



HILLINGDON  
LONDON



# Property, Highways and Transport Select Committee

**Date:** THURSDAY, 6 APRIL 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)

## Councillors on the Committee

Councillor Keith Burrows (Chairman)

Alan Chapman (Vice-Chairman)

Shehryar Ahmad-Wallana

Adam Bennett

Elizabeth Garelick

Kamal Preet Kaur

Peter Money (Opposition Lead)

**Published:** 29 March 2023

**Contact:** Steve Clarke

**Email:** [sclarke2@hillingdon.gov.uk](mailto:sclarke2@hillingdon.gov.uk)



# Useful information for residents and visitors

## Travel and parking

Bus routes 427, U1, U3, U4 and U7 all stop at the Civic Centre. Uxbridge underground station, with the Piccadilly and Metropolitan lines, is a short walk away. Limited parking is available at the Civic Centre. For details on availability and how to book a parking space, please contact Democratic Services. Please enter from the Council's main reception where you will be directed to the Committee Room.

## Accessibility

An Induction Loop System is available for use in the various meeting rooms. Please contact us for further information.

## Attending, reporting and filming of meetings

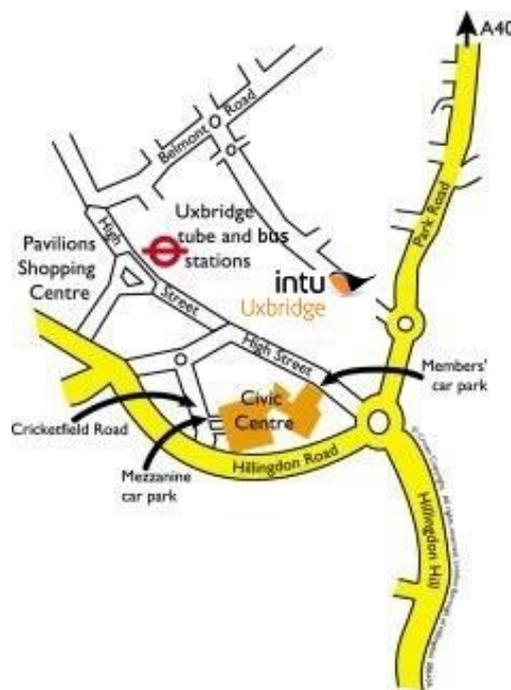
For the public part of this meeting, residents and the media are welcomed to attend, and if they wish, report on it, broadcast, record or film proceedings as long as it does not disrupt proceedings. It is recommended to give advance notice to ensure any particular requirements can be met. The Council will provide a seating area for residents/public, an area for the media and high speed WiFi access to all attending. The officer shown on the front of this agenda should be contacted for further information and will be available at the meeting to assist if required. Kindly ensure all mobile or similar devices on silent mode.

Please note that the Council may also record or film this meeting and publish this online.

## Emergency procedures

If there is a FIRE, you will hear a continuous alarm. Please follow the signs to the nearest FIRE EXIT and assemble on the Civic Centre forecourt. Lifts must not be used unless instructed by a Fire Marshal or Security Officer.

In the event of a SECURITY INCIDENT, follow instructions issued via the tannoy, a Fire Marshal or a Security Officer. Those unable to evacuate using the stairs, should make their way to the signed refuge locations.



## 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) Property &amp; Estates</li><li>2) Capital Programme - Major Projects</li><li>3) Transportation</li><li>4) Highways</li><li>5) Repairs &amp; Engineering (including housing repairs)</li><li>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 Void Refurbishment Process Information Report 7 - 44
- 6 Building Safety Update 45 - 70
- 7 Electric Vehicle Infrastructure Review: 12 Month Update 71 - 110
- 8 Select Committee Review: Attaining Best Practice and Value for the Council's Highways Resurfacing Programme - Findings 111 - 120
- 9 Cabinet Forward Plan 121 - 132
- 10 Work Programme 133 - 136

This page is intentionally left blank

## Minutes

### PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE

9 February 2023



Meeting held at Committee Room 5 - Civic Centre

	<p><b>Committee Members Present:</b> Councillors Keith Burrows (Chairman) Alan Chapman (Vice Chairman) Shehryar Ahmad-Wallana Adam Bennett Elizabeth Garelick Kamal Preet Kaur Peter Money (Opposition Lead)</p> <p><b>LBH Officers and Witnesses Present:</b> David Knowles, Head of Transport and Town Centre Projects Steve Clarke, Democratic Services Officer</p>
43.	<p><b>APOLOGIES FOR ABSENCE AND TO REPORT THE PRESENCE OF ANY SUBSTITUTE MEMBERS</b> (<i>Agenda Item 1</i>)</p> <p>There were no apologies for absence; however it was noted that Councillor Kaur was absent. Councillor Kaur arrived at the beginning on item five.</p>
44.	<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>
45.	<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 11 January 2023 be approved as a correct record.</p>
46.	<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>
47.	<p><b>PARKING ZONE INFORMATION REPORT</b> (<i>Agenda Item 5</i>)</p> <p>Councillor Kaur arrived at the beginning of this item.</p> <p>David Knowles, Head of Transport and Town Centre Projects, was present for this item and introduced the report by noting the Committee's request to further understand if there had been an increase in, or if there was to be an anticipated increase in, parking</p>

pressures experienced on residential streets in the vicinity of the two Elizabeth Line stations in the Borough, West Drayton and Hayes & Harlington stations. It was highlighted that the Elizabeth Line had opened fairly recently and was overwhelmingly welcomed as its ability to allow fast access to central London would bring opportunity and prosperity to the areas around those stations. With the prospects brought in by the Elizabeth Line, it was expected that there would be an impact on the residents around the train stations, particularly in the form of parking pressures.

It was highlighted that parking restrictions in the area of the Borough covered by the Elizabeth Line stations had been in growing and developing for over two decades, and that there had been some recent interest in expanding these measures, for example in Coldharbour Lane and North Hyde Road, both within the vicinity of Hayes & Harlington station. In response to questions from the Committee, it was highlighted that although there was a heightened public interest in West Drayton and Hayes as a result of the Elizabeth Line, the immediate parking pressures brought on were not substantive due to the extensive existing parking management schemes and restrictions in those areas; it was noted that petitions from residents were a primary driver in determining what local appetite there was for parking restrictions and recent feedback from residents had only indicated a desire for modifications or extensions to existing restrictions such as an extension to the operating hours of certain schemes, as seen in Warwick Road, West Drayton. Members noted how changing commuter habits could start to change how parking restrictions were implemented as traditionally, one or two hours of restrictions during weekday day time would be enough to deter commuters from putting pressure on residential parking; however, this could change to more of an issue of overnight commuter parking.

The Committee noted how, in addition to potential parking pressures brought on by the introduction of the Elizabeth Line, there were also those who would leave their vehicle for an extended period of time in an area with few parking restrictions in order to catch a bus to Heathrow Airport, known as fly-parking. Officers noted that demand for parking restrictions was very much resident driven and it was not uncommon for prospective schemes to fall through as the resident demand, which had originally presented the issue, was no longer there upon consultation. For clarity, the Committee were informed of the usual process for implementing a new parking management scheme (PMS) and it was highlighted that this process could take a substantial amount of time. Officers explained that the first step towards a PMS was usually a petition being received from residents, the petition would then be heard by the relevant Cabinet Member at a petition hearing; the testimony from residents at a petition hearing would inform the direction of officers' consultation. It was noted that petitions usually took around three months to be heard, this was down from around nine months a number of years ago. The next step would most likely be an informal consultation with residents, feedback from the consultation would then go to the Cabinet Member through the democratic process and a publicly available report. Once the network of roads or area for a PMS is known, officers would draw up detailed designs for the PMS; following this, officers are prescribed by law to advertise in the local press and conduct a formal 21-day consultation. There would then be a formal Cabinet Member decision on the implementation of a PMS. If the Council did not follow this due process, a parking adjudicator could find that a PMS was not justified and should be dissolved. The Committee aired their frustration in the length of time required for the implementation of a PMS but understood the importance in due diligence when designing and implementing these kinds of parking restrictions legally.

The Committee heard how it was not unheard of for the Council to receive two petitions

that directly oppose each other with regard to local appetite for parking restrictions; and it was unfortunately common for the demand that existed when the petition was put together, to have dissipated when residents become aware of what such a scheme would entail. The Committee thanked officers for their work in implementing and upholding the most appropriate restrictions within a work area that could uncover opposing views and conflicts amongst residents.

**RESOLVED: That the Property, Highways & Transport Select Committee noted the contents of the report and provided comments to officers as necessary.**

48. **TRAFFIC CALMING MEASURES INFORMATION REPORT** (*Agenda Item 6*)

David Knowles, Head of Transport and Town Centre Projects, was present for this item and introduced the report by noting that the link between this item and the previous one was that resident demand, often through the Council's petition process, was the primary driver behind the introduction of measures. It was initially highlighted for the benefit of residents' knowledge that the police were the only authority that could enforce speeding violations, and that safety cameras, often referred to as speeding cameras, could not be installed by local authorities, therefore requests for such cameras could not be followed up by the Council. There were a number of tools available to the Council in terms of mitigating the impact of speeding vehicles in the Borough as outlined in the report; one of these measures was the installation of vehicle activated signs (VAS), of which the Council had recently agreed the purchase of a new set of VAS and Members were encouraged to give their feedback as Ward Councillors as to suggestions for appropriate locations around the Borough for the new signs. It was noted that there was no legal process required to install a VAS which meant they were a relatively fast method of introducing traffic calming measures.

Speed tables were also discussed as another relatively common traffic calming measure in the Borough and an important tool at the Council's disposal to slow traffic. It was noted that these were often requested by residents by way of petition which was a useful technique for displaying resident support for such measures; however, a recent example was given as to a petition which requested the removal of speed tables that had been installed as a result of a request brought about by a previous petition, this was due to the noise created by HGVs, primarily lorries carrying skips, when they hit the speed tables. Members noted that the noise created by larger vehicles and HGVs when encountering speed tables was a burden for those residents living within the immediate vicinity of speed tables; Members were encouraged to galvanize residents into submitting a petition in those instances whereby they can directly suggest actions that they would like to see the Council take. Members discussed the parameters of speed tables and the viability of colouring them with yellows or reds to ensure their visibility and that drivers would associate them with a hazard. Officers noted that the parameters of speed tables were defined in legislation and as a duty of care, the Council must ensure that what is installed is fit for purpose; it was also added that the Council could consider installing coloured speed tables and had installed a number of coloured tables previously where there was either a red anti-skid coating on the top of the speed table or an entire zebra crossing installed upon the speed table, however it was noted that with coloured tarmac would come increased maintenance costs.

The Committee discussed concerns regarding motorists who ignored traffic restrictions with regard to banned movements/turns, speed limits and road markings. Officers noted the issue informing Members of local authorities' ability to enforce moving traffic contraventions which can use cameras to enforce issues such as parking on zig-zag

	<p>lines outside of schools and driving in bus lanes. Officers highlighted that local authorities were no longer allowed to undertake parking enforcement by camera, it was noted that this did add to the challenge of nuisance parking.</p> <p>The Committee discussed the typical timeframe between the receipt of a resident petition to the implementation of traffic calming measures, should the scenario warrant measures. Officers highlighted that traffic calming measures were often funded through Transport for London (TfL), whose revenue streams were badly impacted by the Covid-19 pandemic, an impact that was still ongoing. As a result, a number of the traffic calming schemes devised over the years since the pandemic had to be redesigned or put on hold primarily due to finding a funding source for the measures. Officers informed the Committee that assurances had been given from TfL that a steady stream of funding could be expected over the coming years, possibly signalling a return to normality in terms of funding for traffic calming measures.</p> <p>By way of clarification, officers confirmed that Hillingdon was part of the London Lorry Control Scheme, a scheme that seeks viable routes for the movement of HGVs over a certain weight. It operates at night and at weekends on specific roads throughout London to minimise noise pollution. It was noted that historically, boroughs paid a fee to be part of the scheme and there was a perception amongst outer London boroughs that the focus of the scheme was entirely within the central boroughs, therefore Hillingdon chose to withdraw from the scheme. This changed when London Councils, the operators of the scheme, approached all of the London boroughs stating that they had increased their resources and that there would no longer be a fee for subscribing to the scheme, Hillingdon then chose to re-join the scheme. The Committee were encouraged that Hillingdon was part of the scheme and urged officers to do what they could in their communications with London Councils to ensure that HGVs avoided the quieter residential streets in the Borough.</p> <p>The Committee thanked officers for the detailed report and the breadth of work that they undertake in ensuring the Borough's roads are safe for both pedestrians and motorists.</p> <p><b>RESOLVED: That the Property, Highways &amp; Transport Select Committee noted the contents of the report and provided comments to officers as necessary.</b></p>
49.	<p><b>CABINET FORWARD PLAN</b> (<i>Agenda Item 7</i>)</p> <p><b>RESOLVED: That the Property, Highways and Transport Select Committee noted the Cabinet Forward Plan.</b></p>
50.	<p><b>WORK PROGRAMME</b> (<i>Agenda Item 8</i>)</p> <p>The Committee noted the work programme, and it was confirmed that officers were working on organising a site visit for the Committee to attend and observe the Council's Rhino Patch resurfacing machines as part of the Committee's major review into highways resurfacing. Members noted that they would like to see the site visit take place as soon as possible to ensure the review is completed in a timely manner.</p> <p><b>RESOLVED: That the Property, Highways and Transport Select Committee noted the Committee's work programme.</b></p>

The meeting, which commenced at 7.00 pm, closed at 8.19 pm.
---

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

This page is intentionally left blank

## VOID REFURBISHMENT PROCESS INFORMATION REPORT

<b>Committee name</b>	Property, Highways and Transport Select Committee
<b>Officer reporting</b>	Liam Bentley – Place Directorate Gary Penticost – Place Directorate
<b>Papers with report</b>	Appendix A – Update on Service Position Appendix B – Hillingdon Void Standard Version 7
<b>Ward</b>	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. This report was originally published for a previous Select Committee meeting that was cancelled; Appendix A outlines an update to service's position since this report was originally published.

### 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

---

Classification - Public

Property, Highways & Transport Select Committee – 06 April 2023

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

The Void Standard (Appendix B) 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 B 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:

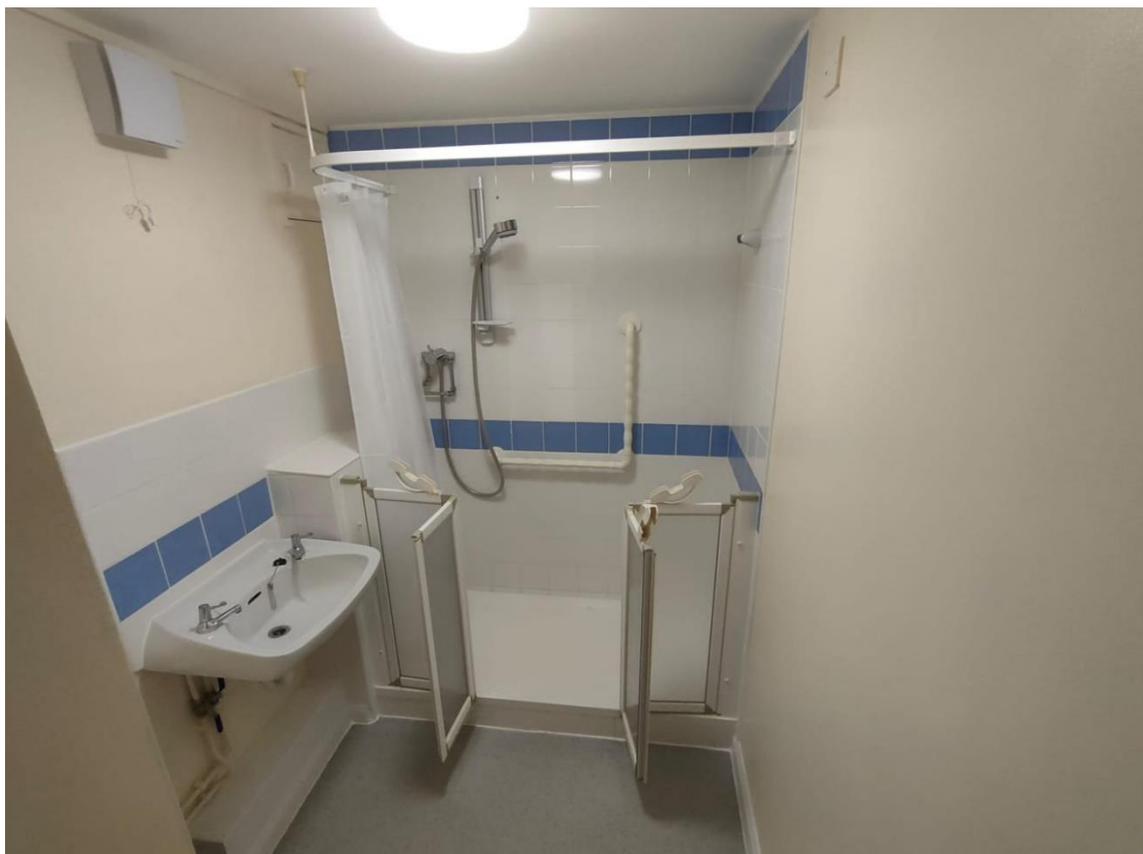


Bathroom:

Before:



After:



---

Classification - Public  
Property, Highways & Transport Select Committee – 06 April 2023

**Garden Clearance: 67 Haig Road**

Before:



After:

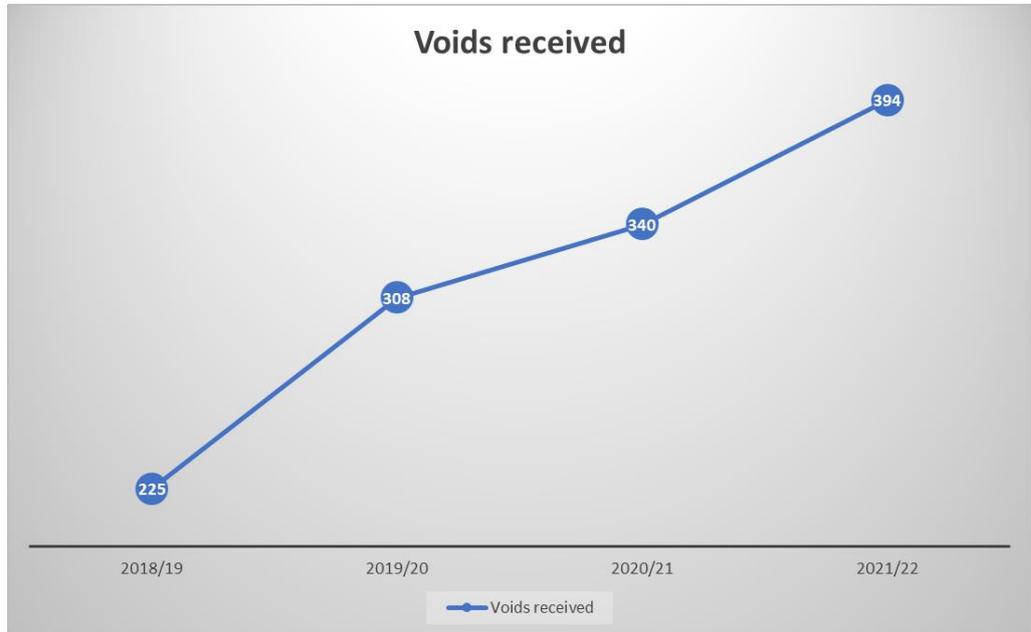


## PERFORMANCE DATA

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:



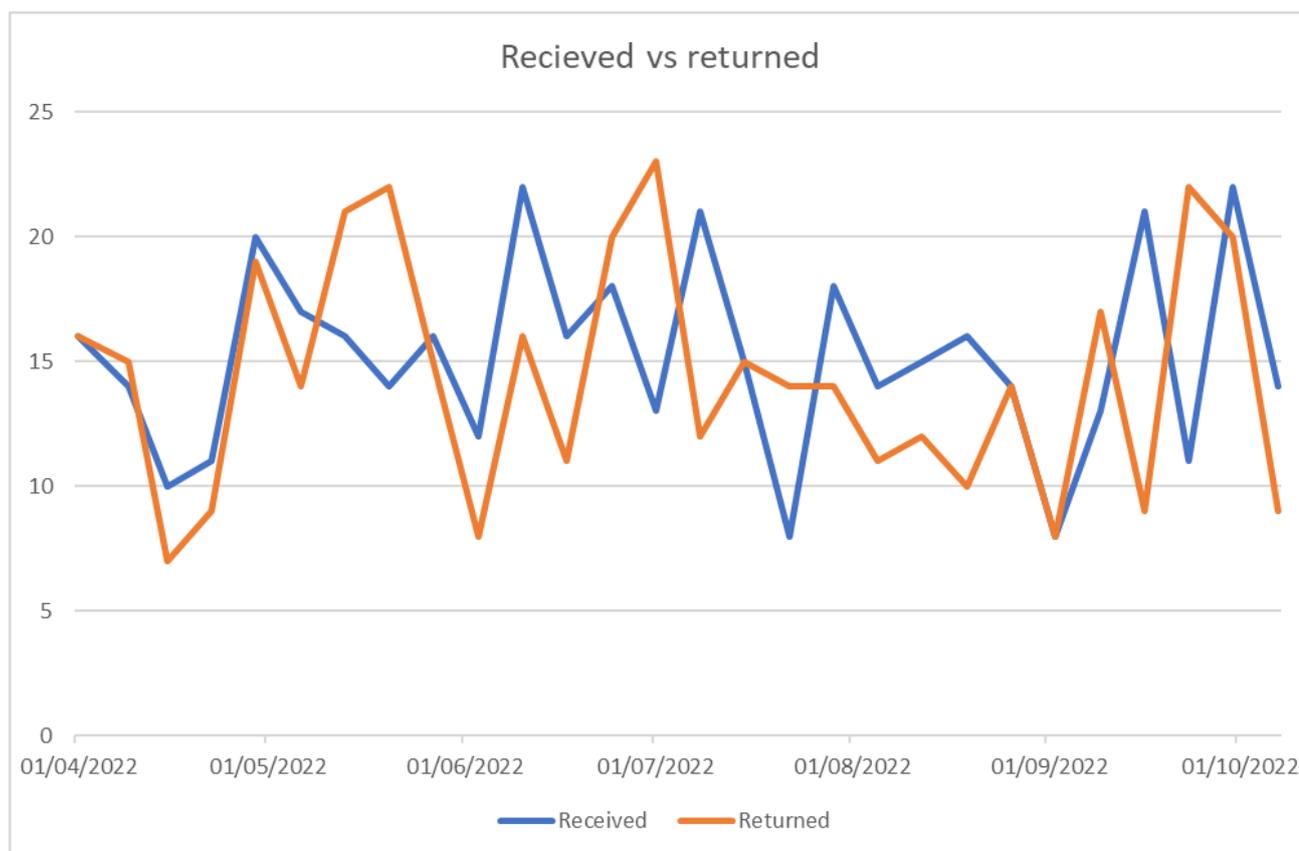
Comparatively, the service has managed to meet the overall increase in demand with a rise in productivity of 69%, this has been achieved by increasing the group of subcontractors to 4 instead of the 2 previously used. With 42 voids returned over a previous two weeks (WE 23<sup>rd</sup> & 30<sup>th</sup>)

	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 14<sup>th</sup>).



### 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 6<sup>th</sup> 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.

This page is intentionally left blank

## Interim Voids Update - for the Property, Highways and Transport Select Committee

### Headlines

Since November's Committee report the Service has received 693 Voids and completed 680 (data taken between 01/04/2022 to 23/03/2023). The Service expects to have received 715 voids and completed 694 by the end of the financial year.

	01/03 to 23/03	
	Mar-23	Totals
Total Voids issued in month	49	693
Total Voids Completed in month	45	680

The council has 10,218 lettable properties and this void total will be a total turnover approximately 7% of the total stock. The voids management team are investigating the underlining cause of this turn over.

The below table depicts the number of voids completed by 23/03/23 broken within their respective Categories received and their average refurbishment time with contractors on site.

Row Labels	Total of Category	Average of Void turnaround (working days on site)
END OF LIFE	53	5
HLV - HARD TO LET VOID	3	10
MV - MAJOR VOID	21	47
NDV - NON-DECENT VOID	215	20
STL - SHORT TERM LET	197	18
SV - STANDARD VOID	191	9
<b>Grand Total</b>	<b>680</b>	<b>16</b>

A new void category has been proposed for consideration 'Substantial Void' with a target of 40WD to be put into formal use from April 2023 onwards. Currently voids have targets of either 10, 20 or 130 working days for refurbishment works to be completed. It is often found that when a property requires multiple capital types works such as a renewal of both kitchen, bathroom and a full property rewire it would not be achievable to provide a target of 20WD but is also too generous to provide the Major Void target as the property does not have any structural, fire or flood damage category leading to a review of the categories available to the Voids team.

The new category also provides allowances for energy efficiencies within the dwelling to improve the properties overall energy efficiency rating and to alleviate any historic damp issues while also reducing energy costs for future residents. This is achieved by fitting heat recovery units, replacement of windows and doors, installation of thermo-boarding etc.

This page is intentionally left blank

# **Void Standard**

## **(Council and Temporary Accommodation properties)**

# **V7.0**

## Table of Contents

<b>Section One: Council Void Standard</b> .....	<b>5</b>
<b>1. Purpose of Void Standard</b> .....	<b>5</b>
<b>2. Quality</b> .....	<b>6</b>
<b>3. Void Inspection</b> .....	<b>6</b>
<b>4. Void Type Definitions</b> .....	<b>8</b>
<b>5. Roles and Responsibilities</b> .....	<b>9</b>
<b>6. Documentation to be handed over with void</b> .....	<b>9</b>
<b>7. Aids and Adaptations</b> .....	<b>9</b>
<b>8. Parlour Houses</b> .....	<b>9</b>
<b>Section Two: General Void Standard</b> .....	<b>10</b>
<b>1. Structure</b> .....	<b>10</b>
<b>2. Cleaning</b> .....	<b>10</b>
<b>3. Vermin</b> .....	<b>10</b>
<b>4. Damp</b> .....	<b>10</b>
<b>5. Asbestos</b> .....	<b>10</b>
<b>6. Decoration</b> .....	<b>11</b>
<b>7. Windows</b> .....	<b>11</b>
<b>8. Internal Doors</b> .....	<b>12</b>
<b>9. Door Locks</b> .....	<b>12</b>
<b>10. Front Door</b> .....	<b>12</b>
<b>11. Loft Access</b> .....	<b>13</b>
<b>12. Flooring</b> .....	<b>13</b>
<b>13. Kitchen</b> .....	<b>14</b>
<b>14. Bathroom</b> .....	<b>15</b>
<b>15. Pipe Work</b> .....	<b>16</b>
<b>16. Fire Place</b> .....	<b>16</b>
<b>17. Balustrade</b> .....	<b>16</b>
<b>18. Basements and similar non-habitable areas</b> .....	<b>17</b>
<b>19. Electrical and Gas Meters</b> .....	<b>17</b>
<b>20. Electrical</b> .....	<b>17</b>
<b>21. Lighting</b> .....	<b>17</b>
<b>22. Power Circuits</b> .....	<b>17</b>
<b>23. Smoke Alarms</b> .....	<b>17</b>

**24. Gas.....17**

**25. Condensation and Ventilation .....18**

**26. Heating .....18**

**27. Water Services .....18**

**Section Three: External Void Standard .....18**

**1. Gardens – for the sole use of the property.....19**

**2. Garages and Outbuildings .....19**

**3. Intercoms and Communal Doors.....19**

**4. Rainwater goods and Fascias/Soffits.....19**

**5. Overflows .....19**

**6. Loose Cables.....20**

**7. External Letter Boxes .....20**

**8. Porch.....20**

**9. External Taps.....20**

**Section Four: Sheltered Housing Void Standard .....21**

**1. Decoration .....21**

**2. Carpets/flooring.....21**

**3. Emergency Call Lines.....21**

**Section Five: Temporary Accommodation Minimum Property Standards .....22**

**1. External Lettings Standards: .....22**

**2. Internal Lettings Standards: .....22**

**2.1 Windows .....22**

**2.2 Bedrooms .....22**

**2.3 Natural Light and Ventilation .....23**

**2.4 Doors .....23**

**2.5 Kitchen and Cooking Areas.....23**

**2.6 Tiling to Kitchens and Bathrooms .....23**

**2.7 Bathrooms .....24**

**2.8 Floorings.....24**

**2.9 Meters.....24**

**2.10 Keys .....24**

**Implementing our Void Standard .....25**

**An active and responsive document.....25**

**Feedback and Comments .....25**

## Version History

<b>Version Number</b>	<b>Author</b>	<b>Purpose/Change</b>	<b>Date</b>
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

This page is intentionally left blank

## Building Safety Update

<b>Committee name</b>	Property, Highways and Transport Select Committee
<b>Officer reporting</b>	Gary Penticost – Place Directorate Alana Martin – Place Directorate
<b>Papers with report</b>	Appendix A – Hillingdon Building Strategy - Operational Delivery Plan V2 Appendix B - Draft Fire Door Residents Information High Rise V1 Appendix C - Draft Stay Put Policy Housing High Rise V1
<b>Ward</b>	All

## HEADLINES

The report has been prepared to provide councillors with details on the Building Safety Strategy for Council Owned residential dwellings including High Rise Buildings. The Act will be enforceable in October 2023.

## RECOMMENDATIONS

**That the Property, Highways and Transport Select Committee:**

- 1. Notes the supporting information for Fire Safety within the body of the report**
- 2. Notes the Operational Delivery Plan.**

## SUPPORTING INFORMATION

### The Building Safety Act

The Building Safety Act 2022 sets out a safety requirement for landlords of high-risk residential buildings, these are the main responsibilities that LBH have under the Building Safety Act 2022:

- At least 18m or 7 Storeys high, With 2 or more residential units
- Duty to provide Information about the building and its safety to residents, tenants and leaseholders.
- Duty to register high -rise residential buildings.
- Duty to carry out safety assessments.
- Duty to ensure that remedial works are carried out.
- Duty to cooperate with the Building Safety Regulator.
- 

The safety rules cover the different stages of the building; -

- Design Stage
- Planning Stage
- Construction Stage

- While tenants and leaseholder live in a building

These have been set out for each department within Hillingdon and comments provided within the Building Strategy- Operational Delivery Plan.

The Act was granted Royal Assent on the 28<sup>th</sup> April 2022. Full implementation of the Building Safety Act is October 2023, this means that each building owner should have their building safety regime in place by this time.

**Building Strategy-** Operation Delivery Plan in place and with all relevant departments to update. Link: [Building Strategy- Operational Delivery Plan V2.docx](#)

**London Fire Brigade (LFB):** The Building Safety Act 2022 mandates LBH work closely with the Fire Services. This requires Information sharing with the local LFB services. The Building Safety Advisor has access to the LFB online portal, this is the central database for all Higher Risk Residential Buildings (HRRB). The LFB are making amendments to the online portal and version 2 is to be issued.

We have registered LBH on the portal and this is pending approval with the LFB, once the approval is granted we will upload the below details to the central system for LBH 10 HRRB. The documents the LFB will be requesting:

- Building floor plans
- External Wall Systems
- If a firefighting system is faulty for an extended period of 24 hours

### **Building Safety Case**

One of the key provisions of the Fire, Building Safety Act 2022 is the requirement for a Building Safety Case for each high-rise building. The Building Safety Case is a structured argument or document that provides evidence, analysis that a building is safe from fire risk

- Building Safety Cases- draft document under review.

### **Fire Risk Assessment Priority Tool**

The Fire Risk Assessment Priority Tool is a digital tool that helps building owners, managers and regulators identify and mitigate potential fire hazards in the building. It is designed to be used in conjunction with a fire risk assessment, helping to ensure that all potential fire hazards are identified and managed effectively.

We have completed the Fire Risk Assessment Priority Tool that has been developed by the Government with input from the National Fire Chief Council. All 10 owned Residential High Riser Blocks (7 stories and above) have scored a Tier 5 (Very Low) and we do not expect to be contacted by the Home Office. The lower the priority score the lower risk rating. Please note the assessment tool is an indication of the prioritisation of a fire risk assessment and does not determine if a building is safe or unsafe.

<b>Building Names</b>	<b>Priority Tier</b>	<b>Priority Score</b>	<b>Rating</b>
Fitzgerald House	5	18	Low Risk
Skeffington Court	5	17	Low Risk
Glenister House	5	17	Low Risk
Wellings House	5	17	Low Risk
Harding House	5	10	Low Risk
Rabbs Mill House	5	10	Low Risk
Melbourne House	5	10	Low Risk
Sutcliffe House	5	6	Low Risk
Fairlie House	5	5	Low Risk
The Gouldings	5	4	Low Risk

**Residents Fire Safety Updates:**

- Residents Stay put policy documents – draft document under review
- Tenants Fire door information pack – draft document under review
- Residents Fire Safety information pack in process

**Fire Reform Order 2005- Changes from 23<sup>rd</sup> January 2023:**

Following the Inquiry published from the first phase report of Grenfell Tower the government have made changes to the law on the below items:

- **Secure Information boxes:** Installed across all high rise and sheltered scheme stock since 2019 and inspected and update monthly or at point of tenancy change.
- **Wayfinder Signage:** Installed across all floors within high-rise buildings in 2021.
- **Fire Doors:** Undertake annual checks of flat entrance doors and quarterly check on communal doors- This has been in place with all high rise and sheltered schemes since 2020.
- **Fire Fighting equipment:** complete monthly servicing- In place for all LBH lifts. We do not have firefighting lifts installed within our residential blocks.

**Fire Door Replacement programme:**

We are completing an ongoing project to replace LBH flat entrance doors and communal doors where required. We only accept 3<sup>rd</sup> party accredited full door set certified tested doors in the tender process. Please see below for the number of door sets we have replaced ta total of 4618 door sets:

<b>Building</b>	<b>Front Entrance Door sets</b>	<b>Communal Door sets</b>
High Rise Buildings	665	844
Sheltered Scheme*	354	438

Medium and Low Rise*	1889	248
<b>Total</b>	<b>2908</b>	<b>1710</b>

- Phase 21- Approval received 11.01.2023 Contactor on site- Total no door sets: 126
- Phase 22 - Surveys in progress and tender documents to be prepared

\*Additional information provided on residential blocks below 7 floors.

*Before:*

*After:*



**Sprinklers:**

We have installed Sprinkler Systems within 6 High Rise buildings. We completed Sutcliffe House in 2020, this has only been installed within the main living areas within each dwelling. Following this we have installed sprinkler systems within 5 High Rise buildings and due to be commissioned in March 2023, these have been installed to the main living areas within each dwelling and the communal areas.

We have not completed the installation to 4 High Riser building as these are due to be demolished.

*Installation Photos:*

*Dwelling:*



*Communal Areas:*



**Electrical upgrades:**

Electrical consumer unit upgrades and installation of hard-wired smoke detections and CO2 alarms across all LBH residents owned stock. The non access list is currently being investigated by LBH Housing Tenancy department to work with our tenants to ensure these are accessed. Below is a breakdown of figures we have completed to date:

Original Quantity	10,037
Complete under term contract	991
Completer under EFS or LD1	7944
No Access	869
Not Required/ Being Refurbished	231

**Service Contracts:**

Servicing Area	Intervals	Term Contractor or in house repairs
Emergency Lighting	Monthly servicing and 6 hours drain down annually	Remote monitoring testing completed
Automatic Opening Vents	Quarterly	Term Contractor
Dry Risers	6 Monthly	Term Contractor
Lightning Protection	11 Month	Term Contractor
Sprinkler System	6 Monthly	Term Contractor
EICR- In house and dwelling	5 yearly	Term Contractor
Passenger Lifts	Monthly	Term Contractor
Ventilation	6 Monthly	Term Contractor
Communal Fire Doors	Quarterly	In house repairs team*
Front Entrance Doors	Annually	High Rise Tenancy Officers
Gas	Annually	Term Contractor
CCTV	6 Monthly	Term Contractor

\*This is complete by a dedicated team within Hillingdon's Direct Labour Team that have been TRADA certified to undertake fire door inspections and maintenance repairs.

Future projects to be reviewed:

- Automatic Openable Vent replacements, where possible, as part of the window replacement program on high rise blocks.

**Operational Assets - Engineering Compliance  
Place Directorate**

## APPENDIX A - Hillingdon Building Strategy - Operational Delivery Plan V2



### HILLINGDON'S BUILDING SAFETY STRATEGY 2022 - 2025

Following the Grenfell Tower fire on 14 June 2017, the Government has been planning a wholesale reform of the building safety system to improve building and fire safety, with the primary aim of ensuring that residents will feel and be safer in their homes. At the centre of this is the Building Safety Bill (the **Bill**) and its associated regulations and guidance.

As part of the reform the council will require the development or purchase of suitable IT (Infrastructure and Technology) systems to enable the effective management and control of building safety “Golden thread” of data for all appropriate buildings.

The Fire Act 2022 will come into force on 23<sup>rd</sup> January 2023 following publication of guidance which was published on 6<sup>th</sup> December 2022.

The Fire & Building Safety Act 2022 creates the role of ‘Accountable Person’ who has several specific responsibilities including the development and implementation of a single Residents’ Engagement Strategy for the whole building. The Council’s approach to engagement is set out in Appendix 2 – [draft] Higher Risk and Complex Buildings Engagement Strategy. For the first time it will be a statutory requirement for a resident engagement strategy to be produced for each in-scope high rise building. The Council’s draft reflects a generic approach which can be tailored to the needs of residents across the 11 tower blocks. The key purpose of the strategy will be for residents aged 16 years and over (including non-resident owners) to be encouraged to participate in the making of building safety decisions.

Please see below pages and items for Lead Officer.

**Work together with the Building Safety Regulator to discharge our reformed building control responsibilities effectively-** Page 2

**Take responsibility for ensuring building safety is carefully considered in design and building projects –** Page 4

**Ensure those working on our design and building projects and on or in our higher-risk buildings are competent to do so-** Page 6

**Effectively carry out our new statutory responsibilities for our occupied higher-risk buildings-** Page 7

**Engage and communicate with residents meaningfully about building safety for higher-risk buildings -** Page 11

**Establish systems and share building safety information with the Regulator and others-** Page 12

**Action plan: Work together with the Building Safety Regulator to discharge our reformed building control responsibilities effectively**

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG rating
<b>Work together with the Building Safety Regulator to discharge our reformed building control responsibilities effectively</b>					
<p>5.2.1 Implement the new building control regime whereby the Regulator becomes the building control authority for higher-risk buildings in the borough.</p> <p style="text-align: center;">Page 52</p>	<p>Identify, maintain, and keep up to date a list of all higher-risk buildings in Hillingdon which the Council is the building control authority for and prepare to liaise with the Regulator in relation to these.</p> <p>Draft new procedures for responding to a Regulator's notice (clause 31 of the Bill) that the Regulator will be building control authority for a non-higher-risk building on a multi-building site which also comprises a higher-risk building.</p> <p>Deliver training on the role of the new building control regime for all relevant staff.</p>	<p>Directorate of Place Building Control</p>	<p>2022 - 25</p>	<p>Anthony Oloyede comments: Early 2022 <b>UPDATE REQUIRED</b></p> <p>The latest government figures suggest that there are 29 existing HRBs in Hillingdon within the scope of the new regime.</p> <p>It is assumed that this would be an isolated situation where a multi-use site is constructed which contains an HRB. A process of information sharing should be put in place with our planning colleagues to provide an early indication of such a development coming forward. If the BSR becomes the BCB for such a development, it is anticipated that our own BC team will be required to support the regulators MDT (providing our BC team has the capability and capacity and there is no conflict of interest e.g., it is a Hillingdon lead scheme)</p> <p>Draft procedures for responding to the Regulator's notice is anticipated that this will be available from the Regulator or my colleagues in LABC. The precise model of delivery is yet to be defined. The governments transition plan (attached) suggests that the new methods of working including gateways will be in place 18 months after the Bill gains royal assent which could be around October 2023.</p>	<p>TBC</p>
<p>5.2.2 Make effective use of our new powers to provide assistance requested by the Regulator (ensuring careful consideration is given to such requests) and ensure all staff assisting the Regulator are competent to do so;</p>	<p>Draft new procedures for responding to Regulator requests for assistance.</p> <p>Audit skills base across the Building Control team in the light of the new duty to ensure staff assisting the Regulator are competent.</p> <p>Deliver training on the role of the new Regulator for all staff in building safety roles and specific training where any gaps in knowledge or skills are identified.</p>	<p>Directorate of Place - Building Control</p>	<p>2022 - 25</p>	<p>Flow Chart for Section 13 requests. <b>UPDATE REQUIRED</b></p> <p>October 2023 – Registered Building Inspectors. Undertaking LABC training programme. Whole team. Celia Burt – currently attending – needs to be phased to manage workloads.</p> <p>Wider Staff training – timing TBC following relevant Regulations.</p> <p>Job Description amendments – TBC</p>	<p>TBC</p>

**Building Safety Strategy- Operational Delivery Plan**

	Review relevant job descriptions to ensure they include any specific competency requirements in relation to the new Regulator.				
5.2.3 Comply with our new duties, including to co-operate and share information with the Regulator and other relevant persons in order to ensure effective delivery our statutory functions.	<p>Draft new procedures for sharing information and deliver training to ensure staff understand them.</p> <p>Deliver training on the role of the new building control regime for all relevant staff.</p>	Directorate of Place - Building Control	2022 - 25	TBC . <b>UPDATE REQUIRED</b>	TBC
5.2.4 Implement new enforcement powers in relation to contravention of building regulations, including the introduction of compliance and stop notices.	<p>Review and where necessary redesign building control procedures to incorporate the amended system.</p> <p>Deliver training on the role of the new building control regime for all relevant staff.</p>	Directorate of Place - Building Control	2022 - 25	TBC <b>UPDATE REQUIRED</b>	TBC
5.2.5 Where appropriate, register staff members as, and comply with new rules in relation to, registered building inspectors.	<p>Review guidance on general/ specific competency requirements for registered building inspectors and conduct an audit of current skills, knowledge, experience, and behaviours in the team.</p> <p>Make arrangements for registering staff members as registered building inspectors.</p> <p>Review and redesign building control procedures to incorporate new rules on registered building inspectors.</p> <p>Deliver training on the role of the new building control regime for all relevant staff.</p>	Directorate of Place - Building Control	2022 - 25	In progress. <b>UPDATE REQUIRED</b>	TBC
5.2.6 Ensure we meet the performance standards set by the Regulator.	<p>Once published, conduct a review of the Operational Standards Rules defining the minimum performance standards that building control bodies must meet to ensure the Council complies with these.</p> <p>Put in place arrangements continuously to assess performance against the standards.</p> <p>Deliver training on the role of the new building control regime for all relevant staff.</p>	Directorate of Place - Building Control	2022 - 25	TBC. <b>UPDATE REQUIRED</b>	TBC

**Action Plan: Take responsibility for ensuring building safety is carefully considered in design and building projects**

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG Rating
<b>Take responsibility for ensuring building safety is carefully considered throughout the design and construction process</b>					
6.3.1 Comply with our duties as the Client in Projects, including ensuring:  (a) we make suitable arrangements for planning, managing, and monitoring Projects.  (b) building information is provided as soon as is practicable to designers and contractors on a Project, including in relation to any HRB work.	Review current building management procedures for planning, managing, and monitoring Projects to ensure they are fit for purpose.  Review member oversight arrangements for the design and building process and consider whether further member oversight is required.  Review current processes for sharing building information with designers and contractors.  Develop new processes to identify and share information on HRB work.	Directorate of Place - Development & Capital Works	2022 - 25	Comment from Michael Naughton. This is our current practice and procedures are in place to ensure these items are considered. Procedures will be reviewed following any new legislation. <b>UPDATE REQUIRED</b>	TBC
6.3.2 Identify and appoint the other Duty holders in the Projects where we are the Client, in line with all regulatory requirements.  Page 54	Review processes to include any necessary new appointment processes in all Projects.  Review current Construction (Design and Management) Regulations 2015 (CDM) processes for appointing designers and contractors to ensure they incorporate the new requirements, particularly as the Client may certify, in writing, that those persons who are appointed under CDM may also be appointed under the relevant building safety regulations.	Directorate of Place - Development & Capital Works	2022 - 25	Comment from Michael Naughton. All necessary statutory positions are appointed, e.g., Principal Designer and Principal Contractor. Any further positions required in new legislation (if any) will be appointed.	Green
6.3.3 Work together with the other Duty holders to plan, manage and monitor the Project, ensure they cooperate and communicate with each other, coordinate their work, and have systems in place to ensure that the Project complies with all relevant building regulations.	Review processes for working with designers and contractors to ensure compliance with this objective.	Directorate of Place - Development & Capital Works	2022 - 25	Comment from Michael Naughton. This is current practice and all projects have Building Control Signoff. Any new legislation will be taken into account from the relevant implementation date(s). <b>UPDATE REQUIRED</b>	TBC
6.3.4 Where we fulfil any of the other Duty holder roles, comply with the specific duties and regulatory requirements required for that role.	Review the requirements for other Duty holder roles which are separate to the Client role and ensure the Council can comply with them.  Implement systems to identify which roles the Council holds on all Projects and the requirements for each role and implement such processes as are necessary to comply with the Council's different roles.	Directorate of Place - Development & Capital Works	2022 - 25	Comment from Michael Naughton. This is current practice, and it will continue.	Green
6.4.1 In our capacity as Client (and any other Duty holder roles), comply with the requirements of:  (a) planning gateway one to ensure fire safety matters are incorporated in applications at the planning stage.	These changes have already come into effect.  Ensure applicable applications include the required fire statement setting out fire safety considerations specific to the development.  Ensure Planning Committee members are fully apprised on the changes.	Directorate of Place - Development & Capital Works		Comment from Michael Naughton. This is now incorporated into our processes since it became legislation.	Amber

**Building Safety Strategy- Operational Delivery Plan**

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG Rating
<b>Take responsibility for ensuring building safety is carefully considered throughout the design and construction process</b>					
<p>6.4.1 In our capacity as Client (and any other Duty holder roles), comply with the requirements of:</p> <p>(b) gateway two to seek the Regulator's approval before commencing any HRB work, including:</p> <p>i submitting a signed application containing the required information together with the relevant fee.</p> <p>ii ensuring that a signed competence declaration is submitted with the application; and</p> <p>iii if such approval is given, give the Regulator at least 2 working days' notice of our intention to commence the work.</p>	<p>Amend procedures to include the new gateways.</p> <p>The Council will need to include a signed "competence declaration" regarding the other Duty holders' competence. To do this, a framework/ checklist will be required to set out (once the guidance has been published) what evidence the Council will need to satisfy itself of a Duty holder's competence before making this declaration.</p> <p>The Council will review its current procedures for the appointment of persons involved in all aspects of a HRB work to ensure that are fit for purpose and in particular that they enable the Council to complete the required declaration to the Regulator as to the competence of those working on the HRB work Project.</p>	<p>Directorate of Place - Development &amp; Capital Works</p>	<p>2022 - 25</p>	<p>Comment from Michael Naughton. This will become part of our processes for in scope buildings.</p> <p><b>UPDATE REQUIRED</b></p>	<p>tbc</p>
<p>6.4.1 In our capacity as Client (and any other Duty holder roles), comply with the requirements of:</p> <p>(c) gateway three to seek the Regulator's approval when the HRB work is complete before registering and commencing occupation of the building, including:</p> <p>i submitting a signed application containing the required information together with the relevant fee.</p> <p>ii submitting a signed statement confirming that to the best of our knowledge the building, as built, complies with all applicable requirements of the building regulations.</p> <p>iii ensuring a compliance declaration signed by the appropriate Duty holder is submitted with the application; and</p> <p>iv before or at the same time a gateway 3 application is submitted, notifying the Regulator in writing that the work has been completed: and</p>	<p>Amend procedures to include the new gateways.</p> <p>The Council will need to include a signed statement confirming that to the best of its knowledge the building, as built, complies with all applicable requirements of the building regulations. To do this, a framework/ checklist will be required to set out what evidence the Council will need to satisfy itself of before making this declaration.</p>	<p>Directorate of Place - Development &amp; Capital Works</p>	<p>2022 - 25</p>	<p>Comment from Michael Naughton. This will become part of our processes for in scope buildings.</p> <p><b>UPDATE REQUIRED</b></p>	<p>tbc</p>
<p>6.3.2 In our capacity as Client (and any other Duty holder roles), comply with the requirements of:</p> <p>(d) the Regulator's change control procedures where a change is proposed in</p>	<p>Review procedures to ensure that the relevant changes which require notification or approval of the Regulator can be identified.</p>	<p>Directorate of Place - Development &amp; Capital Works</p>	<p>2022 - 25</p>	<p>Comment from Michael Naughton. This will become part of our processes for in scope buildings.</p> <p><b>UPDATE REQUIRED</b></p>	<p>tbc</p>

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG Rating
<b>Take responsibility for ensuring building safety is carefully considered throughout the design and construction process</b>					
relation to the HRB work between gateways 2 and 3.	Draft and implement procedures to ensure that the changes are submitted to the Regulator in compliance with The Building (Higher-Risk Buildings) (England) Regulations [2022].				

**Action Plan: Ensure those working on our design and building projects and on or in our higher-risk buildings are competent to do so**

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG Rating
<b>Ensure those working on our design and building projects and on or in our higher-risk buildings are competent to do so</b>					
7.2.1 Comply with the new general competency duty to ensure that the Council has the organisational capacity to carry out any building or design work covered by The Building (Appointment of Persons, Industry Competence and Duty holders) (England) Regulations [2021] (the <b>Competency Regulations</b> );	<p>Review the Council's management policies, procedures, systems, and resources to ensure the Council has the organisational capacity to comply with the new duty.</p> <p>Review guidance on general/ specific competency requirements and conduct an audit of current skills, knowledge, experience and behaviours in all relevant teams.</p> <p>Where any gaps are identified, the Council will devise a specific action plan as to how the gaps are to be filled in, which might include training, additional resources or new appointments.</p>	Directorate of Place - Building Safety	2022 - 25	TBC- <b>Michael Naughton/Regeneration team?</b>  <b>UPDATE REQUIRED</b>	tbc
7.2.2 Take all reasonable steps to ensure that those who the Council appoints to carry out any building or design work covered by the Competency Regulations meet the general competence requirement, the competence requirements for their roles and can fulfil their duties to plan, manage and monitor any building work or design work.	<p>Consider the steps that the Council will need to take to be comfortable that external Duty holders are competent.</p> <p>Review all template procurement documents and procedures to reflect the evidence the Council will require from contractors and designers. This links with the competence statement that will need to be provided under <b>Error! Reference source not found.</b></p> <p>Consider the preparation of checklists to help ensure all requirements are met (and continue to be met) throughout the lifecycle of a project.</p>	Directorate of Place - Building Safety	2022 - 25	TBC- <b>Michael Naughton/Regeneration team?</b>  <b>UPDATE REQUIRED</b>	tbc
7.2.3 Where the Council appoints a Principal Designer or Principal Contractor in relation to HRB work, keep written records of the steps taken under 7.2.2; and	Draft new templates to record this information.	Directorate of Place - Building Safety	2022 -25	TBC- <b>Michael Naughton/Regeneration team?</b>	
7.2.4 Ensure we meet the specific competency requirements where the Council is appointed in any other Duty holder role, including, where required, designating an individual to manage the Council's functions under a particular role.	<p>Consider which individual should be appointed in cases where the Council fulfils the Principal Designer and Principal Contractor roles.</p> <p>Review guidance on general/ specific competency requirements and conduct an audit of current skills, knowledge, experience and behaviours in the team.</p> <p>Deliver training where any gaps are identified.</p>	Directorate of Place – Building safety	2022 - 25	TBC- <b>Michael Naughton/Regeneration team?</b>	

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG Rating
<b>Ensure those working on our design and building projects and on or in our higher-risk buildings are competent to do so</b>					
<p>7.2.5 Ensure that where the Council appoints specific persons (such as Building Safety Managers) to work on our higher-risk buildings, they meet the competency requirements to do so.</p>	<p>Review guidance on general/ specific competency requirements and conduct an audit of current skills, knowledge, experience and behaviours in the team.</p> <p>See paragraph <b>Error! Reference source not found.</b> for specific requirements for the Building Safety Manager role.</p> <p>Review job descriptions for any role working on higher-risk buildings to ensure compliance with competency regulations and guidance.</p>	<p>Directorate of Place – Building Safety</p>	<p>2022 - 25</p>	<p>Comments from Rod Smith 25.1.23:</p> <p>In July 2022 the British Standards Institution published <u>a number of new competency standards for roles responsible for safety management in the built environment</u>. This included <u>PAS 8673, which sets out competency requirements for the management of safety in residential buildings</u>.</p> <p>PAS 8673 had originally been intended to set out competency requirements for the Building Safety Manager role in the higher-risk regime in the Building Safety Act. The standard now sets out competency requirements for safety management in the occupation phase of a higher-risk building, against which duty holders can assess all people performing necessary tasks in higher-risk buildings. Fire Safety Board are now considering the need to align the competencies of key staff involved in the management and maintenance of higher risk buildings against PAS 8673 during 2023/24.</p> <p><b>Comments from Mike Emmett: February 2023</b></p> <p>There is no longer a requirement to appoint Building Safety Managers. Following Cabinet Member approval, the Head of Housing Management will assume the role of Accountable Person to support the Principal Accountable Person [Director of Operational Assets] with specific delivery and management tasks associated with the Council’s approach to ‘people, property and prevention’ in the context of the management of its own in-scope buildings.</p> <p>2 new appointments, Fire Safety Advisor and Fire Safety Inspector.</p>	<p>Green</p>

**Action Plan: Effectively carry out our new statutory responsibilities for our occupied higher-risk buildings**

Building Safety Strategy- Operational Delivery Plan

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG Rating
<b>Effectively carry out our new statutory responsibilities for our occupied higher-risk buildings</b>					
<p>8.3 We will be proactive and clear about our role within a higher risk building and comply with all our duties and responsibilities under the new legislation.</p>	<p>Audit each existing higher risk building to identify all the Accountable Persons for each and ensure this information is documented. Where the Council is the only Accountable Person, it will automatically become the Principal Accountable Person under legislation.</p> <p>Consider whether amendments to the Council's constitution are required to provide for these new roles.</p> <p>Consider amending the Forward Plan to include any reporting to Cabinet on Accountable Person/ Principal Accountable Person issues.</p>	<p>Directorate of Place – Building Safety</p>	<p>2022 - 2025</p>	<p>Comments from Rod Smith 25.1.23: See 7.2.5 above in relation to Principal Accountable Person / Accountable Person roles in relation to occupied higher risk buildings.</p> <p>Update February 2023</p> <p>Principal Accountable Person: Gary Penticost Accountable Person: Rod Smith Duty Holder: Alana Martin</p> <p>Note: Gary Accountable person would also include Michael Naughton and Anthony's teams for the preplanning elements?</p>	<p>Green</p>
<p>8.4.1 Ensure that:</p> <p>(a) new higher-risk buildings are registered with the Regulator before they become occupied or as soon as the relevant section of the Bill comes into force and identify the Council as the Principal Accountable Person; and</p> <p>(b) existing higher-risk buildings are registered with the Regulator within the appropriate transition period or as soon as the relevant section of the Bill comes into force and identify the Council as the Principal Accountable Person.</p>	<p>The Council has identified its existing higher-risk buildings that will need to be registered. Once the Government has published details on the transition period and regulations on registration requirements, arrangements should be made to ensure each building is registered.</p> <p>Identify any higher-risk buildings in the pipeline and draft a specific action plan for that building, including compliance with registration requirements.</p> <p>Deliver training for all teams involved in higher-risk buildings on the regime.</p>	<p>Directorate of Place – Building Safety and Capital works</p>	<p>2022 - 2025</p>	<p><b>Alana Martin Comments: Feb 2023</b></p> <p>(a) <b>TBC- Michael Naughton's Team as at new build stage needs to be registered. UPDATE REQUIRED</b></p> <p>(b) <b>We have identified the 10 higher-risk buildings within LBH Stock. This stage will be completed by Building Safety Advisor, Registration of the HRRB will be live from April 6<sup>th</sup> to 30<sup>th</sup> September 2023.</b></p> <p>Direct Labour Team, are attending Trada training W/C 24<sup>th</sup> February. This will ensure that LBH staff are complaint when installing and completed check on Fire doorsets that have been installed.</p> <p>Building Safety Officer is arranging Liam and Jordan attending Trddara Traiing. AM arrange tenancy office and shcemem managers plus Cromwood Staff</p>	<p>Amber</p>
<p>8.4.2 Be responsible for applying for a Building Assessment Certificate for the whole building after the higher-risk building has been registered, as directed by the Regulator.</p>	<p>After registration, the Accountable Person for a high-risk residential building will need to apply for a Building Assessment Certificate within 28 days of a direction from the Regulator. Therefore, procedures should be drafted to ensure that the Council complies with this timescale and the documentation required to be submitted with it under section 74 of the Bill.</p>	<p>Directorate of Place – Building Safety</p>	<p>2022 - 2025</p>	<p><b>Alana Martin Comments- February 2023</b></p> <p><b>This stage will be completed by Building Safety Advisor, following registration being completed we will need to apply for the building assessment certificate. Documents will need to be shared including, the Safety Case Report, mandatory Occurring Reporting System and the Residents Engagement Strategy. The Regulator will assess the documents and inspect the building if passed they will provide a building assessment certificate. This stage is live in October 2023.</b></p>	<p>Green</p>
<p>8.4.3 Establish and operate a system for Mandatory Occurrence Reporting and comply with Mandatory Occurrence</p>	<p>See paragraph 10.</p>	<p>Directorate of Place - Building Safety &amp; Capital works</p>	<p>2022 - 2025</p>	<p><b>UPDATE REQUIRED</b></p> <p><b>During build stage: Michael Naughton to comment</b></p>	<p>Amber</p>

**Building Safety Strategy- Operational Delivery Plan**

Reporting requirements as set out in paragraph 10.				Occupation Stage: Any incidents that occur will be reported by Building Safety Advisor.	
8.4.4 Comply with our responsibilities for resident engagement set out in paragraph 9.	See paragraph 9.	Directorate of Place - Building Safety and Housing Management	2022 - 2025	<p>Comments from Rod Smith <b>UPDATE REQUIRED</b></p> <p>A draft Tenant &amp; Leaseholder Engagement Strategy has been completed and is the subject of a programme of formal consultation which is due to be completed at the end of October '22.</p> <p>This overarching strategy includes specific proposals for resident engagement associated with the Council's management and maintenance of its portfolio of tower blocks. Consultation with tower block residents will support the Council's approach to taking a partnership approach in delivering safe, well managed and maintained higher-risk buildings.</p> <p>The Final Draft Engagement Strategy will be submitted for formal Cabinet approval in Q1 2023/2</p>	Amber
<p>8.4.5 Develop and maintain a Safety Case for each higher risk building by:</p> <p>(a) conducting an assessment of fire and structural safety risks for areas of responsibility as soon as reasonably practicable after the building becomes occupied or, if later, when the Council becomes an Accountable Person for the building.</p> <p>(b) conducting further assessments of fire and structural safety risks for areas of responsibility at regular intervals, at any time we have reason to suspect the current assessment is no longer valid and at direction of the Regulator; and</p> <p>(c) taking all reasonable steps to prevent a major incident occurring because of a building safety risk materialising and to reduce the severity of the incident.</p>	<p>The Council has a hierarchy of control approach which applies to all Hillingdon's residential buildings but is focussed on higher-risk buildings. All existing higher-risk buildings have been surveyed to identify areas of potential issues and this has generated a work schedule that has ensured that all buildings meet or exceed the requirements of the Bill. This information should be stored and maintained in order to form part of the golden thread and Safety Case for all of the Council's higher-risk buildings.</p> <p>Ensure there are systems in place going forward to identify and assess "building safety risks" (as defined in the legislation) and take reasonable steps to ensure those risks are reduced and controlled to a proportionate level on an ongoing basis. Procedures should be developed to ensure the assessments are done within the timescales prescribed by the Bill and in line with the definition of "building safety risks" in clause 59 of the Bill. Ensure assessments are recorded.</p> <p>Deliver training to relevant teams on identifying and managing "building safety risks."</p> <p>When taking steps to manage building safety risks within their buildings, the "prescribed principles" must be followed, which build on existing best practice in relation to risk assessment and management. These are:</p> <ul style="list-style-type: none"> <li>• avoid building safety risks.</li> <li>• evaluate building safety risks that cannot be avoided, including identifying the proportionate measures required to reduce address and mitigate the building safety risks.</li> <li>• combat building safety risks at source by introducing proportionate measures to reduce, address and mitigate that risk at the earliest opportunity.</li> <li>• ensure suitable and proportionate systems are in place for the effective inspection, testing and maintenance of the efficacy of measures taken.</li> <li>• give collective protective measures priority over individual protective measures.</li> <li>• adapt to technical progress.</li> <li>• where reasonable to do so, replace the dangerous with the non-dangerous or less dangerous.</li> </ul>	Directorate of Place - Building Safety and Housing Management	2022 - 2025	<p>Comments from Rod Smith 25.1.23</p> <p>A Housing Management Offer has been developed which sets out the Council's approach to the day-to-day management of its tower block portfolio. The Council has adopted an effective approach which considers the 'people' and 'property' related risks as part of its approach to the assessment, prevention and mitigation of building safety risks. This provides for a more robust and holistic approach to housing management which will ultimately feed into the Safety Case Reports.</p> <p>The Housing Management Offer is now being delivered by 2 FTE dedicated staff within Tenancy Management.</p> <p>Following pilot delivery of the offer, the 'Housing Management offer to residents living in higher risk buildings' will be formally adopted in Q1 2023/24</p> <p><b>UPDATE REQUIRED</b></p>	A

	<ul style="list-style-type: none"> <li>where reasonable to do so, consider the impacts on residents within the higher risk building and carry out engagement with those residents, and</li> <li>give appropriate instructions and information to employees and persons working on or in the higher-risk building.</li> </ul> <p>Review the current approach to ensure it follows these prescribed principles.</p> <p>The Council should consider drawing together relevant information for each higher-risk building's Safety Case, based on the early-adopter safety cases on existing buildings and the HSE's "<a href="#">Safety case principles for high-rise residential buildings</a>."</p>				
Page 60	<p>8.4.6 Bring together the Safety Case Report to show the steps taken to identify, assess, remove, reduce, and manage building safety risks, demonstrating that reasonable and proportionate steps have been taken, and where required, submit these to the Regulator for assessment.</p> <p>The Safety Case Report is a document that summarises your safety case. It should provide a narrative describing why the most important parts of the safety case are necessary and how these parts work together to keep the building safe to occupy. Documents or information used in the safety case may be referenced in the report to support that narrative.</p> <p>The report should show that you have a clear understanding of the major hazards associated with your building and how the measures you have in place are effective in managing and controlling the risk of a major accident. This should give the reader confidence that the major fire and structural risks have been identified and are being properly managed and controlled.</p> <p>The Council should consider drawing together relevant information to contribute to each higher-risk building's Safety Case Report, based on the early-adopter safety cases on existing buildings and the HSE's "<a href="#">Safety case principles for high-rise residential buildings</a>."</p>	Directorate of Place - Building Safety and Housing Management	2022 - 2025	<p>Comments from Rod Smith 25.1.23</p> <p>A housing management offer has been developed and is being delivered to residents living in higher-risk buildings. Residents were consulted on the draft offer during Q2 &amp; 34 2022/23.</p> <p>The more intensive approach to housing management reflected in the offer underpins the effective management of people / behaviours to deliver safe, well managed and maintained higher-risk buildings.</p>	Amber
	<p>8.4.7 Apply a Safety Management System to make and implement arrangements which deliver the effective planning, organisation, control, monitoring, and review of all the measures in place to prevent an incident involving building safety risks materialising and to limit the impact should one occur.</p> <p>Review/ implement a tailored Safety Management System to suit the Council's size and nature, meeting the complexity of the Council's operations, with the hazards and associated building safety risks unique to each individual building directly considered.</p> <p>Ensure this is in line with the "Plan, Do, Check, Act" methodology and includes processes to identify, select, define, implement, monitor, maintain, review and improve the range of control measure on which safety depends.</p>	Directorate of Place - Building Safety and Housing Management	2022 - 2025	<p>Comments from Rod Smith – 25.1.23</p> <p>See above – the management of risks associated with people and behaviours is set out with the Housing Management Offer.</p> <p>Once the Housing Management Offer is formally adopted in Q1 2023/24, a quality assurance framework will be developed and delivered to ensure that 'the right thing is being done at the right time to the required standard'. The development of the framework will include standards relating training and refresher training.</p>	Amber
	<p>8.4.8 Appoint a Building Safety Manager for the whole higher risk building with the necessary skills, knowledge, experience and behaviours or organisational capacity to carry out the role (or, where appropriate, carry out the role ourselves, appointing an individual to manage and direct the appropriate teams).</p> <p>Implement a staffing structure that will fully meet the Council's requirements in respect of the new building safety regime, including the appointment of a sufficient number of Building Safety Managers.</p> <p>Once guidance is published, job descriptions should be tailored, and skills of current staff members audited to ensure Building Safety Managers meet the competence requirements for the role. This should be regularly reviewed and documented.</p>	Directorate of Place - Building Safety and Housing Management	2022 - 2025	<p>Comments from Rod Smith – 25.1.23</p> <p>2 FTE dedicated staff have been engaged to deliver the Housing Management Offer across the higher risk buildings portfolio.</p> <p>There is no longer a requirement to appoint Building Safety Managers. Following Cabinet Member approval, the Head of Housing Management will assume the role of Accountable Person to support the Principal Accountable Person [Director of Operational Assets] with specific delivery and management tasks associated with the Council's approach to 'people, property and prevention' in the context of the management of its own in-scope buildings.</p>	Amber
	<p>8.4.9 Be responsible for displaying information about the most recent Building Assessment Certificate, compliance notices and details of those responsible for</p> <p>Draft procedures to ensure these requirements are complied with, where necessary.</p>	Directorate of Place - Building Safety and	2022 - 2025	<p>Comments from Rod Smith – 25.1.23</p> <p>All higher risk buildings contain appropriate notice boards in prominent locations. 2 FTE dedicated Tenancy Management Officers [High Rise Living] will take ownership</p>	Amber

**Building Safety Strategy- Operational Delivery Plan**

managing building safety for the higher risk building.	Deliver training for all teams involved in higher-risk buildings on the regime.	Housing Management		of these boards to ensure information presented is compliant, up to date, is helpful to residents and supports the adopted engagement strategy Standards will be set in the context of a uniform approach to information displayed within the tower blocks. The Fire Safety Board has assumed responsibility for identifying relevant training needs by staff group and ensuring delivery. The training needs will be delivered by Q2 2032/24 and will be the subject of annual refresher training where appropriate.	
8.4.10 Where a special measures order has been made, ensure that no Building Assessment Certificate relating to the building is displayed in the building; and	Draft procedures to ensure these requirements are complied with, where necessary.  Deliver training for all teams involved in higher-risk buildings on the regime.	Directorate of Place - Building Safety and Housing Management	2022 - 2025	<b>UPDATE REQUIRED</b> <b>Alana Martin Comments- 26.01.22:</b> <b>Once a special measure order is made to the Accountable Persons as they are not meeting their duties, the Duty Holder and Fire Safety Inspector will ensure that the building Assessment Certificate is not displayed within the building.</b>	Amber
8.4.11 Take the lead responsibility for coordinating the golden thread of safety information for the higher risk building as set out in paragraph 10.	See paragraph 10.	Directorate of Place - Building Safety and Housing Management	2022 - 2025	The Fire Safety Board has assumed responsibility for implementing a programme of self-assessment / audit to ensure that safety related information is available and meets the threshold for compliance at individual block level. This is inclusive of the Tenancy information packs, evacuation strategy pack, fire door information, building safety case,	Amber
8.5 Where there is more than one Accountable Person in a higher-risk building, more complex arrangements arise. We will comply with all of our additional duties, including those to co-operate, consult and co-ordinate with other Accountable Persons and Responsible Persons for fire safety.	Identify and record whether there are other Accountable Persons and Responsible Persons for each higher-risk building. Where there are, consider what additional requirements are needed under the Bill in relation to the Principal Accountable Person, consulting or co-ordinating with others (for example, in relation to appointing a Building Safety Manager).  Review information sharing systems to ensure co-ordination.	Directorate of Place - Building Safety and Housing Management	2022 - 2025	Comments from Rod Smith – 25.1.23 Following Cabinet Member approval, the Head of Housing Management will assume the role of Accountable Person to support the Principal Accountable Person [Director of Operational Assets] with specific delivery and management tasks associated with the Council's approach to 'people, property and prevention' in the context of the management of its own in-scope buildings. The coordination of responsibilities between the Principal Accountable Person and the Accountable Person is undertaken via the Fire Safety Board. Terms of reference for this Board will be reviewed during Q1 2023/24.	Amber
8.6 The Bill also makes changes to the fire safety system which places duties on the Responsible Person. Where the Council is the Responsible Person for a building regulated by the Regulatory Reform (Fire Safety) Order 2005 (FSO), we will comply with our new duties.	Update documents, precedents, and procedures to ensure that the Council:  <ul style="list-style-type: none"> <li>Records fire risk assessments in full.</li> <li>Does not appoint a person to assist with making or reviewing a fire risk assessment unless the person is competent.</li> <li>Records fire safety arrangements.</li> <li>Co-operates and co-ordinates with any other Responsible Persons and Accountable Persons in line with legislative requirements; and</li> <li>Keeps records of relevant fire safety information.</li> </ul> Key actions include: <ul style="list-style-type: none"> <li>Review guidance on general/ specific competency requirements for persons and conduct an audit of current skills, knowledge, experience, and behaviours in the team</li> <li>Take steps to ascertain who the other Responsible Persons are in buildings regulated by the FSO and Accountable Persons in higher-risk buildings</li> </ul>	Directorate of Place - Building Safety and Housing Management	2022 - 2025	As part of the statutory engagement plan for residents living in higher risk buildings, core documents and other safety and maintenance related information will be made available to residents in simple, easy to access formats. Transparency will underpin the Council's approach to engagement and information sharing. See comments under 8.4.11 and 8.4.9 above	A

**Action Plan: Engage and communicate with residents meaningfully about building safety for higher-risk buildings**

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG Rating
<b>Engage and communicate with residents meaningfully about building safety for higher-risk buildings</b>					
9.3.1 ensure residents are informed about, and are involved in decisions that concern the safety of their higher-risk building, including providing residents with relevant safety information about the building and enabling residents to request further safety information (in line with data protection legislation);	<p>Develop training to relevant teams to understand what information must be provided to residents and when.</p> <p>Amend cross-departmental procedures to ensure information is communicated to residents in a timely manner.</p> <p>Where the Council is the Responsible Person for buildings regulated by FSO containing two or more sets of domestic premises, we must provide residents with relevant and comprehensible information about relevant fire safety matters. These buildings will need to be identified and tailored information provided.</p>	Directorate of Place - Building Safety and Housing Management	2022 - 2025		A
9.3.2 implement (and share with residents) a Residents' Engagement Strategy that promotes residents' engagement and involvement in decision-making about the management of their higher risk building in relation to building safety.	<p>The tenancy management team have produced a document Service Offer – High Rise Living 2021 outlining the Council's commitment to its residents. This should be reviewed in line with the requirements of the Bill.</p> <p>Produce a Residents' Engagement Strategy that meets the requirements of the Bill. Consider whether this will be a new strategy, or a current strategy will be updated. The strategy should contain:</p> <ul style="list-style-type: none"> <li>• what information will be provided to residents</li> <li>• what residents will be consulted on</li> <li>• how residents' views will be sought</li> <li>• how the effectiveness of the strategy will be measured.</li> </ul>	Directorate of Place - Building Safety and Housing Management	2022 - 2025	<p>Comments from Rod Smith – 25.1.23</p> <p>See above 8.4.5</p> <p>The Housing Management Offer has been reviewed and updated to reflect the changes linked to the enactment of the Building Safety Act 2022. This Offer will be the subject of ongoing review and amendment, in conjunction with residents, as detailed Regulations are implemented.</p>	A
9.3.3 establish and operate a complaints system which ensures residents' safety concerns are heard and dealt with.	<p>Once regulations are published, develop, and implement a new complaints system. Consider whether this will be separate or part of the current complaints system and how cross-departmental working will need to be amended.</p>	Directorate of Place - Building Safety and Housing Management	2022 - 2025	<p>Comments from Rod Smith - 25.1.23</p> <p>The role of complaints is reflected within the statutory engagement plan as part of demonstrating that 'the voice of residents' will be heard and acted upon.</p> <p>A project has completed which delivers more effective recording of complaints across Housing which will meet the expectations of the Social Housing Regulator and ensures that the Service can identify and learn from specific complaints linked to building safety across the tower block portfolio. Tower block safety is a specific complaint category.</p>	A
9.3.4 clarify our responsibilities and residents' responsibilities to ensure their homes remain safe, including implementing and where necessary, enforcing, the three new safety-related obligations on residents to help them to play their part: and	<p>Consider how the Council will communicate with residents regarding their new responsibilities.</p> <p>Implement new procedures for issuing Contravention Notices and applications for access to premises.</p> <p>Consider whether any amendments to the Council Tenancy Handbook or related documents should be made to reflect the proposed new tenant statutory duties.</p>	Directorate of Place - Building Safety and Housing Management	2022 - 2025	<p>Comments from Rod Smith - 25.1.23</p> <p>New and existing landlord and tenant responsibilities are clearly set out in the housing management offer to residents living in higher risk buildings.</p> <p>Supporting the delivery of the offer will be more detailed operational practices which support staff in effectively enforcing rights and obligations. Regulations are awaited following enactment of the Building Safety Act 2022.</p> <p>Estate Regulations are being developed in conjunction with Legal Services for consultation with Leaseholders. If implemented, they will assume the status of 'express lease conditions' and support the Council in 'levelling up' obligations between tenures to support a more uniform and robust approach to enforcement. Consultation with leaseholders in higher risk buildings is planned for completion by Q2 – 2023/24</p> <p>A project group has been established to scope the content and bring forward a draft 'new tenant handbook' for review / consultation in Q1 – 2023/24</p>	A

**Building Safety Strategy- Operational Delivery Plan**

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG Rating
<b>Engage and communicate with residents meaningfully about building safety for higher-risk buildings</b>					
9.3.5 ensure relevant tenants and leaseholders are aware of the new implied terms relating to building safety and consult on and implement new provisions for the Building Safety Charges in respect of costs incurred in connection with building safety measures.	<p>Consider amends to relevant leases to explicitly set out the new implied terms.</p> <p>Introduce the new Building Safety Charge in accordance with the new Schedule 2 of the Landlord and Tenant Act 1985 and update service charge procedures accordingly.</p>	Directorate of Place - Building Safety and Housing Management	2022 - 2025	<p>Comments from Rod Smith – 25.1.23</p> <p>Leasehold charges are referenced in the housing management offer.</p> <p>The proposals with the Bill associated with leasehold accounting and charges have been 'watered down following the enactment of the Building Safety Act 2022.</p> <p>Leaseholders will be updated on the extent of charges which can be passed on and the statutory safeguards which are in place by Q2 2023/24.</p>	A

**Action Plan: Establish systems and share building safety information with the Regulator and others**

Objective	Actions to deliver objective	Service area	Timeframe	Comments/ status	RAG Rating
<b>Establish systems and share building safety information with the Regulator and others</b>					
10.4.1 During the design and construction phase: (a) As a client, take all reasonable steps to ensure that the Principal Designer or Principal Contractor: i before the construction phase begins, establishes, and thereafter operates and maintains an effective Mandatory Occurrence Reporting System to enable those on the site or in the building to report safety occurrences to the Duty holder(s). ii takes reasonable steps to ensure that those on the site or in the building know how to use the Mandatory Occurrence Reporting System and can identify which safety occurrences to report before they start work or enter the site; and iii reports certain safety occurrences to the Regulator within the prescribed timescales. iv ensures an appropriate frequency of inspections for safety occurrences throughout the construction phase. (b) As a Principal Designer or Principal Contractor, we will take responsibility for the duties set out in paragraphs 10.4.1(a); (c) As a client, submit key building information to the Regulator and others in accordance with regulatory requirements.	<p>Establish a Mandatory Occurrence Reporting System in cases where the Council will be the Principal Designer or Principal Contractor. Train staff to identify when and how to use the system.</p> <p>Embed procedures to report "key building information" to the Regulator in accordance with The Building (Higher-Risk Buildings) (England) Regulations [2022]. There will be prescribed information (listed in those regulations) which must be uploaded to the Regulator's online portal and shared with others before the occupation period begins.</p> <p>Where the Council is the Client and other persons take the role of Principal Designer or Principal Contractor, consider what the Council will need to assure itself that the Principal Designer or Principal Contractor can comply with the Mandatory Occurrence Reporting Requirements.</p>	Directorate of Place – Capital works and Building Safety	2022-2025	<b>UPDATE REQUIRED</b> Michael Naughton/Regeneration team?	A
10.4.2 Introduce and comply with a system of voluntary reporting of information about building safety to promote a positive culture within safety management systems.	Once further regulations are issued, review current procedures, and amend as necessary so there are	Directorate of Place - Building Safety and ICT	2022-2025	TBC- Alana Martin Comments: <b>UPDATE REQUIRED</b> New Regulations will be added to this document and circulated with all to implement to the correct areas.	A

	clear processes for when and how to voluntarily report certain issues to the Regulator.				
10.4.3 During the occupation phase, we will establish, oversee, and comply with a Single Mandatory Occurrence Reporting System and process, capture and report certain fire and structural safety issues to the Regulator.	<p>Establish a Mandatory Occurrence Reporting System, to be operated by the Building Safety Managers. This is likely to require new information systems.</p> <p>Deliver training to all those whose role means they may need to make a report.</p>	Directorate of Place - Building Safety and ICT	2022-2025	<p>Building Safety Advisor Comments- Feb 23: There is no requirement for a Building Safety Manager who would manage this action. Under Review with the Building Safety Advisor.</p> <p>Comments from the HSE website: Provide an overview of your organisation's mandatory occurrence reporting system, as defined in the legislation. Include:</p> <ul style="list-style-type: none"> <li>• how this has been communicated to, and arrangements for liaison with, other accountable persons</li> <li>• the arrangements for reporting required occurrences to BSR</li> <li>• a summary of any reports in the period since the building safety case was last submitted to BSR. If this is your first assessment, cover the period since the duty came into effect. The summary should include any learning points or remedial actions identified from the incident</li> </ul>	A
10.4.4 As the Client for any HRB work and also during the occupation phase, take the lead responsibility for coordinating the golden thread of safety information for the building, keeping it updated, ensuring it is accurate and accessible and meeting our responsibilities in providing golden thread information to other parties.	<p>Make arrangements for an electronic system/ facility to be created and maintained by the Client (or someone on their behalf) for the purpose of holding the golden thread information. The exact requirements for the golden thread are yet to be published by the Government but its policy intentions are set out in "<a href="#">Building Regulations Advisory Committee: golden thread report.</a>"</p> <p>As the Client, develop procedures for handling this over to the relevant person in occupation so that building owners have to hand well-documented and accurate evidence of their risk assessments and safety arrangements, as well as the documentation supporting these. In many cases, this is likely to be one department in the Council handing over information to another.</p> <p>Develop procedures for persons involved with the higher-risk buildings to maintain any golden thread information in the electronic system.</p> <p>Develop procedures to ensure the required information is stored on the facility and uploaded within the required timescales and that the system is kept up to date.</p>	Directorate of Place - Building Safety and ICT	2022-2025	<p><b>TBC- UPDATE REQUIRED</b></p> <p><b>Alana Martin Comments: 28.01.2023</b> <b>Electronic system are in progress.</b></p> <p><b>Building Safety update:</b> <b>The below documents have been created and will be hand delivered by the high-rise tenancy officers to ensure everyone has received and understood</b></p> <p><b>Building Safety pack for tenants- <a href="#">6632 - LBH - Resident Fire Safety Information Pack - Phase One - Sutcliffe House (Flat Type 1A).pdf</a></b> <b>Stay Put Policy document- <a href="#">Draft Stay Put Policy Housing High Rise Blocks January 2023 (1).pdf</a></b> <b>Fire Doors Policy document - <a href="#">Fire Doors Residents Informaion - High Rise - Jan 23 v1.pdf</a></b></p> <p><b>Building Safety case</b> <b>Stuctrual fabric tests on remaning 5 buidlings-</b></p> <p><b>Note: Hyperlinks required to these documents</b></p>	A

## Appendix B - Draft Fire Door Residents Information High Rise V1



### FIRE DOOR INFORMATION FOR RESIDENTS

Fire Doors are a vital part of your building's 'passive fire resistance' – this is a blanket term for measures 'built-in' to your home and the building it is situated in that are designed to stop fires from spreading.

#### What are fire safety doors and their role?

Flat entrance doors form an integral part of a protected box or fire compartment. They are one of the most important features of a building's fire precautions and have two key functions:

- to stop a fire inside a flat spreading to the communal parts of the building and preventing residents from escaping via the corridor or staircase
- to stop a fire in the communal areas of a block spreading into a flat where residents may be sheltering until the fire and rescue service arrives

Fire doors to stairways and lobbies and in communal corridors are designed and positioned to keep communal areas free from fire and smoke. These areas can then be safely used by residents and who might need to leave the building during a fire. They also assist the fire and rescue service during firefighting operations.

Your building operates a "stay put policy." It is therefore especially important that all flat entrance doors can prevent a fire spreading throughout the building.

The Council, as your landlord and building manager, has several statutory duties in connection with fire doors. The two key duties are set out below:

- It must provide information to all residents in connection with fire doors and
- It must undertake routine checks of fire doors to ensure that they are operating correctly and can fulfil their intended purpose.

#### What the Law Requires

The Regulatory Reform (Fire Safety) Order 2005 (as amended) and The Fire Safety Act 2023 requires that there are suitable fire precautions in place to ensure that the common parts are safe to use as a means of escape in the event of fire. The appropriate fire precautions are determined by carrying out a fire risk assessment.

The Council has undertaken Fire Risk Assessments of your building which enables it to deal with and manage all risks identified.

One of the most important measures to safeguard the means of escape from fire are fire doors. Our fire risk assessments have already identified the doors in question and, following a comprehensive door replacement programme, the Council are satisfied that the doors are adequate to resist the spread of fire and smoke into, or within, the common parts.

As with all fire safety measures, fire doors need to be kept in good working order and in good repair. Wear and tear can result in defects. Therefore, the Council must ensure that such defects do not undermine the ability of the doors to prevent fire and smoke spread.

### **Your responsibilities**

Residents have a key role to play in ensuring that, if there is a fire in their flat, the flat entrance door presents as an effective barrier to the spread of fire and smoke into the common parts. You should not interfere with self-closing devices and ensure that any defects in the door receive prompt attention by reporting defects to the Council repairs team online to schedule a repair.

Fire Regulations require the Council as your landlord and building manager to inform you that:

- fire doors should be kept shut when not in use
- residents or their guests should not tamper with self-closing devices; and
- residents should report any fault or damage immediately to the Council's Repairs Service – Telephone or visit Repairs/ contact number:

### **Routine Checking of Fire Doors**

The Council is committed to implementing the recommendations of the Grenfell Tower Public Inquiry in relation to routine checking of fire doors given their importance in ensuring the safety of residents.

The council will therefore:

- use best endeavours to check all flat entrance doors at least every 12 months. The council will need access to each flat so that the door can be checked on both sides. Arrangements will be made with residents in advance to carry out these checks
- carry out checks of any fire doors in communal areas at least every three months
- keep a record of the steps taken to check flat entrance doors including any case where access to a flat was not granted during any 12-month period. This will include the process of legal action where access is not granted to the Council for the purpose of survey and inspection., the steps you have taken to try to gain access.

## Flat Entrance Doors

In relation to flat entrance doors the Council will:

- Check the resident has not replaced a fire-resisting flat entrance door with a new, non-fire-resisting door
- Ensure there is no damage to, or defects in, the door or frame that might affect the ability to resist the spread of fire or smoke
- Ensure there is an effective self-closing device. This is especially important. A fire door that does not close fully into its frame will not adequately hold back fire and smoke. It is important to check that the door will close fully into its frame when opened to any angle and allowed to close under the action of the self-closing device

## Doors to stairways and lobbies and doors within corridors

These doors are subject to greater wear and tear and potential for damage compared to flat entrance doors. They must therefore be examined more regularly. While the Fire Safety (England) Regulations require that they be checked every three months, it is a simple matter for them to be monitored by the Council on an ongoing basis when any other checks in the common parts are carried out or the building is visited.

Some corridor and lobby doors might be held open on magnetic door hold-open devices. Such doors are linked to smoke detectors which would cause the door to close on activation.

**Fire door checks are vital in making sure your home and the block in which you live is safe for residents. The checks are not a substitute for periodic assessment of fire doors by fire safety specialists. However, the simple fire door checks set out in this guide and the reports which residents raise with the Repairs Service will enable the council to proactively identify defects that prevent a fire door from doing its job and ensure they are swiftly rectified.**

This page is intentionally left blank

## Appendix C - Draft Stay Put Policy Housing High Rise V1



### High Rise Blocks Evacuation Strategy

#### ‘Stay Put’ Policy

Following extensive fire safety upgrade work within your building, including new fire doors, smoke alarm systems, emergency lighting and the installation of a fire sprinkler system, your building is considered to be **LOW RISK**.

As your landlord and building manager, the Council’s guidance to all residents living in the building is to stay put unless your flat is being affected by fire or smoke. This guidance is based on the fire protection provided in your building. Although fires in flats do take place they rarely spread beyond the flat where the fire started. By staying put you reduce the risk of entering a smoky corridor unnecessarily and potentially being overcome by smoke.

#### What is the ‘Stay Put’ policy?

The ‘**Stay Put**’ policy encompasses purpose-built flats in buildings. Where residents are not in an area directly impacted by fire should stay inside their purpose-built flat with doors and windows shut.

When a fire occurs within your purpose-built flat, or in a common part of the building, you are advised to leave the premises and call the fire and rescue service.

Residents who are not directly affected by the fire should remain in their flat unless and until told otherwise by the fire and rescue service. Those residents who wish to leave are not legally required to stay put, but this would be contrary to the Council’s policy.

#### Why is it used?

There are several reasons why the ‘**Stay Put**’ approach has been adopted for your building as an evacuation process.

Firstly, where concrete floors and walls are used to construct homes along with compliant fire doors, it creates a protective ‘box’ or compartment against fire, ensuring that it is contained and enabling the fire and rescue service to have the time to extinguish the fire. Whilst concrete might be unsightly to look at, it has very good fire-resistant properties which limits the transfer of heat and provides structural integrity for longer periods of time.

Secondly, for firefighters to do their job safely and quickly, clear corridors and stairwells help significantly. If people can be kept safe from fire by the compartmentation of their individual flats, fire and rescue services can focus their efforts on extinguishing the fire without the immediate need for large scale evacuation or panic by residents.

The Council’s clear guidance is for residents to stay put unless their flat is being affected by fire or smoke. This guidance is robustly supported by the active and passive fire protection provided in your building. By staying put you reduce the risk of entering a smoky corridor unnecessarily and potentially being overcome by smoke.

If you would like to discuss any aspect of the **stay put** policy to your building, please do not hesitate to contact your Tenancy Management Officer. Their contact detail

Do we add a contact email to clarify any issues the residents may have? Or confirm names of the dedicated tenancy officers?

## Electric Vehicle Infrastructure Review: 12 Month Update

<b>Committee name</b>	Property, Highways & Transport Select Committee
<b>Officer reporting</b>	Poonam Pathak, Place Directorate
<b>Papers with report</b>	Draft Electric Vehicle Strategy
<b>Ward</b>	All

### HEADLINES

12-month update on the Public Safety & Transport Select Committee's major review into Electric Vehicle (EV) Infrastructure. This report will act as the first annual report into the condition of the Borough's EV infrastructure.

### RECOMMENDATIONS

That the Property, Highways & Transport Select Committee:

1. Note the contents of the report and provide any comments to officers as appropriate on the EV Infrastructure proposal.

### SUPPORTING INFORMATION

#### Background

In 2021 the UK Government have announced that the sale of cars wholly powered by petrol and diesel will be banned by 2030. In response to the UK governments statement in 2021 TfL updated the 'Mayors Transport Strategy 2018' revised its commitment by supporting a net-zero carbon target for London by 2030, the introduction of EV being a core part of the strategy.

The Councils 'Strategic Climate Change Action Declaration and Plan (released July 2021)' and 'Local Implementation Plan (LIP) 2019 - 2041 (LIP)' established a core aim to deliver and improve the electric vehicle (EV) charging infrastructure across the borough for both current and future EV users.

In support of these plans the Council has developed a draft strategy for EVCPs (Appendix 1 - London Borough of Hillingdon EV Strategy), the strategy outlines the Councils proposed approach to:

EVCP types - The selection of suitable EVCP types based on local user needs.  
Setting targets - Targets for the introduction of EVCPs across the network.  
Route to market - Establishing a route to market aligned with the Councils needs and aspirations.

Delivery model - A model for EVCPs from installation, operation maintenance and life expiry.  
 Delivery plan - The short-, medium- and long-term EVCP delivery plan.

In summary, the Councils strategy proposal is for the introduction of 300 no. ≤ 43kW AC/ 50kW DC EVCPs on off-highway Council owned property located at various locations across the borough (including maintenance compounds and depots) by 2026 which would be across Council and Private land. The intention is to consider adopting this strategy in the June cabinet, along with the new EV partner, so that the delivery plan can be implemented by the new supplier.

## Delivery Model

The preferred Council route to market is an EV charging infrastructure that is partially funded / shared by the Council. This option will allow the Council to engage and work with suppliers to develop an EV charging infrastructure that best serves the Councils vision and values, especially that focused on residents and stakeholders.

The Council has a short, medium and long term delivery plan for the introduction of EVCP charging infrastructure on adopted Highway or other Council owned property, each stage of the delivery plan is –

- Short Term (2023) = remove / upgrade / remove legacy assets based on independent assessment of each site.
- Medium Term (2026) = introduce 125 public destination EVCPs on off-street Council property.
- Long Term (2030) = introduce 300 public destination EVCPs on off-street Council property.

The installation of 'public' on-street EVCPs with a rating of up to 7kW AC (slow chargers) on the adopted Highway is not currently a priority; however, the Council will continue to monitor the situation in relation to requests from local residents and, if the demand is determined, will implement an on-street investment strategy.

The procurement partner will develop the on- and off-street forward programme with the Council and secure the funding sources available for the implementation of all infrastructures.

## Procurement

Tenders have been publicised for the selection of a competitive bidder to assist the council in the implementation of short, medium, and long term plans. Following the evaluation process, this will be presented to the June cabinet for approval. The procurement timeline is as below.

Item	Tasks	Start	End
1	Procurement Strategy and Tender Suite Preparation	01-Jan-23	20-Mar-23
2	Tender Process	21-Mar-23	19-Apr-23

3	Evaluation of Tender Submissions/ Clarification and internal governance process	19-Apr-23	21-Jun-23
4	Cabinet Approval	22-Jun-23	22-Jun-23
5	Standstill periods/ Confirmation of selected Tenderer/ Issue Contract Award Notice & Contracts Finder Award Notice / Contract circulation and signing / Contract implementation	23-Jun-23	31-Jul-23
6	Term Service Delivery	01-Aug-23	

## RESIDENT BENEFIT

The proposed EV strategy and delivery plan will assist the council meet its commitment to carbon reduction and cleaner air by increasing the use of electric vehicles charging infrastructure in the borough. As more electric vehicles are purchased, the demand for EV charging infrastructure will rise. Improved EV charging facilities will benefit residents by providing easy access to charge their vehicles.

## FINANCIAL IMPLICATIONS

The preferred Council route to market is an EV charging infrastructure that is partially funded / shared by the Council. This option will allow the Council to engage and work with suppliers to develop an EV charging infrastructure that best serves the Councils vision and values, especially that focused on residents and stakeholders.

Capital Investment, - The initial capital investment required to establish a shared EVCP infrastructure ownership model for the Council is estimated as being a maximum of £3.3m over the next 3 years (2023 to 2026). The officers will explore various government funding opportunities with our chosen partner to support our infrastructure.

Ongoing Revenue Costs, - Shared ownership will allow the Council to take a share of any income generated by EV charging with any funds generated used to offset the cost of ongoing maintenance and operation for the EVCP, it is expected that the revenue costs will be net-zero.

## LEGAL IMPLICATIONS

None.

## BACKGROUND PAPERS

[Report from the Public Safety & Transport Select Committee: Electric Vehicles, Infrastructure and Future Policy Development for the Borough \(2022\)](#)

## **APPENDICES**

Draft EV strategy



**Project Name:** Electric Vehicle Charging

**Document Title:** Electric Vehicle Policy & Strategy Development

**Client Name:** London Borough of Hillingdon

**Date:** November 2022

**Document Ref:** 0128b\_lbh\_evcp\_strategy\_report\_2210\_v5

**Version:** 6

Prepared by: Poonam Pathak

Date: 12/12/2022

Hillingdon Council  
Civic Centre  
High Street  
Uxbridge  
UB8 1UW

Quality Management / Revision Updates

Version	Issued	Author	Review	Approval
6	12/12/22	IKT	Poonam Pathak	
<i>Version details -</i> Draft issue for review and comment by the Council.				
7				
<i>Version details -</i>				
8				
<i>Version details -</i>				
9				
<i>Version details -</i>				

## EXECUTIVE SUMMARY

### Background Information

In support of the [‘Council Strategy 2022 - 2026’](#), the Council’s [‘Strategic Climate Change Action Declaration and Plan \(released July 2021\)’](#) and [‘Local Implementation Plan \(LIP\) 2019 - 2041 \(LIP\)’](#) the Council has established a core aim to deliver and improve the electric vehicle (EV) charging infrastructure across the borough for both current and future EV users. The plans did not however set any measurable targets and since publication EV sales has increased at a much higher rate than predicted. In 2019 most forecasts were predicting a high end year on year increase of approximately 20%, in 2020/21 the UK increase was actually 92% and sales continue to increase above that forecasted for 2022 (UK =34% YTD).

The Council has therefore concluded that the demand for public EV charging on adopted Highway or other Council owned property should be considered carefully and developed into a short, medium and long term strategy.

### Core Objectives

The core strategic objectives established by the Council for the introduction of EV charging on the Councils highway network are:

Environment



Economics



Technical



Procurement



Time (targets)



### Electric Vehicle Charger Types

The naming convention adopted by the EV industry when describing the different types of Electric Vehicle Charge Points (EVCPs) is

Home



Home

Slow charge  
≤ 7kW

Public



Public

Slow charge  
≤ 7kW

Workplace



Workplace

fast charge  
≤ 22kW

Destination



Destination

Rapid  
≤ 43kW

Facility



Facility

Ultra - rapid  
≤ 150kW

### Understanding the EV Market

National Level, - In 2019 the Government announced that as part of its 10 point plan for a “green revolution” in the UK we will end the sale of new petrol and diesel cars and vans by 2030, with all new cars and vans being fully zero emission from 2035.

Regional Level, - In 2021 TfL updated the 'Mayors Transport Strategy 2018' revised its commitment by supporting a net-zero carbon target for London by 2030, the introduction of EV being a core part of the strategy.

Local Level, - The '[Council Strategy 2022 - 2026](#)', the Councils '[Strategic Climate Change Action Declaration and Plan \(released July 2021\)](#)' and '[Local Implementation Plan \(LIP\) 2019 - 2041](#)' has established a core aim to deliver and improve the electric vehicle (EV) charging infrastructure across the borough.

### Council Targets

The Councils strategy shall be for the introduction of EVCPs on the adopted Highway or other Council owned property focus on the provision of 'Public' and 'Destination (Rapid)' EVCPs in the quantities detailed in the figure below.



Rating (kW)	=	≤ 22kW AC (slow chargers)
Council Target	=	No specific target, the need for introduction will be continually reviewed.



Rating (kW)	=	≤ 43kW AC/ 50kW DC (rapid chargers).
Council Target	=	300 by 2030

### Route to Market

The Council has identified three routes to market, the options are:

Option 1 = Full Council Ownership

Option 2 = Private Concession Ownership

Option 3 = Shared Council / Private Concession

The potential key benefits and dis-benefits associated with each option have been identified and assessed by the Council, the preferred option subject to the availability of the appropriate levels of funding is option 3.

### Delivering the Service

The service required to deliver a public EVCP charging infrastructure on adopted Highway or other Council owned property comprises of the key delivery components detailed below.

Design      Construction      Planned      Reactive      Operation      Marketing



When further developing of its strategy the Council will produce a performance frameworks and specification for EVCPs designed, installation, maintenance and operation of EVCPs.

### **The Delivery Plan**

The Council has a short, medium and long term delivery plan for the introduction of EVCP charging infrastructure on adopted Highway or other Council owned property, each stage of the delivery plan is -

- Short Term (2023) = remove / upgrade / remove legacy assets based on independent assessment of each site.
- Medium Term (2026) = introduce 125 public destination EVCPs on off-street Council property.
- Long Term (2030) = introduce 300 public destination EVCPs on off-street Council property.

The introduction of 'public' on-street EVCPs with a rating of up to 7kW AC (slow chargers) on the adopted Highway is not at this juncture considered a priority, the Council will however continually review the situation with respect to requests from local residents and should the demand be determined introduce an on-street investment strategy.

### **The Consolidated Strategy**

The Council has produced a consolidated strategy for the London Borough of Hillingdon – see section 7 (Consolidated Strategy for Hillingdon).

## CONTENTS

<b>1</b>	<b>Introduction</b> .....	<b>1</b>
1.1	Background Information .....	1
1.2	Strategy Aims .....	1
1.3	Strategic Objectives .....	2
<b>2</b>	<b>Electric Vehicle Charging Types</b> .....	<b>3</b>
2.1	Home Charging.....	3
2.2	Public Charging .....	3
2.3	Workplace Charging .....	3
2.4	Destination (Rapid) charging points .....	4
2.5	Facility Charging .....	4
2.6	Council’s Proposed Strategy (EVCP Types) .....	4
<b>3</b>	<b>Understanding The EV Market and Developing Targets</b> .....	<b>5</b>
3.1	National Level .....	5
3.2	Regional Level (London).....	7
3.3	Local Level (Council) .....	9
3.4	Council’s Proposed Strategy (The EV Market and Developing Targets).....	11
<b>4</b>	<b>Route to Market</b> .....	<b>13</b>
4.1	Option 1 = Full Council Ownership.....	13
4.2	Option 2 = Private Concession Ownership.....	13
4.3	Option 3 = Shared Council / Private Concession.....	14
4.4	Council’s Proposed Strategy (Route to Market) .....	15
<b>5</b>	<b>Delivering the Service</b> .....	<b>16</b>
5.1	Performance Requirements .....	16
5.2	Design .....	16
5.3	Construction.....	16
5.4	Planned Maintenance .....	17
5.5	Reactive Maintenance .....	17
5.6	Operation.....	18
5.7	Infrastructure Promotion & Marketing.....	18
5.8	Council’s Proposed Strategy (Delivering the Service) .....	18

<b>6</b>	<b>The Delivery Plan .....</b>	<b>20</b>
6.1	Initial Short Term (2023) .....	20
6.2	Medium Term (2026) .....	20
6.3	Long Term (2030) .....	21
<b>7</b>	<b>The Consolidated Strategy for Hillingdon .....</b>	<b>23</b>
7.1	Electric Vehicle Charge Point (EVCP) Types .....	23
7.2	The EV Market and Council Targets .....	23
7.3	Route to Market .....	24
7.4	Delivery Plan.....	24

## 1 INTRODUCTION

### 1.1 Background Information

In response to the surge in demand since 2019 and the UK governments announcing that the sale of cars wholly powered by petrol and diesel will be banned by 2030, the London Borough of Hillingdon (the Council) has released a '[Strategic Climate Change Action Declaration and Plan \(July 2021\)](#)' available here; [www.hillingdon.gov.uk/climate-action](http://www.hillingdon.gov.uk/climate-action). In support of the plan the Council aims to deliver and improve the electric vehicle (EV) charging infrastructure across the borough for both current and future EV users.

The '[Council Strategy 2022 - 2026](#)' and Council's '[Local Implementation Plan \(LIP\) 2019 - 2041](#)' (LIP) also underpins the Council's intentions for the introduction of EV charging infrastructure.

However, the LIP doesn't set any measurable targets and since its publication in 2019 EV sales has increased at a much higher rate than predicted. In 2019 most forecasts were predicting a high end year on year increase of approximately 20%, in 2020/21 the UK increase was actually 92% and sales continue to increase above that forecasted for 2022 (UK =34% YTD). The Council has therefore concluded that the demand for public EV charging on adopted Highway or other Council owned property should be considered carefully and developed into a short, medium and long term strategy.

Approximately 10 years ago the Council took part in a project whereby residents were given the opportunity to trial an EV for domestic purposes. As part of this project, approximately 30 no. EVCPs were installed in a number of Council public car parks. This trial has since ended but the asset remains. These existing EVCPs are not embedded within any formal agreement for ongoing service delivery and maintenance and many are in need of upgrade and/or replacement.

There are currently no Council owned on-street EVCPs located within the borough.

### 1.2 Strategy Aims

Develop and introduce an EV charging solution for the Councils highway network that aligns with the current and future needs of residents and other stakeholders.

Consider the evolving electric vehicle market by using data trends and forecasts to produce a EV charging solution with targets for the short, medium and long term.

### 1.3 Strategic Objectives

The core strategic objectives established by the Council for the introduction of EV charging on the Councils highway network are outline below.



*Environment*

Make an effective contribution towards the strategic objectives established by the Councils [‘Strategic Climate Action Plan’](#) .



*Economics*

Identify the most economically advantageous solution(s) for the Council.



*Technical*

Identify and detail the best installation, maintenance and operation solution(s) for the Council.



*Procurement*

Review the procurement options available and make recommendation on a suitable route(s) to market.



*Time*

Establish timebound short, medium and long term targets for introduction of the preferred solutions(s).

## 2 ELECTRIC VEHICLE CHARGING TYPES

The naming convention currently applied to Electric Vehicle Charge Points (EVCPs) in the UK - detailed below – has been used to determine the Councils approach to EV charging on adopted Highway or other Council owned property.

### 2.1 Home Charging



Installation location	=	Off highway within property boundary (eg, driveway, private development car park)
Rating (kW)	=	≤ 7kW AC (slow chargers)
Typical charge time	=	Eight (8) to ten (10) hours
Connection (exit point)	=	Residents existing supply and associated electricity meter
Accessibility	=	Residents only

### 2.2 Public Charging



Installation location	=	Adopted Highway or other Council owned property
Rating (kW)	=	≤ 7kW AC (slow chargers)
Typical charge time	=	Eight (8) to ten (10) hours
Connection (exit point)	=	Dedicated supply or existing supply (eg, lighting columns*)
Accessibility	=	All EV users

\* Lighting columns connections typically have a rating of 25A 230V, charging points are therefore slow charging (typically ≤3kW) – you do get some higher ratings for taxi ranks these would be deemed facility chargers.

### 2.3 Workplace Charging



Installation location	=	Workplace premises
Rating (kW)	=	≤ 22kW AC (fast chargers)
Typical charge time	=	Eight (4) to ten (6) hours
Connection (exit point)	=	Dedicated supply or existing supply derived from premises
Accessibility	=	Company employees only

## 2.4 Destination (Rapid) charging points



Installation location	=	Hotels, restaurants, car parks, shopping centres and some large workplaces
Rating (kW)	=	≤ 43kW AC/ 50kW DC (rapid chargers)*
Typical charge time	=	≈ one (1) hour
Connection (exit point)	=	Dedicated supply or existing supply derived from premises
Accessibility	=	All EV users (sometimes subject to use of facilities)

\* in the case of Council owned 'destination' locations the rating of EVCPs could be from 7kW upwards depending on the design constraints specific to any given site.

## 2.5 Facility Charging



Installation location	=	Motorway services, hotels or dedicated charging stations on long journey routes.
Rating (kW)	=	≤ 150kW DC (ultra-rapid chargers)
Typical charge time	=	≈ thirty (30) minutes
Connection (exit point)	=	Dedicated EV installation supply
Accessibility	=	Company employees only

## 2.6 Council's Proposed Strategy (EVCP Types)

The introduction of EVCPs on the adopted Highway or other Council owned property shall focus on the provision of 'Public' and 'Destination' EVCPs, focusing on:

- 'public' on-street EVCPs with a rating of up to 7kW AC (slow chargers) on the adopted Highway; and
- 'destination' EVCPs with a rating of up to ≤ 43kW AC on other Council owned property.

Suitable EVCP locations shall be determined at a local level in consultation with stakeholders and suppliers.

An assessment supporting the decision made can be found in Appendix A (EVCP Type Council Assessment).

### 3 UNDERSTANDING THE EV MARKET AND DEVELOPING TARGETS

#### 3.1 National Level



##### 3.1.1 Government Policy

The UK Government have announced that the sale of cars wholly powered by petrol and diesel will be banned by 2030. From 2035 the regulations will require all new cars and vans to be fully zero emission at the tailpipe, meaning that hybrid vehicles powered by a mix of batteries and internal combustion engine (ICE), will also be banned from this date. Switching away from ICE vehicles is a key policy to help achieve targets to reduce greenhouse gas emissions, such as Carbon Dioxide (CO<sub>2</sub>). While some hydrogen powered vehicles are available there are many more EV models on the market, and they are the mainstream alternative to ICE vehicles. Over the past year sales of EVs in London have risen from 15% of new vehicle registrations to around 25%, with hybrids making up a similar proportion of sales.

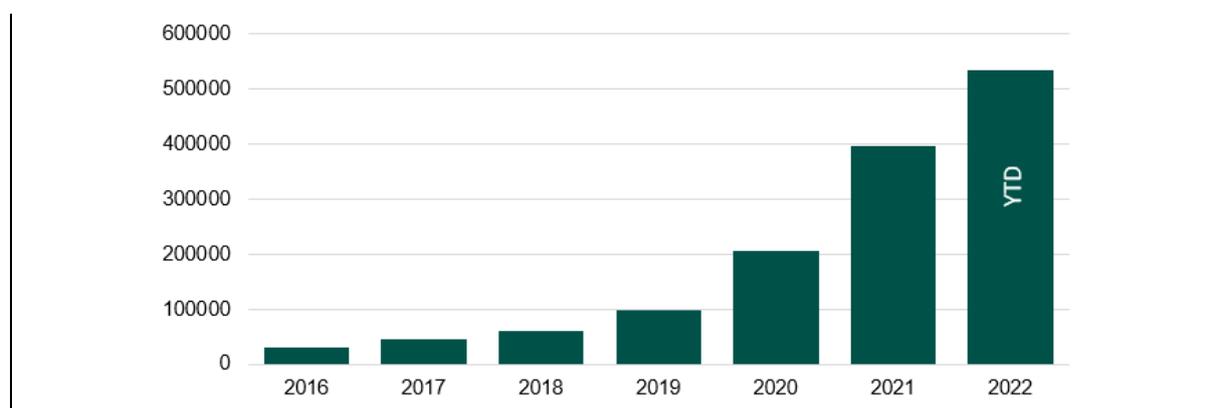
In 2019 the Government announced that as part of its 10 point plan for a “green revolution” in the UK we will end the sale of new petrol and diesel cars and vans by 2030, with all new cars and vans being fully zero emission from 2035.

It is expected that the alternative ‘zero emission’ vehicles will be battery electric vehicles (BEVs), with the potential for hydrogen as another solution.

##### 3.1.2 Current Trend

The graph below shows the **UK** ‘plug-in’ new vehicle registration trend over the last 5 years (2018 to 2022) and the market share in comparison with other vehicle types – source – [www.gov.uk](http://www.gov.uk) (Vehicle licensing statistics data files).

UK ‘plug-in’ new vehicle registrations



In 2021 327k 'plug-in' vehicles were registered in the UK, an increase of C,92% in 1 year. In 2022 year to date the number has risen to 15k, an the increase from 2021 of C, 34%. It is important to note that the figures for 2022 are being affected by the global supply chain issues and restricted production due to the conflict in the Ukraine, the latest figures are showing a slight decrease in 'plug-in' vehicles registrations and a slight decrease in market share (primarily plug in hybrids).

### 3.1.3 Forecasted Need

In 2022 there are over 530k 'plug-in' vehicles registered in the UK, and in 2022 over 20% of new car registrations are for 'plug-in' vehicles. The UK Governments high end estimated is there will be over 11 million electric vehicles in the UK by 2030 and even if progress is slow the forecast is 4.7 million in the same period.

There are currently C,25k EV charging locations in the UK. This number includes all devices ranging from 3.5kW (slow chargers) to 100kW (ultra-rapid chargers). On average, over 600 new EV chargers are being added to the UK's roads each month.

If the growth in EV sales continues to increase at the high end of the forecast by 2030 the UK government expects there to be a need for "around 300,000 public charge points as a minimum in the UK, but there could potentially be more than double that number".

### 3.1.4 Government Strategy

In response to the UK Prime Ministers 2020 'green revolution' commitment in March 2022 the government release an EV charging infrastructure strategy entitled '[Taking charge: the electric vehicle infrastructure strategy](#)'. The document sets out the government's strategic approach in delivering the charging infrastructure required by 2030.

### 3.2 Regional Level (London)



#### 3.2.1 Regional Policy

Regional EV charging infrastructure policy within the London boroughs is promoted primarily by TfL. In 2021 TfL revised its original 2050 net-zero carbon commitment, detailed in the '[Mayors Transport Strategy 2018](#)' to "work with boroughs to develop and implement zero emission zones in town centres and central London". The revised commitment aligns with central government commitment by supporting a net-zero carbon target for London by 2030.

Across London there are policies which support the transition to EVs. The most significant air quality measure is the proposed expansion of the Ultra-Low Emission Zone (ULEZ), which introduces charges for older and more polluting ICE powered vehicles. This acts as an incentive for people who regularly drive in central/inner London to upgrade to cleaner vehicles.

The '[London Plan](#)' released in March 2018, sets out the standards for new developments in the Capital, requires EV charging for all residential developments with car parking. The requirement being that "At least 20% of spaces should have active charging facilities, with passive provision for all remaining spaces.

#### 3.2.2 Current Trend

The current trend in EV sales at a regional level within the London boroughs aligns with that experienced at a national and local level – for more details see section 2.2 above & section 2.3 below.

#### 3.2.3 Forecasted Need

In June 2019 TfL released the '[London electric vehicle infrastructure delivery plan](#)'. The plan forecast that the "higher sales scenario" forecast for 2022 was that approximately 15% of all new car registrations would be 'plug-in' vehicles. In the event, according to the latest figures – referred to in the national policy section above – the actual market share of 'plug-in' vehicles in 2022 has been in excess of 20%.

There are currently C,11k EV charging locations within the region (London boroughs). This number includes all devices ranging from 3.5kW (slow chargers) to 100kW (ultra-rapid chargers). It is important to note that this number is increasing quickly with the UK as a whole currently installing C,600 per month.

If the growth in EV sales continues to increase at the high end of the forecast by 3030 the TfL have estimated that there could be a need for up to 60k EVCPs in London including 4k rapid EV chargers.

### 3.2.4 Regional Strategy

In December 2021 TfL released an EV charging infrastructure strategy for London entitled '[London's 2030 electric vehicle infrastructure strategy](#)'. The documents sets out TfL's vision, addresses recent trends and policy changes, and estimates the EV charging infrastructure needs to 2030 and considers how this could be delivered.

The London EV charging infrastructure strategy seeks to accelerate the transition to zero-emission vehicles by setting out the requirements for the provision of infrastructure, focusing on essential trips.

### 3.3 Local Level (Council)



#### 3.3.1 Council Policy

The Councils '[Local Implementation Plan \(LIP\) 2019 - 2041](#)' was approved at Cabinet and endorsed by the Mayor in 2019. The LIP states that Council is aspiring to install more electric vehicle charging points (EVCPs) throughout the borough in a demand responsive manner.

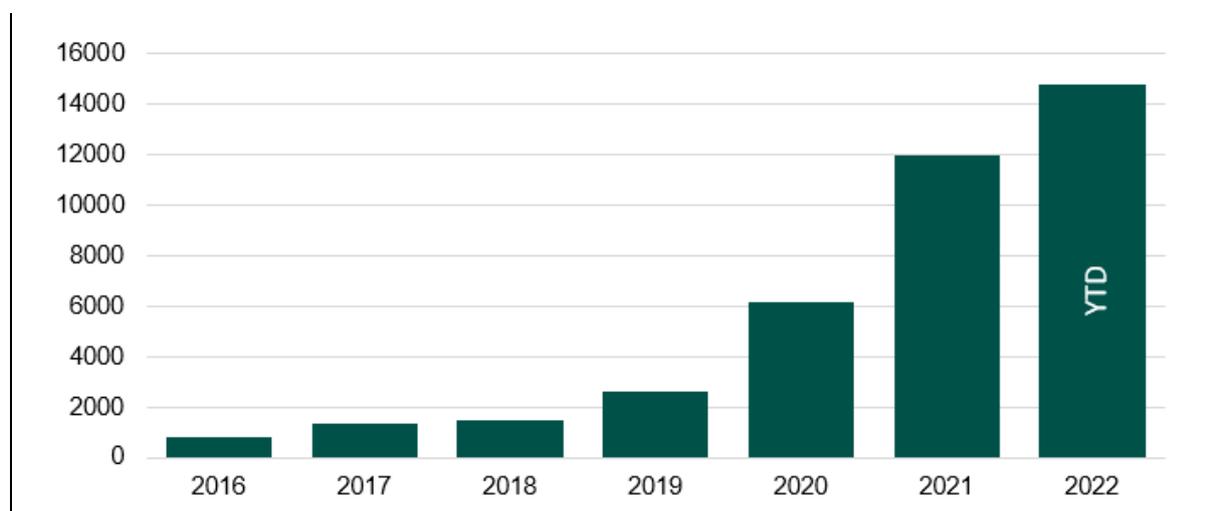
The LIP also commits to delivering EV charging infrastructure for new developments in accordance with the standards set out in the '[Mayors Transport Strategy 2018](#)'. The requirement being (by the strategy making reference to the '[London Plan](#)') that "At least 20% of spaces should have active charging facilities, with passive provision for all remaining spaces."

The LIP also makes reference to the introduction of rapid EVCPs at six potential sites within the borough. The target being installation of rapid EVCPs in Grainges Yard in Year 1 and up to 20 rapid EVCPs in the Council's other public car parks in years 2 and 3.

#### 3.3.2 Current Trend

The graph below shows the **Hillingdon** 'plug-in' new vehicle registration trend over the last 5 years (2018 to 2022 year to date) and the market share in comparison with other vehicle types – source – [www.gov.uk](http://www.gov.uk) (Vehicle licensing statistics data files).

Hillingdon 'plug-in' new vehicle registration (cumulative)



In 2021 12k 'plug-in' vehicles were registered in the Hillingdon, an increase of C,93% in 1 year. In 2022 year to date the number has risen to 15k, an the increase from 2021 of C, 24%\*. It is important to note that the figures for 2022 are being affected by the global supply chain issues and restricted production due to the conflict in the Ukraine, the latest figures are showing a slight decrease in 'plug-in' vehicles registrations and a slight decrease in market share (primarily plug in hybrids).

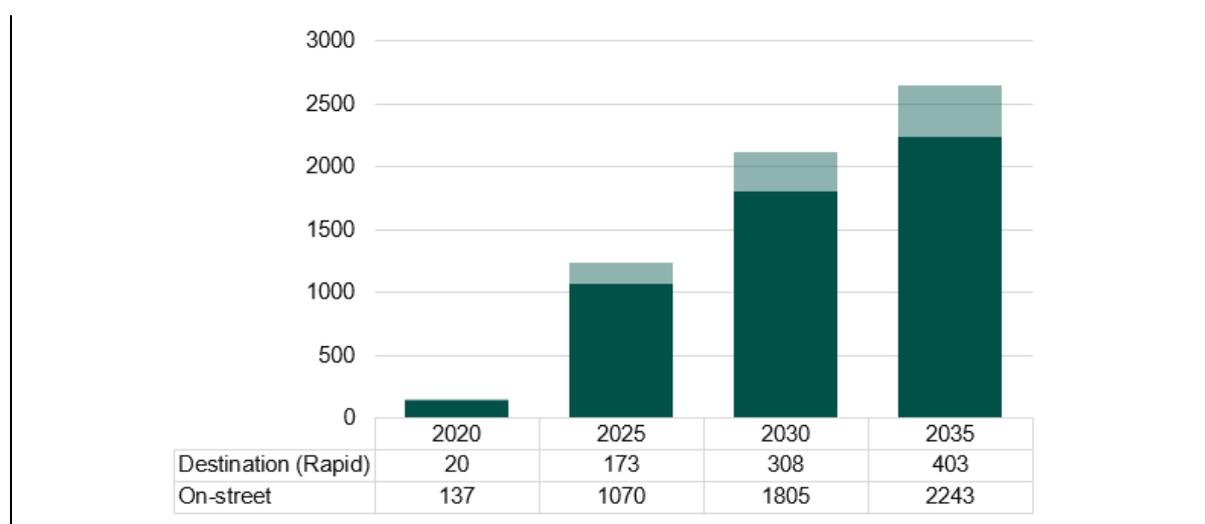
\* This figure has been calculated based on Q2 2022 data, it would indicate that EV sales continues to exceed the forecasted high growth of 20% per annum used in most models developed and published 2020.

### 3.3.3 Forecasted Need

The Council LIP recognises that there has been an increase in the uptake of EV's but points out that it has not currently (in 2019) resulted a surge in demand for on street charging solutions in the borough. The reason cited is the housing stock in Hillingdon and the small number of flats, when compared with central and inner London. The LIP does however accept that as more flats are built and public appetite for EV grows, Hillingdon are committed to reviewing on street opportunities and technology to be able to meet the demand should it materialise.

In November 2020 the International Council on Clean Transport released a working paper entitled '[Fulfilling electric vehicle charging infrastructure needs in Greater London and its boroughs](#)'. The working paper outlines targets for public EV charging infrastructure at a London borough level up to 2035 and was developed to complement TfLs the '[London Electric Vehicle Infrastructure Delivery Plan](#)' created by the '[Mayor's Electric Vehicle Infrastructure Taskforce](#)'. The public EV charging targets forecast for Hillingdon within the working paper have been summarised in the below.

#### Working Paper Forecasted EVCP Need



The working paper models a number of scenarios the one shown the table above is the 'primary scenario' used within the report.

It should be noted that the working paper was released in 2020 which was before the unexpected surge in new vehicle registrations in 2021 /22.

When the working paper was released in 2020 the sales share in new vehicle registrations for 'plug-in' vehicles was estimated at approximately 15%, in the actual event in 2022 over 20% of new car registrations are for 'plug-in' vehicles. This would suggest that the forecasted need predicted for 2025 will come sooner.

### 3.3.4 Council Strategy

The Councils '[Local Implementation Plan \(LIP\) 2019 - 2041](#)' was approved at Cabinet and endorsed by the Mayor in 2019. The LIP states that Council is aspiring to install more electric vehicle charging points (EVCPs) throughout the borough in a demand responsive manner.

## **3.4 Council's Proposed Strategy (The EV Market and Developing Targets)**

The Council, as the body responsible for managing the highway and on-street parking on borough roads, is the only organisation which can facilitate the installation of on-street EVCPs. Hillingdon also directly manages off-street parking in several public car parks and on housing estates within the borough. The Council therefore recognises that it has an important role to play in support and delivery of the net-zero carbon commitment in the transport sector.

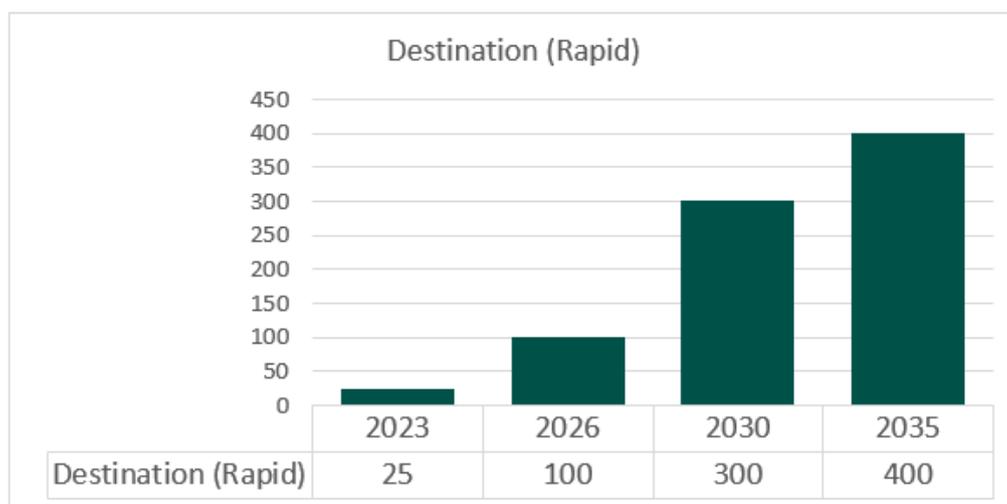
### *Council Targets*

Having considered the relevant guidance and the local data & information available to it the Council has determined that there is an ongoing and increasing demand for 'destination' type EVCPs within its off-highway owned property (ie, Council owned car parking facilities). However, the requirement for lower rated on-street public charging is not something that is immediately apparent when reviewing the local data and information.

The Council has therefore decided that its primary objective shall be the introduction of 'destination' type EVCPs with a rating of up to  $\leq 43\text{kW AC}$  on off-highway Council owned property.

The councils initial commitment to the introduction of EVCPs on off-highway Council owned property will deliver 'Destination (Rapid)' EVCPs in the quantities detailed in the figure below.

Council EVCP Infrastructure Targets



Although the target quantities detailed with the figure above have not been mathematically modelled they do reflect the higher rate than expected EV sales used when the ‘International Council on Clean Transport’ produced its targets forecast for Hillingdon in 2020. More importantly the Council also considers that the targets realistic in terms of procurement and delivery.

The introduction of ‘public’ on-street EVCPs with a rating of up to 7kW AC (slow chargers) on the adopted Highway is not at this juncture considered a priority, the Council will however continually review the situation with respect to requests from local residents and should the demand be determined introduce an on-street investment strategy.

#### *New Development Policy*

The Councils LIP commits to delivering EV charging infrastructure for new developments in accordance with the standards set out in the [‘Mayors Transport Strategy 2018’](#). The requirement being (by the strategy making reference to the [‘London Plan’](#)) that “At least 20% of spaces should have active charging facilities, with passive provision for all remaining spaces.

## 4 ROUTE TO MARKET

### 4.1 Option 1 = Full Council Ownership

#### 4.1.1 Delivery Model

The Council funds the procurement, installation, maintenance and operation the EV charging infrastructure. With this option the Council would take on sole responsibility for delivery of the EV charging service – see section 5 (Delivering the Service) for details.

#### 4.1.2 Benefits Analysis

The potential key benefits and dis-benefits associated with a wholly Council funded EV charging proposal are highlighted below.

Benefits	Dis-benefits
All ongoing service delivery obligations (maintenance, back-office support) would be in the control of the of the Council.	Significant Council resource requirement.
The Council would receive all the revenue generated from EV charging.	No incentive for suppliers to offer or make improvements that may deliver a more financially viable outcome.
	The Council would be taking on all of the risk associated with capital investment, asset utilisation, maintenance and back office support, and as such may never gain full payback if EVCP utilisation is low.

### 4.2 Option 2 = Private Concession Ownership

#### 4.2.1 Delivery Model

The Council procures an external supplier to fund the installation, maintenance and operation the EV charging infrastructure. With this option the supplier would take on sole responsibility for delivery of the EV charging service – see section 5 (Delivering the Service) for details.

#### 4.2.2 Benefits Analysis

The potential key benefits and dis-benefits associated with a private concession owned EV charging proposal are highlighted below.

Benefits	Dis-benefits
The Council would receive an EV charging facility with no (or limited) investment costs. The Councils cost would be limited to the procurement.	Supplier offers are difficult to evaluate and model – primarily because the commercial benefits need to be transparent.

The Council could receive a fee from the provider for allowing it to place its EV assets on the Councils network.	Revenue share may be small because the supplier is taking on the risk associated with capital investment, asset utilisation, maintenance and back office support.
All ongoing service delivery obligations (maintenance, back-office support) would be a cost absorbed with the EV provider.	Difficult for the Council to veto / restrict / choose locations because supplier is looking for the most commercially viable locations.
	EV user charges would be wholly governed and controlled by the supplier because the supplier would be taking the investment payback risk.

### 4.3 Option 3 = Shared Council / Private Concession

The Council procures an external supplier(s) and the Council partially funds the installation of the EV charging infrastructure.

With this option the supplier would take sole responsibility for maintenance and operation of the EV charging service, the costs being extracted from the income generated – see section 5 (Delivering the Service) for details.

#### 4.3.1 Benefits Analysis

The potential key benefits and dis-benefits associated with a private concession owned EV charging proposal are highlighted below.

<b>Benefits</b>	<b>Dis-benefits</b>
The Council would receive an EV charging facility with reduced investment costs.	Supplier offers are difficult to evaluate and model – primarily because the commercial benefits need to be transparent.
The Council could subsidize its investment costs with central government funding initiatives (examples include ‘Go Ultra Low City Scheme’ (GULCs) & On-Street Residential Charge-point Scheme (ORCs).	There may not be the market appetite for a shared venture, primarily because provider investment models have not been formulated to accept the risk on the potential for an extended payback period.
The Council would receive a greater share of the revenue generated from EV charging.	The Council may never gain full payback if EVCP utilisation is low.
The Council would retain the ability to influence the commercial arrangements placed on EV users. ie, connection charges and per unit energy costs.	

#### **4.4 Council's Proposed Strategy (Route to Market)**

The preferred Council route to market is an EV charging infrastructure that is partially funded by the Council. This option will allow the Council to engage and work with suppliers to develop an EV charging infrastructure that best serves the Council's vision and values, especially that focused on residents and stakeholders.

If the Council funded the procurement, installation, maintenance and operation of the EV charging infrastructure the initial investment cost would be high and the risks associated with maintenance and operation would be very difficult to deliver and manage without the expertise offered by private sector suppliers. Equally, the Council would also be concerned that an EV charging infrastructure wholly owned by the supplier would limit the Council's ability to control installation, maintenance and operation of the EV charging infrastructure, and the ability to influence the commercial arrangements placed on EV users.

## 5 DELIVERING THE SERVICE

The service required to deliver a public EVCP infrastructure on adopted Highway or other Council owned property comprises of the key delivery components detailed below.

### 5.1 Performance Requirements



Outcome required	The minimum service levels expected for delivery of an EV charging infrastructure to include the Councils requirement for materials & workmanship, working practices & methods, installation, infrastructure performance and lifecycle planning.
Skillset	Understanding of Councils overarching strategy and local stakeholder needs.
Key Risk	Risk that poorly drafted / unclear output specification / requirement document could produce the wrong outcomes for the Council – leading to additional unforeseen costs.
Risk mitigation	Ensure Council has a clearly drafted service level requirements document in place before inviting tenders from suppliers.

### 5.2 Design



Outcome required	Development of a design solution for EVCP from concept through to a detailed design that can be built without additional Council input.
Skillset	Civil, highway, transport and electrical detailed design capability from inception through to build.
Key Risk	Poor design could lead to additional costs during construction and / or premature failure of infrastructure during its projected lifecycle.
Risk mitigation	Ensure that an appropriately qualified designer is appointed and that the designer fully understands the Councils civil, highway and electrical requirements.

### 5.3 Construction



Outcome required	Civil, highway and electrical build of the EV charging infrastructure.
------------------	--

Skillset	Civil, highway, transport and electrical supplier familiar with working in a London borough.
Key Risk	Poor workmanship could lead to additional costs post – construction in the form of highway safety defects, early failure of highway construction / reinstatement etc.,.
Risk mitigation	Ensure that the works is completed by a supplier that fully understands the Councils requirements and can demonstrate that it has the skills required to deliver a project on the highway.

#### 5.4 Planned Maintenance



Outcome required	Ongoing planned maintenance to ensure that each EVCP facility remains safe, useable and continues to operate as intended, the aesthetic appearance is maintained to agreed standards.
Skillset	If installation is completed to the required standards then planned maintenance will be primarily regular visual condition / site inspections and periodic electrical inspection and testing.
Key Risk	A lack of planned maintenance could lead to the EVCPs and the parking sites falling into a poor state of repair.
Risk mitigation	Ensure that a clearly defined planned and programme maintenance proposal is agreed for the full contract term.

#### 5.5 Reactive Maintenance



Outcome required	Reactive maintenance service to ensure all EV charging infrastructure defects are rectified in accordance with agreed service levels -this includes emergency and non-emergency defects, an emergency being defects that represent a danger to EV users and the public.
Skillset	If installation is completed to the required standards then reactive maintenance will be electrical defects and on rare occasions EVCP damage due to RTC's.
Key risk	EVCPs not being repaired in a timely manner either because service levels have not been defined or poor supplier performance.

Risk mitigation Ensure that the Council has a clearly defined set of response time service levels for reactive maintenance (including emergency and non-emergency type defects).

## 5.6 Operation



Outcome required An ongoing 24/7 remote network management and support function (back office) which typically provides monitoring, client / customer service and financial management.

Skillset Centrally located technical administration call-centre operated 24/7.

Key risk Back-office not being operated in a manner that provides the Council and EV users with the correct level of support.

Risk mitigation Ensure that the supplier has a robust proposal for operation of the EV charging infrastructure and that the proposal is linked to measured and reported service levels.

## 5.7 Infrastructure Promotion & Marketing



Outcome required Ongoing promotion and marketing to inform EV customers about the product and features in order to create and maintain awareness, increase demand and drives utilisation (sales).

Skillset Sales knowledge of the EV market and access to the right EV platforms.

Key risk If promotion and marketing is lacking EVCPs could result in low utilisation and EVCPs being effectively redundant.

Risk mitigation Ensure that the supplier can demonstrate that it has a long term commitment to the promotion and marketing of the EVCPs.

## 5.8 Council's Proposed Strategy (Delivering the Service)

There is no doubt that delivery of an EVCP charging infrastructure on the adopted Highway or other Council owned property requires a host of particular skillsets right through the lifecycle of the asset. The Council can however drive the delivery process by clearly defining its performance requirements for all aspects of the service. ie, from design, construction, maintenance, operation and marketing/ promotion.

The introduction of EVCPs on the adopted Highway or other Council owned property shall be supported by a performance framework and output driven specification that clearly sets out the Councils performance requirement for the following:



- Minimum design standards for EVCPs.
- The design submission and approval / acceptance process.



- Materials and construction requirements.
- Working practices (health and safety, environmental, quality).
- Commissioning and handover requirement.



- Planned maintenance plans and programmes.
- Reporting planned maintenance results.
- Exit plan / handover management (@ end of the contract term).



- Reactive maintenance response times (including consequences of failure to perform).
- Reporting reactive maintenance performance.



- Specify back-office performance and reporting requirements.
- Specify customer care requirement (including dealing with complaints).
- Contract management and EVCP performance reporting.



- Minimum expectation for marketing and promotion.
- Reporting marketing and promotional activity.

Additionally, the Council will require a minimum level of compliance for health and safety, environmental practices and quality management.

## 6 THE DELIVERY PLAN

### 6.1 Initial Short Term (2023)

#### 6.1.1 Delivery Plan

The Council has an underlying issue associated with EVCP legacy assets (approximately 30) located in various car parks. The Council's immediate need is therefore the short term / immediate requirement is the appointment of an organisation that can upgrade, operate, manage and maintain the Council's legacy EVCPs. The caveat being that there will be no guarantee of access to additional EVCP sites on adopted Highway or other Council owned property.

#### 6.1.2 Council's Proposed Delivery Strategy

The Council's proposed approach to its short term underlying issue associated with EVCP legacy assets is outlined below.

- Action 1 Commission independent review of each Council owned EVCP legacy asset / site – the primary aim being that a future viability recommendation is made for each site – ie, replacement, upgrade or in some cases removal.
- Action 2 If sites are identified for replacement / upgrade prepare short form tender and engage with suppliers that confirm an expression of interest.
- Action 3 If sites are identified for removal – commission Council's highways team to decommission and reinstate parking areas.

① Important note; It is important to note that the EVCP legacy assets were installed when our understanding of the EV market and its potential for growth was in its infancy. Since these sites were introduced the industry has learned a lot about user behaviour and is now able to advise on the suitability of locations and EV charger types (ratings) with a lot more confidence. A typical historical issue is slow chargers (<7kW) EVCPs installed in car parks with no, or no potential for, overnight use. Other London boroughs are upgrading to fast chargers or in some cases removing public car park installations.

### 6.2 Medium Term (2026)

#### 6.2.1 Delivery Plan

① The Council will run its medium term delivery plan in parallel with its short term plan. There are lots of synergies and shared ideas concepts that make this sensible approach.

The Council's strategy shall be for the introduction of EVCPs on off-highway Council owned property focusing on the provision of 'Destination (Rapid)' EVCPs in the quantities detailed in the figures below.



Installation location	=	Hotels, restaurants, car parks, shopping centres and some large workplaces.
Rating (kW)	=	≤ 43kW AC/ 50kW DC (rapid chargers).
Current position (2022)	=	0
Council Target	=	125

### 6.2.2 Council's Proposed Delivery Strategy

The Council's proposed approach to its short term underlying issue associated with EVCP legacy assets is outlined below.

- a) Produce procurement tender strategy / proposal for each year 2023 to 2026.
- b) Produce a specification for EVCPs designed, installed, maintained and operated on the adopted Highway or other Council owned property.
- c) Identify sites on adopted Highway or other Council owned property (Note; this is already partially complete for car parks).
- d) Investigate and understand how the Council can work with stakeholders and local businesses to contribute towards achieving the Councils targets – eg, EVCPs in shopping area car parks.
- e) Identify central government funding initiatives and ensure that the Council place robust applications.
- f) Open dialogue with potential key suppliers in London area to establish:
  - i. Acceptance of Councils standard terms and conditions, technical specification, etc.,
  - ii. Acceptance of Councils commercial terms.
  - iii. Appetite for a shared council / supplier investment model.
- g) Produce a suite of tender documents aligned with the Councils specification and targets.

## 6.3 Long Term (2030)

### 6.3.1 Delivery Plan

The Councils strategy shall be for the introduction of EVCPs on off-highway Council owned property focusing on the provision of 'Destination (Rapid)' EVCPs in the quantities detailed in the figures below.



Installation location	=	Hotels, restaurants, car parks, shopping centres and some large workplaces.
Rating (kW)	=	≤ 43kW AC/ 50kW DC (rapid chargers).
Anticipated position (2026)*	=	300
Council Target (cumulative)	=	300

\* See medium term delivery plan

### 6.3.2 Council's Proposed Delivery Strategy

① The Council's long term delivery plan will evolve and become more detailed as the medium term delivery plan detailed above is delivered.

## 7 THE CONSOLIDATED STRATEGY FOR HILLINGDON

The Council, as the body responsible for managing the highway and on-street parking on borough roads, is the only organisation which can facilitate the installation of on-street EVCPs. Hillingdon also directly manages off-street parking in several public car parks and on of housing estates within the borough. The council therefore recognises that it has an important role to play in support and delivery of the net-zero carbon commitment in the transport sector.

### 7.1 Electric Vehicle Charge Point (EVCP) Types

At this stage the Council has decided that it will focus on the provision of ‘destination’ type EVCPs on off-street Council owned property.



‘destination’ EVCPs with a rating of up to  $\leq 43\text{kW AC}$  on other Council owned property.

Suitable EVCP locations shall be determined at a local level in consultation with stakeholders and suppliers and based on expected utilisation.

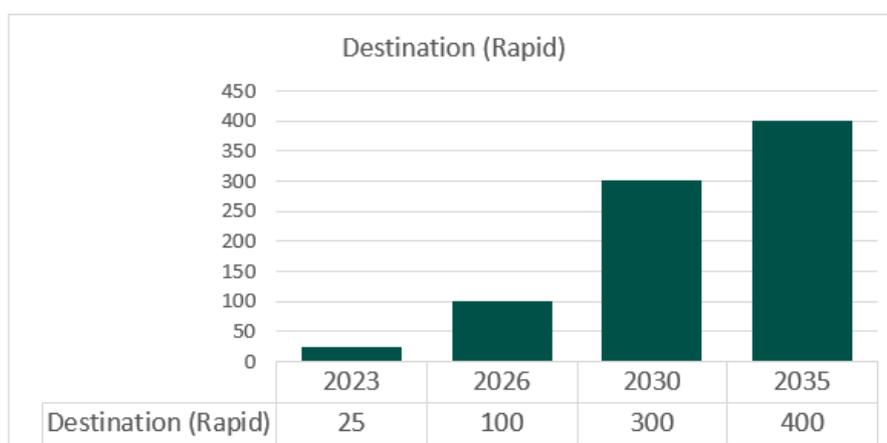
The introduction of ‘public’ on-street EVCPs with a rating of up to  $7\text{kW AC}$  (slow chargers) on the adopted Highway is not at this juncture considered a priority, the Council will however continually review the situation with respect to requests from local residents and should the demand be determined introduce an on-street investment strategy.

### 7.2 The EV Market and Council Targets

#### *Council Targets*

The Councils strategy shall be for the introduction of ‘destination’ EVCPs on off-street Council owned property in the quantities detailed in the figure below.

Council EVCP Infrastructure Cumulative Targets



The target quantities detailed with the figure above reflect the higher rate than expected EV sales used when the 'International Council on Clean Transport' produced its targets forecast for Hillingdon in 2020. More importantly the Council also considers that the targets realistic in terms of procurement and delivery.

### *New Development Policy*

The Councils LIP commits to delivering EV charging infrastructure for new developments in accordance with the standards set out in the '[Mayors Transport Strategy 2018](#)'. The requirement being (by the strategy making reference to the '[London Plan](#)') that "At least 20% of spaces should have active charging facilities, with passive provision for all remaining spaces.

### **7.3 Route to Market**

The preferred Council route to market is an EV charging infrastructure that is partially funded by the Council. This option will allow the Council to engage and work with suppliers to develop an EV charging infrastructure that best serves the Councils vision and values, especially that focused on residents and stakeholders.

If the Council funded the procurement, installation, maintenance and operation the EV charging infrastructure the initial investment cost would be high and the risks associated with maintenance and operation would be very difficult to deliver and manage without the expertise offered by private sector suppliers. Equally, the Council would also be concerned that an EV charging infrastructure wholly owned by the supplier would limit the Councils ability to control installation, maintenance and operation of the EV charging infrastructure.

If the Council funded the procurement, installation, maintenance and operation the EV charging infrastructure the initial investment cost would be high and the risks associated with maintenance and operation would be very difficult to deliver and manage without the expertise offered by private sector suppliers. Equally, the Council would also be concerned that an EV charging infrastructure wholly owned by the supplier would limit the Councils ability to control installation, maintenance and operation of the EV charging infrastructure, and the ability to influence the commercial arrangements placed on EV users.

The introduction of EVCPs on the adopted Highway or other Council owned property shall be supported by a output driven that clearly sets out the Councils performance requirements.

### **7.4 Delivery Plan**

#### **7.4.1 Initial Short Term (2023)**

The Council has an underlying issue associated with EVCP legacy assets (approximately 30) located in various car parks. The Councils immediate need is therefore the short term / immediate requirement is the appointment of an organisation that can upgrade, operate, manage and maintain the Councils legacy EVCPs.

The Council's proposed approach to its short term underlying issue associated with EVCP legacy assets is outlined below.

- Action 1 Commission independent review of each Council owned EVCP legacy asset / site – the primary aim being that a future viability recommendation is made for each site – ie, replacement, upgrade or in some cases removal.
- Action 2 If sites are identified for replacement / upgrade prepare short form tender and engage with suppliers that confirm an expression of interest.
- Action 3 If sites are identified for removal – commission Councils highways team to decommission and reinstate parking areas.

### 7.4.2 Medium Term (2026)

① The Council will run its medium term delivery plan in parallel with its short term plan. There are lots of synergies and shared ideas concepts that make this sensible approach.

The Councils strategy shall be for the introduction of EVCPs on the adopted Highway or other Council owned property focus on the provision of 'Public' and 'Destination (Rapid)' EVCPs in the quantities detailed in the figures below.



Installation location	=	Hotels, restaurants, car parks, shopping centres and some large workplaces.
Rating (kW)	=	≤ 43kW AC/ 50kW DC (rapid chargers).
Current position (2022)	=	0
Council Target	=	100



Installation location	=	Adopted Highway or other Council owned property
Current position (2022)	=	0
Council Target	=	No specific target

The Council's proposed approach to its medium term introduction of EVCPs on the adopted Highway or other Council owned property is as summarised below:

- a) Produce tender strategy / proposal for each year 2023 to 2026.

- b) Produce a specification for EVCPs designed, installed, maintained and operated on the adopted Highway or other Council owned property.
- c) Identify sites on adopted Highway or other Council owned property (already partially complete for car parks).
- d) Investigate and understand how the Council can work with stakeholders and local businesses to contribute towards achieving the Councils targets – eg, EVCPs in shopping area car parks.
- e) Identify central government funding initiatives and ensure that the Council place robust applications.
- f) Open dialogue with potential key suppliers in London area to establish:
  - iv. Acceptance of Councils standard terms and conditions, technical specification, etc.,
  - v. Acceptance of Councils commercial terms.
  - vi. Appetite for a shared council / supplier investment model.
- g) Produce a suite of tender documents aligned with the Councils specification and targets.

#### 7.4.3 Long Term (2030 onwards)

The Councils strategy shall be for the introduction of ‘destination’ EVCPs on off-highway owned property in the quantities detailed in the figures below.



Installation location	=	Hotels, restaurants, car parks, shopping centres and some large workplaces.
Rating (kW)	=	≤ 43kW AC/ 50kW DC (rapid chargers).
Anticipated position (2026)*	=	100
Council Target	=	300

\* See medium term delivery plan

① The Council’s long term delivery plan will evolve and become more detailed as the medium term delivery plan detailed above is delivered.

## Appendix A (EVCP Type Council Assessment)

The Council has assessed each charger type (ie, home, public, destination, workplace and facility) for suitability and concluded that the Councils strategy for the introduction of EVCPs on the adopted Highway or other Council owned property shall focus on the provision of 'Public' and 'Destination' EVCPs. The assessment has been summarised in the table below.

EVCP Type		Location	Rating (kW)	Connection	Accessibility	Conclusion
Home	x	x - private land	n/a	n/a	x - residents only	x - Not suitable for Council strategy
Public	✓	✓ - On-street	✓ - Easy to deliver - design and civils works	✓ - Ease of connection - normally connected to existing infrastructure	✓ - all EV users	✓ - Suitable for Council strategy
Workplace	x	x - private land	n/a	n/a	x - employees only	x - Not suitable for Council strategy
Destination	✓	✓ - Council car parks	✓ - Limiting factor - design and civils works	✓ - Limiting factor - available DNO supplies	✓ - all EV users	✓ - Suitable for Council strategy but not always practical due to limiting factors
Facility	x	x - dedicated stations	x - significant infrastructure	✓ - Limiting factor	✓ - all EV users	x - Not suitable for Council strategy



This page is intentionally left blank

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

<b>Committee name</b>	Property, Highways & Transport Select Committee
<b>Officer reporting</b>	Steve Clarke – Democratic Services
<b>Papers with report</b>	Appendix A – Highways Resurfacing Review: Minutes from previous meetings
<b>Ward</b>	All

### HEADLINES

As part of the Committee's review into highways resurfacing, a number of witness sessions and a site visit have been held, with witnesses attending to provide information and answer questions relating to the review.

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.

With witness sessions for the review now completed, the Committee is asked to discuss and provisionally agree potential recommendations to take forward in the final report to Cabinet. To assist Members with this, the minutes from the Committee's previous review items have been included as Appendix A.

### RECOMMENDATIONS:

**That the Committee comment on and suggest potential recommendations to be included within the final report to Cabinet.**

### Implications on related Council policies

A key role of 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

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

### Financial Implications

There are no direct financial implications associated with this report.

### Legal Implications

There are no legal implications arising from this report.

Classification – Public

Property, Highways and Transport Select Committee – 06 April 2023

This page is intentionally left blank

## APPENDIX A - HIGHWAYS RESURFACING REVIEW: MINUTES FROM PREVIOUS MEETINGS

<p>20 September 2022</p>	<p><b>SELECT COMMITTEE REVIEW: FOOTWAYS RESURFACING - SCOPING REPORT</b></p> <p>The Democratic Services Officer introduced the item noting that the Committee had shortlisted a number of potential review topics at July's Select Committee meeting. Following this, a feasibility exercise was undertaken on the shortlisted topics with one topic being chosen for a full scoping report. The topic chosen was a prospective review into how the Council can obtain best value and practice through its pavements and footways reconstruction and resurfacing programme. A scoping report had been prepared and was included in the agenda papers, the Committee were welcomed to make any amendments and comments they saw fit and to formally begin the review.</p> <p>The Committee were encouraged by the scoping report and discussed a number of potential lines of enquiry that could assist with the review, these included:</p> <ul style="list-style-type: none"><li>• How the Council could focus on the prevention of damage to footways. It was noted that incidents occurred regularly whereby damage was caused to footways by individuals and businesses.</li><li>• How the Council was maximising the economies of scale through procurement of resurfacing services.</li><li>• How resident feedback fed into the process by which the Council assesses the condition of footways and their priority for repair.</li><li>• What were the minimum thresholds for footways defects to be investigated by the Council.</li><li>• How the Council were ensuring that information regarding planned resurfacing works were transparent and available to the public. It was also noted that this would likely only apply to planned works and not emergency works.</li><li>• Although the Council were not responsible for the maintenance of a number of prominent highways in the Borough, Members sought to understand what the Council could do to chase up the relevant authorities when these highways deteriorated. Additionally, if the Council was required to perform maintenance on these highways, what process was in place to ensure the funds were recovered from the relevant authority.</li></ul> <p>The Committee discussed the importance of communication with all stakeholders, including residents, in avoiding disturbances for residents as a result of resurfacing works. Whilst it was noted that communication of the Council's own planned resurfacing programme could be effectively communicated, issues would arise when statutory utility companies were required to undertake emergency works at short notice.</p> <p>With regard to the scope of the review, Members discussed expanding this to included roadways in addition to footways as the two were so closely related. The Committee agreed that the remit of the review be expanded to include both footways and roadways resurfacing.</p> <p>The Chairman emphasised that this would be a productive review not just in</p>
----------------------------------	--

	<p>terms of information being made available to the public but in providing positive changes to the way in which the Council approached its resurfacing programme.</p> <p><b>RESOLVED: That the Property, Highways and Transport Select Committee commented on and considered the scoping report to initiate a major review into obtaining best value and practice for the Council’s Highways Resurfacing Programme.</b></p>
<p>18 October 2022</p>	<p><b>HIGHWAYS NETWORK PRIORITISATION AND MAINTENANCE</b></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 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.</p> <p>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.</p> <p>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.</p> <p>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</p>

	<p>of highway required specialist knowledge to interpret.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The Committee thanked officers for their report and praised the standard of the resurfacing works carried out in the Borough.</p> <p><b>RESOLVED: That the Property, Highways &amp; Transport Select Committee noted the content of the report and provided feedback to officers as appropriate.</b></p>
<p>18 October 2022</p>	<p><b>SELECT COMMITTEE REVIEW: OBTAINING BEST VALUE AND PRACTICE FOR THE COUNCIL'S HIGHWAYS RESURFACING PROGRAMME</b></p> <p>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.</p> <p>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</p>

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

	<p>due to the defective nature of the footway or roadway, TfL would be the responsible authority.</p> <p>Members noted that the Highways Safety Inspection Policy &amp; 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.</p> <p>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.</p> <p>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 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>
<p>11 January 2023</p>	<p><b>SELECT COMMITTEE REVIEW – ATTAINING BEST PRACTICE AND VALUE FOR THE COUNCIL’S HIGHWAYS RESURFACING PROGRAMME</b></p> <p>The Chairman welcomed the witnesses present to the meeting and asked each of them to introduce themselves to the Committee. There were three witnesses present, the Cabinet Member for Property, Highways &amp; Transport, Councillor Jonathan Bianco, who was the relevant Cabinet Member responsible for the oversight of the Council’s highways maintenance responsibilities; Wayne Greenshield, the Council’s Network Operations Manager for Highways; and Christopher O’Hara, the Director of O’Hara Bros. Surfacing Ltd, the Council’s contractor for specialist highway maintenance solutions.</p> <p>The Cabinet Member noted that they appreciated the Select Committee undertaking their major review into highways resurfacing and highlighted how highways maintenance was a constantly generating area of work due to the expected degradation of the Council’s highways network as a result of regular heavy usage, usual and extreme weather impacts, and regular maintenance and utility works. The Council’s current approach to this work area was a ‘worst first’ approach, with a degree of prioritisation based on factors such as volume of use. It was noted that, with regard to footways, the Council had previously operated</p>

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, blanket method of repaving footways using tarmac regardless of the original type of surfacing on the footway. Where there were exceptional considerations, such as the works being undertaken in an area of special local character, officers would investigate whether 'like for like' was the best approach.

Christopher O'Hara introduced himself as a representative of O'Hara Bros. Surfacing Ltd, who carry out highways maintenance work on behalf of the Council ranging from reactive maintenance of potholes up to town centre regeneration such as the works undertaken in Hayes town centre over recent years. Other works undertaken for the Council included gully cleansing, vehicle crossovers and machine surfacing. Further detail was given to the Committee with regard to the warm mix asphalt material produced by a number of asphalt suppliers, including Hanson Asphalt, based in West Drayton; the product was called Era 140 which was a warm mix asphalt produced at 40 degrees Celsius lower than traditional mix asphalt, this equated to a 15% saving in greenhouse gas emissions associated with production; it was noted that the material performed in the same way and still met BBA (British Board of Agrément) standards and was fully recyclable. Another product, which had been created in-house by O'Hara Bros and was in its infancy, was an aggregate binder underlayer sub base for footways; the substance had been trialled recently in a number of London Boroughs, including a small section of Hayes, however the Covid-19 pandemic had halted the testing of the substance which was conducted by an external consultant, testing was expected to resume in February 2023 and it was hoped that this would lead to a reduced environmental impact and carbon footprint in addition to increased cost savings. The Committee commented that there were exciting developments within the field and the industry had a lot coming forward, particularly in terms of a reduction in carbon emissions; Members were informed that the new aggregate binder material currently being trialled was believed to be a stronger, more robust product that would result in lower carbon emissions. The potential cost savings that the Council could see would be led by uptake of the new product, it was noted that small batches were more expensive therefore as more highways authorities bought into the new materials, the more promising that the product would be in terms of delivering cost savings.

Wayne Greenshield was present as the Council's Network Operations Manager for Highways, he informed the Committee about his role managing highways maintenance, the winter service maintenance, and liaising with utility companies and statutory undertakers regarding their work. There was a dedicated team at Harlington Road Depot of ten operatives who carried out immediate repairs to footways that were considered dangerous within the parameters set by the Council's Highways Inspection Policy; there was also a dedicated team that carried out daily inspections and coordinated all streetworks, this team was highlighted as being extremely busy currently receiving in excess of 300 permit and permit amendment requests per day from statutory undertakers to carry out works on the Council's highways network, they also ensured the safety aspect of works undertaken within the Borough, the difficulty of this work was highlighted specifically with regard to emergency works carried out by utility companies and statutory undertakers where they do not require the Council's permission, as the local highway authority, to undertake those works. Officers met with the statutory undertakers every three months whereby officers would coordinate with them

regarding planned works from the Council and planned works from the statutory undertakers, this was in an effort to align works to cause the least disruption possible. It was also noted that if works were carried out by statutory undertakers on a newly resurfaced roadway or footway, it would be agreed with the statutory undertaker that they must resurface and make good the area of works. The Committee commended officers on their work highlighting the fact that utility companies could commence emergency works involving the dismantling of the Council's roadways and footways without express permission from the Council. It was highlighted that there were a significant number of emergency works taking place at any given time in the Borough and that this varied depending on the time of year, for example where a cold bout of weather had impacted the aging drainage mains infrastructure which was often from the Victorian era and made from cast iron which would expand and retract.

Members sought to understand the length of contract that the Council held with O'Hara Bros. Surfacing Ltd as the primary highways maintenance contractor; it was stated that the contract was reviewed every five years with a facility to extend the contract by a further two years, officers stated that the current contract with O'Hara Bros Surfacing Ltd was due to expire on 31 March 2024. Officers noted that roughly 85% of regular highway maintenance works were carried out in-house by the Council's operatives and around 15% of the work was issued to O'Hara Bros Surfacing Ltd as the contractor; the larger scales maintenance works were issued to the contractor.

On matters of the contractor's level of work and communication with the Council, it was stated that it varied based on the work being issued by the Council, there were regularly two to three reactive maintenance gangs present in the Borough throughout the year, additionally there was typically a machine gang of up to 11 operatives carrying out main carriageway works in Hillingdon for seven or eight months of the year, there were around four civil element/footways teams of up to six operatives working within the Borough at any one time, and there were also two gully cleanser machines operating in the Borough year round. It was noted that when the budgets were released, Council officers and the contractor could plan and programme works; works would tail off slightly towards the end of the financial year as the annual budget gets spent; it was noted that this was the way in which the contractor worked with all local highways authorities. The Cabinet Member highlighted the important partnership that was maintained between the Council and the contractor for the benefit of the service provided to Hillingdon's residents. It was also noted that within the contract with O'Hara Bros Surfacing Ltd, there was a mechanism for early ordering and volume of works discounts where works were procured ahead of time as it helped the contractor forward plan their scheduling and resources. The Committee were encouraged by this and sought to ensure that the Council pursued these discounts where possible to deliver value for residents.

The Contractor confirmed that appropriate checks were carried out following any works that were carried out including a walk and snagging of the works, ensuring any ironworks were raised and gullies were cleaned; the Council were then asked to come out and inspect the works to then be signed off following review. Contractually, all works were guaranteed for 12 months. The Committee queried the length of the guarantee and expressed that they would hope to see works last well beyond 12 months; it was highlighted that it would be incredibly rare to see surfaces failing shortly after the guarantee period, the contractor noted that

works tended to last a lot longer than the guarantee period and it would only be under very exceptional circumstances, for example when the underlying earth had slipped, where surfaces would fail within even three years of the works. It was noted that the earth underneath a roadway was a significant factor in the lifespan of the roadworks above it, London clay was endemic to the north of the Borough which had an impact on the lifespan of roads in that area where some roadworks had not lasted as long as initially hoped due to water build up in the clay beneath degrading the road at a faster rate. It was also noted that, although the contractor worked with a number of local highways authorities, where materials had been reclaimed from Hillingdon roads to be recycled, the material would primarily be kept within the Borough, this was to ensure that any material was not necessarily transported causing further costs and carbon emissions. The Committee were informed that some schemes, where works were carried out at a shallower depth due to factors such as design, the road surface, limitations, and finances, may not last as long as deeper treatments.

The Committee raised a point regarding the way in which Members' Enquiries and service requests for highways resurfacing were dealt with, particularly where the roads in question were of a lower priority on the highways network, for example quieter residential roads with less footfall and traffic. Members sought to have a system in place whereby a steer could be given from officers as to roughly when the surfaces would be due for resurfacing or due for a condition survey to help inform residents and give them a loose timescale. It was noted that all of the Council's highways network was inspected at least once per year and there was a team of inspectors out 'walking' the Borough each day. The Cabinet Member noted that there was an issue with promising that works would be carried out within a certain timescale in that, it was not known which emerging highways maintenance issues would occur around the Borough in that time period, making it incredibly difficult to plan far ahead in terms of which specific roads would receive works. In response, the Committee were minded to increase the transparency of the way in which Members' Enquiries and service requests were responded to, potentially through a standardised response template, which would improve the way in which Members and residents were communicated with regarding the reasoning behind the scheduling of works.

The Chairman thanked the witnesses present for attending and giving their input into the Committee's review. The Committee commended the condition of roads within Hillingdon and highlighted that it was often evidenced when driving outside of the Borough boundary by a poorer road surface. There was also an understanding that local authority budgets were currently squeezed in all parts of the country and the Cabinet Member noted that there was the intention of increasing the amount of resurfacing and repair work conducted on Hillingdon's highway network in future.

**RESOLVED: That the Property, Highways & Transport Select Committee used the second witness session of the review to broaden understanding of the Council's practical and strategic approach to highways resurfacing.**

## 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>

#### 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)
SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services										
<b>Cabinet meeting - Thursday 20 April 2023 (report deadline 30 March 2023)</b>										
125	<b>Kingsend Short-Term Car Park</b>	Cabinet will consider a report regarding lease arrangements in respect of the Kingsend Short-Term Car Park, off Wood Lane in Ruislip.	Ruislip		Cllr Eddie Lavery - Residents' Services / Cllr Jonathan Bianco - Property, Highways and Transport	Property, Highways & Transport	P - Roy Clark / Alan McCarthy		NEW ITEM	Private (3)
118	<b>Flats at Newport Road, Hayes End</b>	Cabinet will consider the purchase of land and new build flats at Newport Road for social housing.	Charville		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Julie Markwell			Private (3)
121	<b>Hayes Estate Regeneration - Ongoing Consultancy requirements</b>	Although the Hayes Regeneration Project is now underway, there remains a need to engage with consultants through the life of the projects. This paper to Cabinet will seek approval to formalise those engagements.	Wood End / Hayes Town		Cllr Jonathan Bianco - Property, Highways & Transport / Cllr Martin Goddard - Finance / Cllr Eddie Lavery - Residents Services'	Property, Highways & Transport	R - Matthew Kelly, Mark Holmes			Private (3)
104	<b>Provision of Supply, Fitting and Service of Tyres for Fleet</b>	This report will seek Cabinet approval to award a contract for the supply, fitting and service of tyres for the Council's wide-ranging fleet of vehicles, including on-site tyre repair service and external site attendance available on a 24 hour call-out basis. This ensures the Council can maintain effective front-line services to residents.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Finance & Corporate	R - Steve Gunter, Trudie Eldriny			Private (3)
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

Page 123

**Upcoming Decisions**

**Further details**

**Ward(s)**

Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
--------------------------------	-------------------------------	---------------------------	----------------------------	--------------------------------------	----------	---------------------------------

SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services

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 Member Decisions expected - April 2023**

096	<b>Low/Med Rise Lateral &amp; Electrical Distribution Upgrades at Barnhill and Portland Road Estates</b>	Cabinet Members 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 / Cllr Martin Goddard - Finance	Property, Highways & Transport	P - John Phillips / Gary Penticost		Def	Private (3)
-----	--	---	--------------------	--	---	--------------------------------	------------------------------------	--	-----	-------------

SI	<b>Standard Items taken each month by the Cabinet Member</b>	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	TBC	C - Democratic Services	Various		Public
----	--	--	---------	--	-----	-----	-------------------------	---------	--	--------

**Cabinet meeting - Thursday 25 May 2023 (report deadline 5 May)**

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 Member Decisions expected - May 2023**

SI	<b>Standard Items taken each month by the Cabinet Member</b>	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	TBC	C - Democratic Services	Various		Public
----	--	--	---------	--	-----	-----	-------------------------	---------	--	--------

Page 124

# 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)
SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services										
<b>Cabinet meeting - Thursday 22 June 2023 (report deadline 5 June)</b>										
127	<b>Relocation of Motor Mechanics Workshop</b>	Cabinet will consider the appointment of the contractor and funding for the proposed new Motor Vehicle Workshop at Blackhorse Yard, in Uxbridge for educational purposes. The workshop will be relocated from the former Hillingdon Tuition Centre site at Providence Road, Yiewsley.	Uxbridge / Yiewsley		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Carmel Hynes		NEW ITEM	Private (3)
128	<b>Civic Centre Transformation Project - Appointment of Contractor</b>	Cabinet will consider the appointment of the fit out contractor for the Civic Centre transformation project. This project is part of the Council's commitment to becoming carbon neutral by 2030, reducing running costs and to make better use of vacant space and attracting new investment and footfall to the Civic Centre site.	Uxbridge		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Jenny Evans		NEW ITEM	Private (3)
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		Def	Private (3)
117	<b>The Servicing, Repairs and Maintenance of Gas Fired Heating Installations in Domestic Properties</b>	Cabinet will consider the award of a contract to a suitably qualified and experienced contractor for the servicing, repairs and maintenance of domestic gas fired boiler Installation and associated systems in tenanted residential properties within the London Borough of Hillingdon. The contract period will be for 3 years with options to extend for a further 2 years.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P / R - Gary Penticost / Michael Breen			Private (3)
122	<b>Provision of Electric Vehicle Charge Point (EVCP) infrastructure including feasibility, design, installation, maintenance and operation</b>	Following a procurement exercise, Cabinet approval will be sought for the appointment of an EVCP supplier for the upgrade, replacement or removal of legacy EVCP's and the introduction of new charging points on adopted highways or other Council owned property within the Borough. This will provide an accessible charging point infrastructure for residents and visitors to Hillingdon. The proposed contract will encompass feasibility works, design, installation, maintenance and operation of the charging points.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Poonam Pathak / Allison Mayo	This will be monitored by the Property, Highways and Transport Select Committee, following a previous review into the matter.		Private (3)

Page 125

Ref **Upcoming Decisions**

**Further details**

Ward(s)

Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
--------------------------------	-------------------------------	---------------------------	----------------------------	--------------------------------------	----------	---------------------------------

SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services

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		TBC	TBC	C - Democratic Services	TBC		Public

**Cabinet Member Decisions expected - June 2023**

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		C - Democratic Services	Various		Public
----	--	---	---------	--	-----	--	-------------------------	---------	--	--------

**Cabinet meeting - Thursday 27 July 2023 (report deadline 10 July)**

126 Page 126	<b>Passenger Lift Maintenance, Service and Repairs Contract</b>	Following a competitive tender exercise, Cabinet will consider a contract for Passenger Lift Maintenance, Service and Repairs in the Borough.	Various		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - John Philips		NEW ITEM	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)

**Cabinet Member Decisions expected - July 2023**

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		C - Democratic Services	Various		Public
----	--	---	---------	--	-----	--	-------------------------	---------	--	--------

**AUGUST 2023 - NO CABINET MEETING**

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	C - Democratic Services	Various		Public
----	--	---	---------	--	-----	-----	-------------------------	---------	--	--------

Upcoming Decisions Further details

Ward(s)

Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
--------------------------------	-------------------------------	---------------------------	----------------------------	--------------------------------------	----------	---------------------------------

SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services

**Cabinet meeting - Thursday 14 September 2023 (report deadline 25 August)**

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	C - 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 Member Decisions expected - September 2023**

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	C - Democratic Services	Various		Public
----	--	---	---------	--	-----	-----	-------------------------	---------	--	--------

**Cabinet meeting - Thursday 12 October 2023 (report deadline 25 September)**

SI Page 127	<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)

**Cabinet Member Decisions expected - October 2023**

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	C - 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)
--------------------------------	-------------------------------	---------------------------	----------------------------	--------------------------------------	----------	---------------------------------

SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services

**Cabinet meeting - Thursday 9 November 2023 (report deadline 23 October)**

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	C - Democratic Services			Public

**Cabinet Member Decisions expected - November 2023**

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	C - Democratic Services	Various		Public
----	--	---	---------	--	-----	-----	-------------------------	---------	--	--------

**Cabinet meeting - Thursday 14 December 2023 (report deadline 27 November)**

109 CS 128	<b>Transport for London Local Implementation Plan - Annual Spending Submission</b>	Cabinet will consider the Council's submission to Transport for London for funding on local transport infrastructure projects.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Alan Tilly / Sophie Wilmot			Public
110a	<b>The Council's Budget Medium Term Financial Forecast 2024/25 - 2028/29 (BUDGET FRAMEWORK)</b>	This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2023/24 for consultation, along with indicative projections for the following four years. This will also include the HRA rents for consideration.	All	Proposed Full Council adoption - February 2024	Cllr Martin Goddard - Finance	All	R - Andy Evans	Public consultation through the Select Committee process and statutory consultation with businesses & ratepayers		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	C - 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 - TBC			Private (3)

Ref **Upcoming Decisions** Further details

Ward(s)

Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
--------------------------------	-------------------------------	---------------------------	----------------------------	--------------------------------------	----------	---------------------------------

SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services

**Cabinet Member Decisions expected - December 2023**

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	C - Democratic Services	Various		Public
----	--	---	---------	--	-----	-----	-------------------------	---------	--	--------

**Cabinet meeting - Thursday 4 January 2024 (report deadline 11 December 2023)**

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	C - Democratic Services			Public

**Cabinet Member Decisions expected - January 2024**

SI Page 129	<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	C - Democratic Services	Various		Public
----------------	--	---	---------	--	-----	-----	-------------------------	---------	--	--------

Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	<b>NEW ITEM</b>	Public or Private (with reason)
--------------------------------	-------------------------------	---------------------------	----------------------------	--------------------------------------	-----------------	---------------------------------

SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services

**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	C - 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

Page 130

# 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	<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		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			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		All	TBC	various			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 response.	TBC		All	TBC	various			Public

SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services

Page 131

Published March 2023 - The Cabinet's Forward Plan is an official document by the London Borough of Hillingdon, UK

This page is intentionally left blank

## 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>
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.

# MULTI-YEAR WORK PROGRAMME 2022 - 2026

	2022/23										2023/24	
Property, Highways & Transport Select Committee	June 8	July 13	August No meeting	September 20	October 18	November 16	December No meeting	January 11	February 9	March 7	April 6	May No meeting
<b>Highways Resurfacing Review</b> Topic selection / scoping stage Witness / evidence / consultation stage Findings, conclusions and recommendations Final review report agreement Target Cabinet reporting				Selection/Scoping	Witness Session			Witness Session		Site Visit	Findings	
<b>Regular service &amp; performance monitoring</b> Mid-year budget / budget planning report Quarterly Performance Monitoring (TBC) Cabinet's Budget Proposals For Next Financial Year Annual Electric Vehicle Infrastructure Report Cabinet Forward Plan Monthly Monitoring				X				X			X	
	X	X		X	X	X		X	X	X	X	
<b>One-off information items</b> Scrutiny Introduction (Democratic Services) Road and Footway Resurfacing Programme Council Strategy 2022-2026 consultation Capital Programme - Major Projects Overview Renewals/Repairs for Social Housing Units Policy Review Discussion & Guidance Building Safety Strategy - Monitoring Report Crossrail: Parking Pressures in West Drayton and Hayes Traffic Calming Measures Information Report Electric Vehicles Strategy Consultation (Date TBC 2023/24)	X				X							
		X									X	
		X									X	
								X	X			
								X	X			
<b>Utility Companies External Scrutiny</b> TBC												
<b>Past review delivery</b> Electric Vehicle Infrastructure (Annual report going forward)											X	
<b>Site Visits</b> Highways Resurfacing - Rhino Patch Machine Civic Centre - Capital Programme (TBC)										X		

This page is intentionally left blank