environment both in terms of an exceptional inflationary pressures and legacy COVID-19 impacts, with further impacts resulting from the cost-of-living crisis and the impact on residents' financial standing. This balanced budget is to be achieved through a combination of delivering efficiency savings, increases in the Council Tax, and Fees and Charges, while maintaining General Balances at forecast 2022/23 levels.
6. This budget strategy is based upon the principle of sound financial management set against the backdrop of these challenging economic conditions, with the latest monitoring position for the 2022/23 financial year reporting a net underspend of £61k which will leave uncommitted General Balances at £26,780k entering the 2023/24 financial year. However, included in the 2022/23 position is a significant use of Earmarked Reserves to fund £5,307k of exceptional inflationary pressures on service budgets experienced to date, with much of this reserve created from favourable movements during outturn 2021/22. Furthermore, the Council budgeted to drawdown £5,913k to fund COVID-19 pressures included in the February 2022 budget strategy with a further £3,431k being drawn down above this and the inflation drawdown to fund pressures within service operating budgets, the majority of which are covering new and emerging COVID-19 pressures.
7. The Month 7 monitoring position for the services within this select committee present a net variance of £138k as presented in the table below:

**Table 1: Service Operating Budgets**

Cabinet Member Portfolio		Approved Budget	Forecast Outturn	Variance (As at Month 7)	Variance (As at Month 6)	Movement from Month 6
		£'000	£'000	£'000	£'000	£'000
Property, Highways & Transport	Expenditure	19,948	19,845	(103)	(192)	89
	Income	(8,951)	(8,986)	(35)	104	(139)
	<b>Sub-Total</b>	<b>10,997</b>	<b>10,859</b>	<b>(138)</b>	<b>(88)</b>	<b>(50)</b>

8. With the following narrative setting out the variances and movement from Month 6 on an exception basis:
  - a. **Property, Highways & Transport** – A net underspend of £138k is forecast for the portfolio, with the variance being driven by staffing underspends from a number of vacant posts across the Operational Assets and Planning & Regeneration services,

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with income forecasting a £35k favourable position. The £50k favourable movement is being driven by an increase in expenditure which is offset by these costs being covered by recharges, with an additional favourable movement from Section 106 income supporting the Council's Affordable Housing workstream.

9. Of the £13,346k savings within the 2022/23 budget, 92% are banked or on track for delivery in full, with potential risks on 7% (£986k) - relating to the Leisure Centre management fee and reflects the particular impact of the COVID-19 pandemic on this sector and the ongoing challenges facing this service. Further information on this position is set out in the budget monitoring report also presented to Cabinet on this agenda, but it is expected that all 2022/23 savings will ultimately be banked in full.
10. The position on the savings included in the 2022/23 budget within the remit of this Select Committee is as follows:

**Table 2: Savings Tracker**

Cabinet Member Portfolio	Blue Banked £'000	Green Delivery in progress £'000	Amber I Early stages of delivery £'000	Amber II Potential problems in delivery £'000	Red Serious problems in delivery £'000	Total £'000
Cabinet Member for Property, Highways & Transport	(187)	(96)	(330)	0	0	(613)

11. Based on 2.99% per annum increases in the core Council Tax and 2% per annum increases in the Social Care Precept, funding available to support service expenditure is projected to grow by £39,475k to £290,522k between 2022/23 and 2027/28. A combination of inflation and demand-led pressures (including legacy impacts of the COVID-19 pandemic), together with capital investment plans is projected to generate a £49,017k uplift in service expenditure. In order to address this differential, to date, a savings programme of £45,683k has been developed, leaving a residual budget gap of £9,542k in later years of the MTF period.

**Table 3: Budget Strategy**

	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000
Total Resources	251,047	264,763	271,475	277,868	284,082	290,522
Total Service Expenditure	251,047	264,763	271,475	281,886	290,046	300,064
<b>Cumulative Budget Gap</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(4,018)</b>	<b>(5,964)</b>	<b>(9,542)</b>
<u>Of which, Service Expenditure in the remit of this committee:</u>						
Property, Highways & Transport	10,997	10,798	10,314	10,736	11,281	11,846

12. As is the case for the vast majority of local authorities, the Council has experienced exceptional economic factors that are driving a material inflationary requirement, which is having a significant impact on the cost of providing services to residents. The generally

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accepted measure of inflation, the Consumer Price Index (CPI) reached 10.1% in September 2022 and has yielded a forecast inflationary requirement of £21,877k in 2023/24, rising to £62,047k by 2027/28. This compares to a forecast of £6,430k for 2023/24 when the Council set out the previous iteration of the budget strategy in February 2022, with this latest refresh presenting a three-and-a-half-fold increase from these projections. Inflation, along with other updates on demand-led growth and corporate items has generated the need for a major savings programme, which stands at £20,791k in 2023/24, a significant increase from the £9,630k which was identified in February 2022.

13. The adverse economic conditions and particularly the sudden onset of a recession and inflationary pressures represent the main cause of the current cost-of-living crisis, with the impact from increasing costs and declining revenues having negative impacts on local residents and businesses, creating a challenging economic environment. It should be recognised that this in turn creates an element of risk on the Council's funding, with circa 75% of the Council's funding now being derived from local taxation.
14. Furthermore, COVID-19 legacy issues continue to impact on Council services and finances, with pandemic related pressures in 2022/23 of £14,722 at Month 7, with £11,291k of this having been factored into the previous budget strategy in February 2022 and £3,431k of new and emerging issues. While these extraordinary costs have been financed from specific central government grants up to 31 March 2022, it is not expected that any further funding will be forthcoming and ongoing structural pressures emerging from the pandemic will continue to cause cost pressures. This is largely driven by the unwinding of £4,406k of reserve balances used in 2022/23 to cover part of the budgeted pressure for the year and the £3,431k of new and emerging issues.
15. Notwithstanding the additional challenges presented by economic turmoil and the legacy impacts from the pandemic, this budget strategy does not rely upon use of General Balances to support service expenditure and therefore maintains these at £26,780k over the five-year MTF period. A review of the range of general risks affecting the Council indicates that the recommended level of uncommitted reserves should be between £20,000k and £39,000k, meaning that £6,780k remains available to the Council to deploy, should it be required.
16. In addition to General Balances, the Council holds Earmarked Reserves to manage specific risks, projects and cyclical expenditure commitments. At 31 March 2023, these are projected to total £18,641k, with £2,149 k of this sum being the remaining balance held to manage COVID-19 costs and a further £4,297k being the remaining balance of identified funding to meet exceptional inflationary pressures. This strategy includes budgeted releases from Earmarked Reserves of £6,791k, with a drawdown of £3,834k being included to bridge the gap between funding and expenditure in 2023/24, with a further £1,535k of previously planned releases from COVID-19 funding and the continuation of the funding for the Older Peoples Discount for a further year, leaving a forecast £10,328k of Earmarked Reserves on the balance sheet at the end of the five-year budget strategy.

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17. Savings proposals totalling £45,683k have been developed towards mitigating the emerging expenditure pressures as funding levels are projected to grow at a slower rate than demand for Council Services, with a residual £9,542k budget gap to be mitigated over the period from 2025/26 to 2027/28 should this programme of savings be realised in full. As in previous years, savings proposals for the forthcoming financial year are specific in nature, with medium-term plans structured around wider strategic approaches to transformation of local services. Proposals have been developed within the themes of Service Transformation, Effective Procurement, Managing Demand and Income Generation & Commercialisation, with an overview of specific measures set out within this report.
18. Whilst the Local Authority settlement is still awaited, it is clear that Government Grants and Business Rates income will fail to match prevailing levels of inflation currently and in the medium term and that demand levels for Adult and Children's Social Care provision have shown and will continue to show unrelenting growth. It has therefore proved necessary for the Council to propose a step change increase in Fees & Charges. These have historically been the lowest in London. The proposed increases will narrow the gap with other authorities and will still leave Hillingdon with the one of the lowest levels of Fees & Charges per capita in London.
19. Within Income Generation & Commercialisation savings are a range of proposals relating to levels of income raised from Fees & Charges, which are levied to support a number of specific services rather than the cost of these measures falling wholly on the local Council Taxpayer. The Council has sought to maintain lower levels of charges as part of the broader approach of delivering Sound Financial Management for residents, a strategy which has succeeded with charges per household being amongst the very lowest across London. As a result of the broad range of competing demands on limiting funding, a strategy of moving towards full cost recovery on these charges is set out within this budget.
20. This draft budget outlines £340,003k of proposed capital expenditure – including substantial investment in local infrastructure, a new leisure centre and delivery of significant additional SEND capacity in the borough's schools – of which £59,405k is to be financed through borrowing. Taken together with historic capital spending, this investment will result in the Capital Financing Requirement peaking at £273,015k in 2024/25 and declining thereafter. Of this peak borrowing requirement, £232,870k is expected to necessitate external borrowing, with £40,145k being financed through General Fund reserves and working capital.

### **Risk Management**

21. A fundamental context to the Council's budget strategy are its levels of reserves. The Council holds a combination of General and Earmarked Reserves in order to mitigate the Council's financial position against the risk of unforeseen or exceptional financial shocks, with General Balances held to cover a broad range of risks as set out in the Council's Balances & Reserve Policy that was approved in February 2022 (along with the Council's current budget strategy) which set a range of balances between £20m and £39m, and Earmarked Reserves being

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held to mitigate specific risks, or to fund project and cyclical expenditure (where the cycle is something other than a financial year).

22. The rationale for holding General Balances is set out in the Balances & Reserves Policy, and covers impacts from the general financial climate, including the Council’s own financial standing and that of its residents and local businesses, the risk of inflation and/or interest rate shocks, demography and contact management, the timing of capital receipts and availability of reserve levels. These General Reserves represent a mechanism for the Council to manage shocks, and with the reserve balance forecast to be £26,780k by 31 March 2023 these are within the approved range. For 2022/23, General Reserves stand at 13% of the Council’s budgeted Net Revenue Expenditure, which represents the cost of running Council services before taxation income and Government grants.
23. Earmarked Reserves are held for a number of reasons but are more specific in nature than the risks that General Balances cover, with the Council forecast to hold £18,641k by 31 March 2023. The Council holds Earmarked Reserves for a variety of purposes which include the mitigation of inflation and price risk, smoothing the impact of project related and cyclical commitments spanning financial years, managing expenditure associated with transformation and holding ringfenced/specific funding streams.
24. Based on the approach adopted to generating the Council’s budget strategy, the procedures it follows, and the assumptions included in this report, the budget strategy is deemed to be based on sound forecasting and realistic assumptions that enable the Cabinet to present this position to the public, local businesses and Council members for consideration.
25. As part of the Cabinet’s final budget proposals to Council presented in February 2022, the Corporate Director of Finance will provide assurances around robustness of estimates and adequacy of reserves as part of the statutory framework for local authority budget setting. These assurances will be framed with reference to principles and standards included within CIPFA’s Financial Management Code.

### **Budget Proposals for the Property, Highways & Transport Select Committee**

26. Service expenditure will grow due to inflationary pressures, demand-led growth and other corporate items including capital financing costs. The below table sets out the impact of these expenditure movements across the Cabinet Portfolios within the remit of this Select Committee for 2022/23.

**Table 4: Service Expenditure Budget Proposals**

	2022/23	Inflation	Demand-led Growth	Corporate Items	Savings Proposals	2023/24
	£'000	£'000	£'000	£'000	£'000	£'000
Property, Highways & Transport	10,997	1,528	0	0	(1,727)	10,798

Classification: Public

27. Inflation: Cost pressures of £1,528k are projected against 2022/23 expenditure going into 2023/24, with material uplifts in relation to workforce budgets, contracted expenditure and energy costs. In line with wider MTFE modelling, inflation projections are predicated on CPI being 10% during 2022/23 and 2023/24 before returning to 4% over the remainder of the Council's budget strategy. The exceptional inflationary environment within the national, and global, economy is the largest driving force behind the Council's saving requirement in the short-term, with 2022/23 CPI running above the Council's assumptions at the time of setting the 2022/23 budget, leading to the 2023/24 budget proposals including an element of funding for the 2022/23 uplifts above the budgeted level which are currently being funded from Earmarked Reserves.
28. Demand-Led Growth: There are no demand-led growth items within the remit of this committee.
29. Corporate Items: There are no Corporate Items within the remit of this committee.

### **Savings Proposals**

30. As mentioned above, £20,971k of savings proposals have been incorporated into the draft budget for 2023/24, with £1,727k falling within the remit of this Select Committee. Included within this savings programme are proposals to increase Fees & Charges at a general increase of 30%, representing the unprecedented inflation rates for 2022/23 and 2023/24 and an accelerated catch up of historically low fees and charges compared to neighbouring authorities, with Hillingdon generating £108.61 per resident from this funding stream compared to the Council's three immediate neighbours in West London raising £209.02 per resident.
31. Details of the savings programme propels within the remit of this Select Committee are discussed below.
32. Property, Highways & Transport: A comprehensive service review of Highways and Transport is expected to deliver savings of £150k through the implementation of a staffing restructure and changes to operating models, alongside working with schools to implement a new model of road safety measures, which will reduce costs by £90k. In addition to this, maximising the use of assets is core to the wider transformation programme and projects are underway to review assets across the Borough including a wide-ranging programme for the use of the Civic Centre, which will to reduce running costs by £325k in 2023/24. As part of the review of assets, leases to voluntary sector organisations will be considered with a view to consolidating assets, which is anticipated to deliver £100k. The review of Fees & Charges in this area is projected to yield £356k of additional income.
33. In line with maximising the appropriate funding available, zero-based reviews of Highways (£150k), Street lighting (£210k) and Town Centre (£346k) works will all be undertaken and relevant activities to be funded through Capital, releasing an estimated £706k of savings.

Classification: Public

## Capital Proposals

34. Capital investment of £340,003k over the period 2022/23 to 2027/28 has been incorporated into the wider General Fund budget strategy set out within this report, with £193,865k investment in major projects, primarily delivering new or expanded infrastructure, and £137,358k investment in recurrent programme of works, ensuring that existing infrastructure is maintained and improved, with a contingency of £8,780k being set against this programme. An overview of these investment plans is detailed in appendix A8 that accompanied the Consultation Budget Report presented at December Cabinet.

**Table 5: General Fund Capital Programme by Cabinet Portfolio**

	<b>Major Projects</b>	<b>Programme of Works</b>	<b>General Contingency</b>	<b>Total</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Total Capital Programme</b>	<b>193,865</b>	<b>137,358</b>	<b>8,780</b>	<b>340,003</b>
<u>Of which, Service Expenditure in the remit of this committee:</u>				
Property, Highways & Transport	137,859	100,483	0	238,342

35. Further to the overview presented above, the below section sets out the Capital Proposals within the remit of this Select Committee.
36. **Property, Highways and Transport** – total investment of £238,342k from 2022/23 to 2027/28 includes £34,845k to complete the construction of the new West Drayton Leisure Centre in 2024/25, and £25,035k to develop the new Hillingdon Water Sports facility, replacing facilities dispersed by the HS2 project. Other projects include £20,000k on the redevelopment of the Uxbridge Civic Centre to provide a modern base for Council services and release land for housing delivery, £25,000k investment in initiatives to reduce the borough’s carbon footprint and £14,858k funding for Hillingdon First Limited to deliver high quality homes. In addition, major projects to deliver new libraries in Yiewsley and Northwood as part of wider developments, and a range of new investment in other Council assets have been included in this budget.
37. Complementing major projects investment is £100,483k programme of works spend, including £35,321k for the borough’s roads and footways infrastructure, £21,766k works to improve the fabric of the borough’s existing schools, and £12,974k investment in adaptations for residents through the Disabled Facilities Grant Programme. Other programmes include the cyclical renewal of the Council’s existing asset base, ensuring that this remains fit for purpose.

## **BACKGROUND PAPERS**

THE COUNCIL'S BUDGET: MEDIUM TERM FINANCIAL FOECAST 2023/24 - 2027/28,  
presented to 15 December 2022 Cabinet Meeting

Classification: Public

Property, Highways & Transport Select Committee – 11 January 2023

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## CABINET FORWARD PLAN

<b>Committee name</b>	Property, Highways and Transport Select Committee
<b>Officer reporting</b>	Steve Clarke, Democratic Services Officer
<b>Papers with report</b>	Appendix A – Latest Forward Plan
<b>Ward</b>	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:

	<b>Committee action</b>	<b>When</b>	<b>How</b>
1	<b>To provide specific comments to be included in a future Cabinet or Cabinet Member report on matters within its remit.</b>	<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	<b>To request further information on future reports listed under its remit.</b>	<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	<b>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.</b>	<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	<b>To identify a forthcoming report that may merit a post-decision review at a later Select Committee meeting</b>	<p>As part of its post-decision scrutiny and broader reviewing role, this would be where the Select Committee may wish to monitor the implementation of a certain Cabinet or Cabinet Member decision listed/taken at a later stage, i.e., to review its effectiveness after a period of 6 months.</p> <p>The Committee should note that this is different to the use of the post-decision scrutiny 'call-in' power which seeks to ask the Cabinet or Cabinet Member to formally re-consider a decision up to 5 working days after the decision notice has been issued. This is undertaken via the new Scrutiny Call-in App members of the relevant Select Committee.</p>	<p>The Committee would add the matter to its multi-year work programme after a suitable time has elapsed upon the decision expected to be made by the Cabinet or Cabinet Member.</p> <p>Relevant service areas may be best to advise on the most appropriate time to review the matter once the decision is made.</p>

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#### BACKGROUND PAPERS

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

Classification: Public

Property, Highways and Transport Select Committee – 11 January 2023

# Upcoming Decisions

Ref

Further details

Ward(s)

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

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

093	<b>Northwood Hills Library Project</b>	Cabinet will consider the future of the Northwood Hills Library site for the development of a new library that will benefit local library users and residents and market housing that will deliver high quality housing and contribute to the Borough's housing targets.	Northwood Hills		Cllr Jonathan Bianco - Property, Highways & Transport / Cllr Eddie Lavery - Cabinet Member for Residents' Services	Property, Highways & Transport	P - Jenny Evans / Julie Markwell	Statutory consultation will take place in relation to any planning application		Private (3)
090	<b>Mead House, Hayes End</b>	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			Private (3)
074 090 23	<b>Residential Development at Petworth Gardens, Hillingdon</b>	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			
088	<b>Contract Extension - Void Property Repair Service</b>	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			Private (3)
SI	<b>Voluntary Sector Leases Report</b>	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 - James Raven			Private (3)
SI	<b>Public Preview of matters to be considered in private</b>	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public

## Cabinet Member Decisions expected - January 2023

085	<b>Structural Works at properties 18-20 Seymour Gardens, Ruislip, HA4 9QA</b>	Cabinet Members will approve a contractor to carry out Structural works to repair housing properties at 18-20 Seymour Gardens, Ruislip.	Eastcote		Cllr Jonathan Bianco - Property, Highways & Transport / Cllr Martin Goddard - Finance	Property, Highways & Transport	P - Pardeep Gedhu / Neil Dowsing			Private (3)
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## Cabinet meeting - Thursday 16 February 2023 (report deadline 30 January 2023)

057	<b>Fleet Replacement Programme</b>	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)
073	<b>Battle of Britain Bunker Phase 2 - Water Ingress</b>	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	<b>Public Preview of matters to be considered in private</b>	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 24	<b>Voluntary Sector Leases Report</b>	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 - James Raven			Private (3)

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

096	<b>Low/Med Rise Lateral &amp; Electrical Distribution Upgrades at Barnhill and Portland Road Estates</b>	Cabinet will consider the award of a contract to complete the replacement of Lateral & Electrical Distribution Equipment within Low/Med Rise Residential Blocks at Barnhill & Portland Road Estates. This will ensure the buildings have electrical systems that are reliable, safe and energy efficient.	Charville; Yeading		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	Place - John Phillips / Gary Penticost		<b>NEW ITEM</b>	
086	<b>Disabled Facilities Grant &amp; Adaptation Works - Contract(s)</b>	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			Private (3)
071	<b>Framework Agreement for Building &amp; Construction Consultancy Services</b>	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	<b>Public Preview of matters to be considered in private</b>	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	<b>Voluntary Sector Leases Report</b>	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 - James Raven			Private (3)

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

SI	<b>School Capital Programme Update</b>	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	<b>Public Preview of matters to be considered in private</b>	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	<b>Voluntary Sector Leases Report</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		<b>Cllr Jonathan Bianco - Property, Highways &amp; Transport</b>	<b>Property, Highways &amp; Transport</b>	<b>P - James Raven</b>			Private (3)
SI	<b>Reports from Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	Various		<b>All</b>	<b>TBC</b>	<b>CS - Democratic Services</b>	Various		Public

### Cabinet meeting - Thursday 25 May 2023 (report deadline 27 April)

SI	<b>Public Preview of matters to be considered in private</b>	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		<b>All Cabinet Members</b>	<b>All</b>	<b>CS - Democratic Services</b>			Public
SI	<b>Voluntary Sector Leases Report</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		<b>Cllr Jonathan Bianco - Property, Highways &amp; Transport</b>	<b>Property, Highways &amp; Transport</b>	<b>P - James Raven</b>			Private (3)
SI	<b>Reports from Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		<b>All</b>	<b>TBC</b>	<b>CS - Democratic Services</b>	TBC		Public

### Cabinet meeting - June 2023 (date TBC)

SI	<b>Public Preview of matters to be considered in private</b>	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		<b>All Cabinet Members</b>	<b>All</b>	<b>CS - Democratic Services</b>			Public
SI	<b>Voluntary Sector Leases Report</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		<b>Cllr Jonathan Bianco - Property, Highways &amp; Transport</b>	<b>Property, Highways &amp; Transport</b>	<b>P - James Raven</b>			Private (3)
SI	<b>Reports from Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		<b>TBC</b>	<b>TBC</b>	<b>CS - Democratic Services</b>	TBC		Public

### Cabinet meeting - July 2023 (date TBC)

SI	<b>Public Preview of matters to be considered in private</b>	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		<b>All Cabinet Members</b>	<b>All</b>	<b>CS - Democratic Services</b>			Public
SI	<b>Voluntary Sector Leases Report</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		<b>Cllr Jonathan Bianco - Property, Highways &amp; Transport</b>	<b>Property, Highways &amp; Transport</b>	<b>P - James Raven</b>			Private (3)
SI	<b>Reports from Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		<b>All</b>	<b>All</b>	<b>CS - Democratic Services</b>	TBC		Public

## AUGUST 2023 - NO CABINET MEETING

### Cabinet meeting - September 2023 (date TBC)

SI	<b>Public Preview of matters to be considered in private</b>	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	<b>Voluntary Sector Leases Report</b>	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 - James Raven			Private (3)
SI	<b>Reports from Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	CS - Democratic Services	TBC		Public

### Cabinet meeting - October 2023 (date TBC)

Page 27	SI	<b>School Capital Programme Update</b>	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	<b>Voluntary Sector Leases Report</b>	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 - James Raven		Private (3)
SI	<b>Public Preview of matters to be considered in private</b>	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public

### Cabinet meeting - November 2023 (date TBC)

SI	<b>Voluntary Sector Leases Report</b>	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 - James Raven			Private (3)
SI	<b>Public Preview of matters to be considered in private</b>	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	<b>Reports from Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	CS - Democratic Services	TBC		Public
<b>Cabinet Member Decisions expected - November 2022</b>										
SI	<b>Standard Items taken each month by the Cabinet Member</b>	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 MEMBER DECISIONS: Standard Items (SI) that may be considered each month

SI	<b>Business, shops and commercial rents, leases, surrenders and renewals</b>	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	<b>To consider rent reviews</b>	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	<b>The purchase of ex Council properties or new private properties for the Council's housing supply</b>	Cabinet Member may determine, as and when required, the purchase of new properties using HRA capital funds to increase the affordable housing stock within the Borough. Such acquisitions will be reported back to Cabinet.	TBC		Cllr Martin Goddard - Finance / Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Perry Scott			Private (1,2,3)
SI	<b>Petitions about matters under the control of the Cabinet</b>	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	<b>Local Safety Schemes and Parking Revenue Account funded schemes</b>	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	<b>Pedestrian Crossings</b>	To approve schemes to provide crossing facilities	TBC		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - David Knowles			Public
SI	<b>To approve compensation payments</b>	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	<b>Transport - Local Implementation Programme</b>	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	<b>All Delegated Decisions by Cabinet to Cabinet Members, including tender and property decisions</b>	Where previously delegated by Cabinet, to make any necessary decisions, accept tenders, bids and authorise property decisions / transactions in accordance with the Procurement and Contract Standing Orders.	TBC		All	TBC	various			Public / Private (1,2,3)

SI	<b>Sale, and conversion, of loft space to leaseholders and also extension of Leasehold Interests of flats under the 1993 Act</b>	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		<b>Cllr Jonathan Bianco - Property, Highways &amp; Transport</b>	<b>Property, Highways &amp; Transport</b>	<b>P - Michele Wilcox</b>		Private (1,2,3)
SI	<b>External funding bids</b>	To authorise the making of bids for external funding where there is no requirement for a financial commitment from the Council.	n/a		<b>All</b>	<b>TBC</b>	<b>various</b>		Public
SI	<b>Response to key consultations that may impact upon the Borough</b>	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	TBC		<b>All</b>	<b>TBC</b>	<b>various</b>		Public

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

## PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE - WORK PROGRAMME

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

<b>2022/23 Municipal Year Meetings</b>	<b>Room</b>
11 January 2023, 7pm	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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