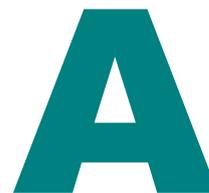




HILLINGDON
LONDON



Residents' Services Select Committee

Councillors on the Committee

Councillor Wayne Bridges (Chairman)
Councillor Colleen Sullivan (Vice-Chairman)
Councillor Scott Farley (Opposition Lead)
Councillor Janet Gardner
Councillor Ekta Gohil
Councillor Sital Punja
Councillor Peter Smallwood

Date: THURSDAY, 21 JULY 2022

Time: 7.00 PM

Venue: COMMITTEE ROOM 6 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE

**Meeting
Details:** Members of the Public and
Press are welcome to attend
this meeting

**This agenda and associated
reports can be made available
in other languages, in braille,
large print or on audio tape.
Please contact us for further
information.**

Published: 13 July 2022

Contact: Liz Penny
Tel: 01895 250185
Email: epenny@hillington.gov.uk

This Agenda is available online at:

<http://modgov.hillingdon.gov.uk/ieListMeetings.aspx?CId=118&Year=0>

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

Residents' Services Select Committee

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

Cabinet Member Portfolio	Cabinet Member for Residents' Services (Cllr Eddie Lavery)
Relevant service areas	<ol style="list-style-type: none">1) Community Safety, Licensing, Standards and Enforcement2) Planning & Regeneration3) Housing policy, homelessness & tenancy management4) Green Spaces, Sport & Culture5) Waste Services

Statutory Crime and Disorder Scrutiny

This Committee will act as a Crime and Disorder Committee as defined in the Crime and Disorder (Overview and Scrutiny) Regulations 2009 and carry out the bi-annual scrutiny of decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions. In practice, this is undertaken currently by a bi-annual review of the Safer Hillingdon Partnership, which includes senior officers from the Metropolitan Police, London Fire Brigade and Probation Service attending to answer questions from Councillors. More guidance on this important aspect of external scrutiny will be provided to the Committee.

Cross-cutting topics

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

- Climate Change
- Local impacts of Heathrow expansion
- Local impacts of High Speed 2
- Community Cohesion

Agenda

- 1 Apologies for Absence
- 2 Declarations of interest in matters coming before this meeting
- 3 To receive the minutes of the previous meeting 1 - 4
- 4 To confirm that the items of business marked as Part I will be considered in public and those marked Part II will be considered in private
- 5 Consultation on the Council Strategy 2022 - 2026 5 - 14
- 6 Empty Properties (Council Tax Premium & Empty Dwelling Management Orders) 15 - 20
- 7 Select Committee Review: Policy Review Discussion and Guidance 21 - 30
- 8 Forward Plan 31 - 40
- 9 Work Programme 41 - 44

Minutes

RESIDENTS' SERVICES SELECT COMMITTEE

15 June 2022

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



HILLINGDON
LONDON

	<p>Committee Members Present: Councillors Wayne Bridges (Chairman) Colleen Sullivan (Vice-Chairman) Scott Farley (Opposition Lead) Janet Gardner Ekta Gohil Sital Punja Peter Smallwood</p> <p>LBH Officers Present: Mark Braddock, Senior Democratic Services Manager Liz Penny, Democratic Services Officer</p>
3.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>There were no apologies for absence.</p>
4.	<p>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>None.</p>
5.	<p>TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING (<i>Agenda Item 3</i>)</p> <p>RESOLVED: That the minutes of the meeting dated 12 May 2022 be agreed as an accurate record.</p>
6.	<p>TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED AS PART I WILL BE CONSIDERED IN PUBLIC AND THOSE MARKED PART II WILL BE CONSIDERED IN PRIVATE (<i>Agenda Item 4</i>)</p> <p>It was confirmed that all items of business were marked Part I and would be considered in public.</p>
7.	<p>INTRODUCTION TO OVERVIEW AND SCRUTINY IN HILLINGDON (<i>Agenda Item 5</i>)</p> <p>Mark Braddock, Senior Democratic Services Manager, provided the Committee with an introduction to overview and scrutiny within Hillingdon.</p> <p>Key topics highlighted from the report included:</p> <ul style="list-style-type: none">• The purpose, role and remit of the Residents' Services Select Committee, including how the Committee fitted into the local and national scrutiny structure;

- How Select Committees worked, including their alignment with Cabinet portfolios, adherence to the Local Government Act, and partnership working with Cabinet Members and reporting to Cabinet;
- The Scrutiny Call-In process, including use of the Hillingdon Call-In app, special urgency decision making and the waiving of the call-in period, and the Leader's emergency powers; and
- Scrutiny Essentials and Top Tips.

The Committee was reminded that it had no direct decision making powers, although it could make suggestions or recommendations for actions to Cabinet. Additionally, the Committee would be given the opportunity to provide comments to Cabinet prior to it making certain decisions, as part of the Council's consultation process.

It was noted that the Residents' Services Select Committee had a cross cutting remit in terms of climate change. An update on the Strategic Climate Action Plan would be provided to the Committee in October 2022. Moreover, the Select Committee had responsibility for the statutory scrutiny of Crime & Disorder external partners enabling it to scrutinise the work of the Safer Hillingdon Partnership.

Members raised the issue of topics that cut across multiple Cabinet Member portfolios, and how it was determined which Committee would review the report on such topics. The Committee was advised that in such instances, in an effort to avoid duplication of officer work, any relevant report would be considered by the 'primary' Select Committee (i.e. the Committee whose remit was most closely aligned to the topic's service area/department). Where there were specific interests that crossed a number of Committees, the Chairmen from those interested Committees could be invited to attend the primary Committee meeting and contribute to consideration of the item.

On the matter of Call-Ins, it was confirmed that a special meeting would need to be arranged if required.

Members requested further clarification on the matter of external scrutiny. It was confirmed that the Select Committee would receive a report bi-annually. Senior officers from the Police, Fire Brigade and the Probation Service could be invited to attend these meetings.

RESOLVED: That the report and presentation be noted.

8. **FORWARD PLAN** (*Agenda Item 6*)

At the request of Members, it was agreed that the Local Flood Risk Management item on the Forward Plan be amended to reflect the fact that Vicky Boorman had left the Council.

RESOLVED: That the Forward Plan be noted.

9. **WORK PROGRAMME** (*Agenda Item 7*)

It was noted that, at the 21 July 2022 meeting, the topic for the Select Committee's major review would be discussed. Suggestions at this stage included:

1. Housing services / housing reception – customer experience;
2. Homelessness post-pandemic;
3. Modern enforcement (delivery drivers and their impact on the High Street / anti-

social behaviour);

4. Review of parking and enforcement – information item;
5. An update on High Street regeneration post-Covid – information item;
6. An update on CIL recording and a request for an additional S106 expenditure report – information item.

It was noted that some of these matters could be considered as information items rather than as the topic of a full Committee review. At the July meeting, a scorecard could be used to assist with topic selection. It was noted that it was sometimes beneficial to receive an information report first to assist the Committee in establishing whether a full review of a particular matter was worthwhile or required.

The Committee was informed that the Allotments item originally planned for the July meeting would now be considered in November 2022. Site visits to front line services were to be arranged and ideas were welcome.

RESOLVED: That the Work Programme be noted.

The meeting, which commenced at 7.00 pm, closed at 7.45 pm.

These are the minutes of the above meeting. For more information on any of the resolutions please contact Liz Penny on 01895 250636 or epenny@hillingdon.gov.uk. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

This page is intentionally left blank

COUNCIL STRATEGY 2022 - 2026

Committee name	Residents' Services Select Committee
Officer reporting	Tony Zaman – Interim Chief Executive Dan Kennedy – Corporate Director of Central Services
Papers with report	Cabinet report – 7 July 2022
Ward	All

HEADLINES

For the Select Committee to consider and comment on the draft Council Strategy 2022-26 which has been approved by Cabinet for consultation.

RECOMMENDATION

That the Committee submit any comments to Cabinet on the Council Strategy, where it relates to matters within their remit.

SUPPORTING INFORMATION

On 7 July 2022, Cabinet agreed to consult on a four-year Council Strategy to provide a clear vision and a comprehensive framework of commitments to residents which continue to enhance the Borough and continuously improve council services to be modern, represent value for money and meet residents' needs.

The proposed Strategy is deemed a policy framework document as set out in Chapter 4 of the Council's Constitution. This means it that it will become one the most strategic documents of the Council, making up the 'framework' under which the Cabinet will operate and make decisions.

Consideration of this Strategy is, therefore, to be undertaken in accordance with the Budget and Policy Framework Procedure Rules in the Council's Constitution and statutorily, these require the Cabinet to set out a timetable for the Strategy's adoption, to include a minimum 6-week consultation period and consideration by the relevant select committees, which are all in this case. The following timetable has been proposed:

1. Consultation draft to Cabinet – 7 July 2022
2. Min. 6-week public consultation period and select committees (July / August 2022)
 - a. Finance & Corporate Services Select Committee – 13 July 2022
 - b. Health & Social Care Select Committee – 19 July 2022
 - c. Children, Families & Education Select Committee – 20 July 2022
 - d. Residents' Services Select Committee – 21 July 2022
 - e. Property, Highways & Transport Select Committee – 28 July 2022
3. Cabinet consideration of final draft, consultation and select committee responses – 13 October 2022
4. Council adoption of Council Strategy – 17 November 2022

Select Committee comments

Councillors on this Select Committee may wish to comment on the draft Strategy. Any comments should focus on matters within the Committee's remit which is set out below:

Relevant service areas:

Community Safety, Licensing, Standards and Enforcement
Planning & Regeneration
Housing policy, homelessness & tenancy management
Green Spaces, Sport & Culture
Waste Services

Statutory Crime and Disorder Scrutiny

Cross cutting topics:

Climate Change
Local impacts of Heathrow expansion
Local impacts of High Speed 2
Community Cohesion

Should the Committee wish to send formal comments to the Cabinet, this can either be agreed at the meeting, or delegated to the Democratic Services Officer, in conjunction with the Chairman (and in consultation with the Opposition Lead).

It is important for Councillors to note that the proposed Council Strategy cannot be an exhaustive plan setting out all the things the Council will seek to do and achieve over the next 4 years. It should remain a high level, succinct and resident focussed strategy setting out key priorities.

Expected officers to introduce this item on the Select Committee agenda will be the Interim Chief Executive and Corporate Director of Central Services. They will set the scene and provide a strategic overview, along with answering any questions Councillors may have.

PERFORMANCE DATA

The intention is that new quarterly performance monitoring reports will be presented to Select Committees later this municipal year and such performance monitoring data and KPIs will, reflect the approved Council Strategy.

RESIDENT BENEFIT

As set out in the Cabinet report.

FINANCIAL IMPLICATIONS

As set out in the Cabinet report.

LEGAL IMPLICATIONS

As set out in the Cabinet report.

BACKGROUND PAPERS

NIL.

COUNCIL STRATEGY 2022-2026

Cabinet Member(s)	Cllr Ian Edwards
Cabinet Portfolio(s)	Leader of the Council
Officer Contact(s)	Dan Kennedy, Central Services
Papers with report	Appendix 1 – Draft Hillingdon Council Strategy 2022-2026

HEADLINES

Summary	<p>Hillingdon Council is committed to putting its residents first. Through strong leadership, sound financial management and transforming how it works, the Council will ensure it provides high-quality services residents expect in the most efficient way.</p> <p>The four-year council strategy presented in this report provides a clear vision and a comprehensive framework of commitments to residents which continue to enhance the Borough, continuously improve council services, represent value for money and meet residents' needs.</p> <p>Cabinet is asked to consider and approve the draft four-year council strategy for consultation and to agree to receive the findings of the consultation and any recommended changes in the Autumn, prior to approving the strategy for adoption by full Council.</p>
Putting our Residents First	This report presents a four-year strategy for the Council with clear commitments to put our residents first.
Financial Cost	There are no direct financial implications arising from the recommendations set out in this report, with ongoing development of the Council's medium Term Financial Forecast and Budget Strategy being aligned to the Council Strategy.
Relevant Select Committee	All Select Committees
Wards	All.

RECOMMENDATIONS

That the Cabinet:

1. Approves Hillingdon's draft Council Strategy 2022-26 in Appendix 1 for consultation and;
2. Agrees to receive the final Council Strategy 2022-2026 in October 2022, informed by the findings from the proposed consultation process, in order to recommend the Strategy to full Council for adoption.

Reasons for recommendation

Hillingdon's draft Council strategy sets out a clear vision for the Borough and the Council, for the next four years and forms a key element of the policy framework. Approval is sought from Cabinet to approve the strategy for consultation, to ensure that residents and partners have the opportunity to consider and comment on the commitments. The consultation stage is prior to Cabinet approving to recommend Council adopt the strategy in the Autumn.

Alternative options considered / risk management

No alternative options were considered. The draft strategy sets out the vision and priorities for the council over the next four years and consideration of resident and partner feedback arising from the consultation will ensure the council continues to put residents first.

Democratic compliance

The Council Strategy is a policy framework document as set out in Chapter 4 of the Council's Constitution. Consideration of this Strategy is, therefore, to be undertaken in accordance with the Budget and Policy Framework Procedure Rules and these require the Cabinet to set out a timetable for the Strategy's adoption, to include a minimum 6-week consultation period and consideration by the relevant select committees. The following timetable is proposed:

1. Consultation draft to Cabinet – 7 July 2022
2. Minimum 6-week public consultation period and select committees (July / August 2022)
 - a. Finance & Corporate Services Select Committee – 13 July 2022
 - b. Health & Social Care Select Committee – 19 July 2022
 - c. Children, Families & Education Select Committee – 20 July 2022
 - d. Residents' Services Select Committee – 21 July 2022
 - e. Property, Highways & Transport Select Committee – 28 July 2022
3. Cabinet consideration of final draft, consultation and select committee responses – 13 October 2022
4. Council adoption of Council Strategy – 17 November 2022

Select Committee comments

None at this stage. As a policy framework document, comments from Select Committees will be presented to Cabinet following the conclusion of the consultation process.

SUPPORTING INFORMATION

1. Hillingdon Council continues to put residents first in everything it does. This includes our excellent waste and recycling services, investing in footpaths and roads, providing high quality leisure facilities and award-winning green spaces, building new affordable homes, enhancing schools, supporting local high streets, tackling the effects of climate change, protecting residents from harm and supporting residents to live independent and healthy lives, the Council is committed to making a difference.
2. The Council's approach of strong leadership, sound financial management and transforming how it works will continue to ensure high-quality services and facilities residents expect are provided in the most efficient way.
3. The draft Council Strategy 2022-2026 builds on the successes of the Council to date and sets a clear vision, the ambition for residents and the council, and commitments to residents over the next four years to continue to respond positively to changing demands and requirements.

Our Ambition for Residents

Hillingdon is a safe, inclusive, green, more digital borough with a strong economy.

Our Ambition for the Council

We will strive to be an efficient, well-run, digital-enabled council working with partners to deliver services to improve the lives of our residents.

Commitments to Residents

1. Safe and Strong Communities

Hillingdon is a safe place with resilient, strong communities with access to good quality, affordable housing.

2. Thriving, Healthy Households

Children, young people, their families and vulnerable adults and older people live healthy, active and independent lives.

3. A Green and Sustainable Borough

Hillingdon will be a sustainable, carbon-neutral borough, protecting Hillingdon's heritage, built environment and valued green spaces. Residents will live in pleasant neighbourhoods with access to sustainable waste management and transport.

4. A Thriving Economy

We are actively working with local businesses and partners to create a borough where businesses grow within a strong economy and local people can improve their skills and enjoy good quality jobs.

5. A Digital-Enabled, Modern, Well-Run Council

We are a well-run, sustainable council with sound financial management, achieving positive outcomes for residents.

4. The draft strategy (appendix 1) provides a broad, overarching framework for effective business planning and strong performance management within the Council to drive the transformation of services to continue to meet the changing needs and expectations of residents.
5. The Council wants to hear from residents, community groups, partners and businesses about the details set out within the draft strategy. Cabinet is, therefore, asked to agree that the draft plan is subject to a consultation process to engage meaningfully with residents, the community and businesses to inform the final strategy, to be presented to Cabinet in October 2022.

Financial Implications

There are no direct financial implications associated with the recommended consultation and subsequent consideration by Cabinet of the draft strategy. As outlined above the strategy will provide the overarching framework within which the Council will deliver for residents, with development of the Council's Medium Term Financial Forecast and Budget Strategy to be undertaken in pursuit of these ambitions and commitments.

RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon Hillingdon residents, service users and communities?

The four-year council strategy presented in this report provides the vision and a comprehensive framework of commitments to residents which seek to continue to enhance the Borough and continuously improve council services to be modern, represent value for money and meet residents' needs.

The proposed consultation stage for the strategy will seek views from residents, partner organisations and businesses to ensure comments are considered prior to finalising the strategy.

Consultation carried out or required

The report recommends Cabinet approves a consultation stage with residents, partner organisations and businesses to seek views on the proposed four-year strategy to inform the final strategy to be presented to Cabinet in October 2022. The consultation will involve a structured survey available to all residents, promotion through a variety of channels, pro-active contact with partners and engagement with residents' associations. The consultation stage will invite comments from all Select Committees.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed this report and draft Council Strategy, noting that the ambitions set out for both Residents and the Council will inform ongoing development of the Medium-Term Financial Forecast and Budget Strategy. As noted above, there are no direct financial implications arising from the development of and consultation on the draft Council Strategy.

Legal

Legal Services confirm that there are no specific legal implications arising from this report at the current time. More detailed legal advice will be given to Cabinet in October 2022, following the outcome of the consultation.

BACKGROUND PAPERS

NIL

Appendix 1 – Draft Council Strategy 2022-2026

Hillingdon Council

Our Borough

Hillingdon is a prosperous, modern, diverse and connected London Borough. It is the westernmost borough in Greater London with a population of just over 309,000. Hillingdon has outstanding facilities and opportunities that position the borough to be a great place to live, work, study and do business.

- Hillingdon is the second largest of London's 32 boroughs, covering an area of 42 square miles (11,571 hectares) and located just 14 miles from central London.
- A diverse and vibrant population, with 92 spoken languages in the Borough.
- Home to Heathrow Airport, historically the region's biggest employment site supporting the economy, jobs and local services.
- An excellent strategic location for business, with good transport connections including the London Underground Metropolitan, Piccadilly and Central lines, the Elizabeth Line, the national rail network and air, as well as major UK motorways (M4, M25 and M40).
- A Borough with more than 16,000 businesses. As well as a vibrant local business sector, Hillingdon has one of the highest concentrations of major international and European headquarters outside of the City of London and the West End.
- A green borough where town meets country - with 800 acres of woodland, country parks, fields and farms, several rivers and the Grand Union Canal. The borough maintains more than 200 green spaces, totalling around 1,800 acres (730 hectares).
- A place for learning - home to more than 100 schools, Uxbridge College, Brunel University and a campus for Buckinghamshire New University.
- Three hospitals – The Hillingdon Hospital, Mount Vernon and the Harefield Hospital.
- Cultural and art offers – local theatres, visitor attractions and heritage trails.

Our Vision

Putting Our Residents First

Our Ambition for Residents

Hillingdon is a safe, inclusive, green, more digital borough with a strong economy. We want all our residents to:

- Live active and healthy lives.
- Enjoy access to green spaces, leisure activities, culture and arts.
- Live in a sustainable borough that is carbon neutral.
- Be / feel safe from harm
- Live in good quality, affordable homes in connected communities.
- Stay living independently for as long as they are able.
- Achieve well in education, with opportunities for learning at all ages.
- Have opportunities to earn an income that supports their families.

Our Ambition for the Council

We will strive to be an efficient, well-run, digital-enabled council working with partners to deliver services to improve the lives of our residents.

Our Commitments to Residents

1. Safe and Strong Communities

Hillingdon is a safe place with resilient, strong communities with access to good quality, affordable housing. We will;

- Work to keep residents safe from harm.
- Actively work in partnership with the Police, other partners and communities to prevent and tackle crime, including anti-social behaviour and drug-related crime.
- Support residents to play an active role in resilient and respectful communities.
- Take enforcement action to protect residents and the environment.
- Enable more new homes to be available, in the appropriate places.
- Increase the number of affordable homes available each year.
- Prevent and tackle homelessness, including rough sleeping.

2. Thriving, Healthy Households

Children, young people, their families and vulnerable adults and older people live healthy, active and independent lives. We will;

- Work with partners, including schools, to deliver a range of innovative programmes that help improve the health of our residents and tackle differences in health outcomes.
- Support the most vulnerable residents in our communities to live independently.
- Develop housing options for vulnerable adults and older people that promotes active independent living.
- Develop innovative ways for residents to access early advice and support when they need it, to help prevent needs escalating.
- Work with the NHS and other partners to continue to develop joined-up services to meet the health, care and support needs of residents in the community, including the development of a new Hillingdon Hospital.
- Work with partners to ensure better access to healthcare in the community
- Explore ways to work innovatively with the voluntary sector to help improve health and wellbeing outcomes for residents.
- Ensure every Hillingdon child has access to a school place, including children with additional needs.
- Improve educational outcomes with partners and work to reduce the achievement gaps for children, including those with vulnerabilities and special educational needs and/or disabilities (SEND).
- Have access to 'Good' and 'Outstanding' local education settings
- Increasing supported employment and apprenticeships for vulnerable people.
- Develop opportunities to support children with social, emotional and mental health and wellbeing at an early stage.
- Improving digital access for all
- Develop programmes that enrich the lives of young people and support them to move successfully into adulthood and be ready for work.

3. A Green and Sustainable Borough

Hillingdon will be a sustainable, carbon-neutral borough, protecting Hillingdon's heritage, built environment and valued green spaces. Residents will live in pleasant neighbourhoods with access to sustainable waste management and transport. We will;

- Work towards being a carbon-neutral organisation by delivering Hillingdon's Climate Action Plan with partners, including planting more trees and enabling investment in new sustainable infrastructure. Create opportunities to increase biodiversity across the Borough.
- Protect the heritage, built environment, green belt, parks and open spaces.
- Promote sustainable transportation, including walking, cycling, the use of public transport and electric vehicles.
- Help residents and businesses to reduce waste and increase recycling.
- Help to improve the energy efficiency of homes.

4. A Thriving Economy

We are actively working with local businesses and partners to create a borough where businesses grow within a strong economy and local people can improve their skills and enjoy good quality jobs. We will;

- Work with partners and local businesses to promote investment and business growth, including attracting new companies to the Borough.
- Procure services that supports local businesses and adds social value.
- Work in partnership with local employers and other stakeholders to provide opportunities for residents to learn new skills, to find local jobs and progress into better-quality jobs.
- Strengthen the digital infrastructure in the Borough.
- Create opportunities for investment in sustainable local infrastructure to support economic growth.
- Work with partners to help tackle low pay.
- Support thriving multi-purpose, viable town centres, including creating a new master plan for Uxbridge.
- Target support to help residents out of financial hardship.

5. A Digital-Enabled, Modern, Well-Run Council

We are a well-run, sustainable council with sound financial management, achieving positive outcomes for residents. We will;

- Be a strong leader of joined-up public services for Hillingdon residents.
- Promote resident engagement in connected communities.
- Embrace technology to be efficient and make it easier for residents to use council services.
- Make the best use of our land and buildings.
- Ensure value for money in the procurement and delivery of services.
- Continue to review and develop services to achieve the best possible outcomes for residents and communities.
- Develop a diverse, committed and skilled workforce in the Borough.

Empty Properties (Council Tax Premium & Empty Dwelling Management Orders)

Committee name	Residents' Services Select Committee
Officer reporting	Maureen Pemberton, Head of Revenues Debby Weller, Housing Policy and Strategy Manager Mark Billings, Head of Housing Options, Homelessness & Standards
Papers with report	N/A
Ward	All

HEADLINES

In February 2022 officers presented a report to the Environment, Housing and Regeneration Select Committee setting out the current position regarding empty residential properties in the Borough and the potential tools for bringing empty properties back into use. Following the meeting, the Committee Chair requested additional information regarding the use of the Council Tax Premium and Empty Dwelling Management Orders and this is set out in the body of this report.

This report provides information in relation to the statutory basis for charging council tax for empty properties in the London Borough of Hillingdon. It sets out the current level of charges and provides information regarding the ongoing review of empty properties within the Borough being conducted by the Revenues Service, in conjunction with the Business Assurance and Counter Fraud Team.

RECOMMENDATION

That the Residents' Services Select Committee notes the position on Council Tax charges for empty properties and Empty Dwelling Management Orders.

SUPPORTING INFORMATION

Legislative Basis for Charging Council Tax

Council Tax was introduced on 1 April 1993 enabled by the Local Government Finance Act 1992. The LGFA 1992 specified a number of exemptions and discounts in relation to occupied and empty properties. Some of the statutory exemptions for empty properties have since been replaced by local discounts enabled by the Local Government Finance Act 2012 including the power to charge a premium in addition to the standard council tax for properties that have been unoccupied and substantially unfurnished for more than 2 years.

Unoccupied properties exempt from council tax charges

Unoccupied properties that are identified as exempt from council tax in the LGFA 1992 (as

amended) are shown in Table A with the numbers of properties recorded for each category at the end of June 2022.

Table 1

Unoccupied properties exempt from council tax		
Class	Description	No
B	Unoccupied property owned by a charity. The exemption will only apply for up to 6 months.	25
D	Property left unoccupied by someone who has gone into prison, except for those in prison for non-payment of council tax or fines.	7
E	Property left unoccupied by someone who has moved into a hospital or nursing home, in order to receive personal care.	126
F	Properties left unoccupied following the death of the occupier. The occupier must also have been the owner and in occupation when they died. This exemption will last for up to 6 months following the grant of probate or letters of administration after which the full council tax will become due.	531
G	Property left unoccupied because occupation is prohibited by law.	6
H	An unoccupied property, held vacant, awaiting to be occupied by a Minister of Religion.	1
I	Property left unoccupied by someone who has moved elsewhere (other than a hospital or care home) in order to receive personal care because of old age, disability, illness, past or present alcohol or drug dependence or past or present mental disorder.	6
J	Property left unoccupied by someone who has moved elsewhere in order to provide personal care to an individual because of old age, disability, illness, past or present alcohol or drug dependence or past or present mental disorder.	3
K	Unoccupied property owned by a full-time student, and which was their last sole or main place of residence.	0
L	Unoccupied property which has been repossessed.	6
Q	Unoccupied property where the liable person	0

	is acting as a trustee in bankruptcy.	
T	An unoccupied annex which forms part of a single dwelling.	0
U	Property solely occupied by the severely mentally impaired.	360
W	Occupied annex to an occupied dwelling, which is the home to a dependent relative of the person living in the other dwelling.	5
	Total Empty and exempt property	1,076

Other Empty Property Charges

In addition to the properties in the above list, the LGFA 1992 identified other classes of unoccupied properties for council tax purposes. Historically, these were;

- Empty and furnished properties. Eligible, for a 25% reduction indefinitely
- Properties undergoing structural repairs and refurbishment. Eligible for a 100% reduction for up to 1 year whilst the property was undergoing such repairs and remained empty and substantially unfurnished
- Properties that were empty and substantially unfurnished. Eligible for an exemption from council tax for up to 6 months.

In 2013 the statutory exemptions/discount for empty properties were removed from the legislation governing the administration of council tax. At the same time local authorities were given the power to set a local discount for such properties.

The Council resolved on 17 January 2013 to remove the reduction for empty and furnished properties from 1 April 2013 and introduce local discounts. The local discounts introduced at this time were equivalent to the previous statutory exemptions for empty and unfurnished properties and those undergoing structural works.

In April 2020 the local discounts for empty properties were removed, leaving only the Empty Home Premium in place for empty properties which is effectively a surcharge of 50% extra council tax charged for properties empty for more than 2 years.

Table 2 below includes the number of properties as reported previously to the Select Committee in February 2022 and the current position, which demonstrates the extent for volatility in properties being reported empty.

Table 2

Empty Property (Class)	October 2021	June 2022
Furnished and Unoccupied PCLB 0% Discount	1,202	911
Unfurnished and unoccupied PCLC 0% Discount	947	747
PCLC 50% Premium charged as empty for over 2 years	230	163

Empty Home Premium

From 1 April 2013, billing authorities have been able to charge a premium on a class of property that has been unoccupied and unfurnished for two years or more. The premium, when introduced, was up to an extra 50% of the council tax on the property. Since 2019 it has been possible to increase this premium to 100% for properties that remain empty longer than 2 years.

Further increases are now possible for properties empty for longer than 5 years (200%) and 10 Years (300%). Hillingdon charges a 150% Empty Homes Premium. Table 3 shows the potential yield should the Council decide to increase the premium from 150% to 200%.

Table 3

Properties	LBH Council Tax	Increase @ 50%	Increase@100%	Potential Increased Yield
163	£224,441	£336,662	£448,883	£112k

There are currently 163 properties attracting the Empty Property Premium of 150% yielding £337K of additional income for the Council; increasing this to 200% will yield an additional £112k.

The 163 properties identified in Table 3 have a total of £538k outstanding liability in July 2022 equating to an average debt of £3,033 per property. Council tax liability on a Band D property, attracting a premium, is £2,488.30, demonstrating that there are significant arrears amongst this group.

Initially during the recovery process there can be difficulties ascertaining the correct liable parties etc. Once established, recovery activity for the collection of debt accrued by the owners of empty properties follows the normal route for each year with the Council issuing statutory reminders and making application to the Magistrates Court for liability orders.

Those more difficult to collect debts may involve the Council exhausting all other routes and resorting to using powers to obtain a charge on a property and, either awaiting, or forcing a sale. Such activity is resource intensive and requires a financial outlay by the Council before legal costs can be recovered from the proceeds of a sale further down the line.

As part of the Council's budget monitoring activities, the level of fees and charges are reviewed annually. Should the Council wish to increase the Empty Homes Premium, as part of their overall strategy, this can be implemented through the annual budget setting process – with a final decision to be made at the January 2023 meeting of Full Council.

From a perspective of bringing empty properties back into use, the advantage of charging the premiums possible is primarily about increasing the pressure on the owners of empty homes to take action.

Empty Dwelling Management Orders

An Empty Dwelling Management Order (EDMO) is a process which allows the Council to take over the management of empty residential properties with a view to agreeing with the owner a plan to bring them back into occupation. Ownership is not changed but an EDMO allows the Council to take over the management of an empty home. Costs incurred are recovered from the

rental income.

EDMOs were seen as a back-up power to be used as a last resort and regulations providing that EDMOs can only be sought where a property has been empty for two years (as opposed to a previous six months), and requiring the Council to give the owner at least three months' notice of the intention to apply for an order, came into force on 15 November 2012. EDMOs can only be pursued if the Council can provide evidence of environmental impacts such as anti-social behaviour and pest control around an empty property.

Applications made by local housing authorities under the Housing Act 2004 for EDMOs are determined by the Residential Property Tribunals. Government does not collect data on the number of EDMOs that have been issued, but it is clear that they are rarely used. A question to the Ministry of Justice answered in November 2012 confirmed that 38 Interim Empty Dwelling Management Orders had been approved since June 2010. EDMOs require financial and officer commitment from several Council services.

Officers will complete a review of our options for addressing empty homes and the financial implications during 2022/23 to inform an Empty Property Strategy.

FINANCIAL IMPLICATIONS

Whilst increasing the Council's Empty Properties Premium from 150% to 200% will yield additional income for the Council, experience has shown that due to the property being empty that recovery can take an extended period of time. As a result it will likely be necessary to provide for the risk of non-payment and therefore limit the extent to which sums due through the Premium can be applied to finance services in the short term. However, in the medium-term, the additional income is more likely to be realised once recovery processes are undertaken.

Work on empty properties within the Housing Service currently resides with the Private Sector Housing Team, should the Council want to pursue Empty Dwelling Management Orders (EDMOs) pump priming will be required into the team prior to any benefits being realised from bringing long-term empty properties back into use; however, it is worth noting that the use of EDMOs is considered to be the last resort with other options of bringing these properties back on stream deemed to be preferable through joint working with owners and landlords.

Both the Empty Properties Premium added to Council Tax liabilities and Empty Dwelling Management Orders should ultimately increase the amount of available properties in the Borough and reduce the Council's expenditure on temporary accommodation and homelessness; however, the benefit from these initiatives is likely to be over the medium term, following a period of initial investment, the cost benefit analysis of such a proposal will need to be considered in the context of the MTF refresh.

LEGAL IMPLICATIONS

None at this stage.

BACKGROUND PAPERS

[Empty Property report to Environment, Housing and Regeneration Select Committee February 2022](#)

This page is intentionally left blank

POLICY REVIEW DISCUSSION & GUIDANCE

Committee name	Residents' Services Select Committee
Officer reporting	Liz Penny, Democratic Services
Papers with report	Appendix A - Review topic selection scorecard
Ward	All

HEADLINES

To discuss ideas on suitable review topics by the Committee. To assist, this report provides guidance on the Committee's remit, an overview of how reviews can be undertaken, potential new and previous review topics and a scorecard to use to assess.

RECOMMENDATIONS

That the Committee:

- 1. Note the guidance on undertaking policy reviews in Appendix 1;**
- 2. Seek to make use of the scorecard attached in Appendix 1 (Annex A) to assess any policy review topic ideas;**
- 3. Develop a single or shortlist of potential topic ideas over the coming months or year for officers to scope further and report back to the Committee on feasibility.**
- 4. Delegate to the Democratic Services Officer, in conjunction with the Chairman (and in consultation with the Opposition Lead) any further agreement on review topic selection as required.**

SUPPORTING INFORMATION

The Committee's direct remit of activity

This Select Committee's specific Terms of Reference are set out below. This sets the parameters (or service areas) in which the Committee can undertake a policy review, present findings, request reports and provide direct input on matters:

Cabinet Member Portfolios:

Cabinet Member for Residents' Services

Relevant service areas:

Community Safety, Licensing, Standards and Enforcement
Planning & Regeneration
Housing policy, homelessness & tenancy management
Green Spaces, Sport & Culture
Waste Services

Statutory Crime and Disorder Scrutiny

Cross cutting topics:

Climate Change
Local impacts of Heathrow expansion
Local impacts of High Speed 2
Community Cohesion

Selecting a topic and undertaking a review

Appendix 1 attached provides detailed guidance on selecting topics and undertaking any policy review. A Scrutiny Topic Scorecard is provided to assist with this. Further guidance can be sought from Democratic Services.

Previous policy reviews

It is advised not to review an area that has either been recently reviewed by a committee or is subject to internal review or planned service transformation to avoid duplication and additional resourcing. A list of past reviews over the last 5 years, pertinent to this Committee's remit is shown below for information:

2021/22

- [Our engagement with tenants and leaseholders](#)
(considered at the [Cabinet meeting on 17 February 2022](#))

2020/21

- [Review into Littering and Fly-tipping](#)
(considered at the Virtual [Cabinet meeting on 22 October 2020](#))

2019/20

- [Community safety and new policing structures in Hillingdon](#)
(considered at the [Cabinet meeting on 25 July 2019](#))

2018/19

- [Payment modernisation for key resident services](#)
(considered at the [Cabinet meeting on 30 May 2019](#))

Possible topics under current consideration:

Only where previously suggested or recorded in the minutes, below lists potential review topics for further discussion and who from. Members may wish to present their own new topic ideas at the meeting and provide details of what particular aspects merit a review to assist officers in any scoping exercise.

It is important to differentiate between "information reports" you may wish to come before a committee to look at a service and then "review topics" which are more in-depth reviews resulting in a final report and the focus of this report.

As mentioned in Appendix 1, one way to 'test out' a potential policy review topic would be to add it as an 'information report' to an upcoming meeting on the work programme, to probe the matter

further with Council officers or other stakeholders and ascertain whether it merits a fuller review – again perhaps running it through the Scrutiny Topic Scorecard provided.

Potential information items / review topics suggested at the previous meeting:

Housing Services / Housing Reception – registration process and information given to applicants (potential mini review topic).

Homelessness post-pandemic (potential review topic).

Empty Homes and Council Tax (information item added to Work Programme).

Parking and modern enforcement (information item added to Work Programme).

High Street regeneration post-Covid (information item added to Work Programme).

An update on CIL and S106 expenditure (regular item added to Work Programme).

Implications on related Council policies

A statutory role of the Select Committees is to undertake reviews and make recommendations to the Cabinet who are responsible for the Council's policy and direction. Reviews selected should be consistent with the Council's policy and budgetary framework.

How this report benefits Hillingdon residents

None at this stage, pending any findings and recommendations devised in the final report.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

NIL.

Appendix 1 - Guidance on undertaking policy reviews

Over the years, Hillingdon's overview and scrutiny committees have undertaken successful in-depth reviews of Council services and policies. This has resulted in a number of positive changes locally, with some also affecting policy at a national level. Such committees engage Councillors in a wide range of Council activity and build a greater understanding about service provision to residents.

Policy reviews generally seek to:

1. Address a [significant] matter affecting the Borough
2. Seek to improve the delivery and/or efficiency of local services
3. Consider changes to policies or procedures to improve outcomes to residents/users

REVIEW PHASES

The typical phases of a review are as follows and set out further below:

- 1 Selection of topic
- 2 Scoping the review / setting out objectives
- 3 Witness & evidence stage (this is the main activity)
- 4 Findings and Draft recommendations (possible early report draft)
- 5 Final report approved by Committee
- 6 Referred to Cabinet for consideration
- 7 Monitoring the implementation of recommendations once approved / amended by Cabinet at meetings, i.e. in six months

1. Selection of topic

It is always best to sound out and check the feasibility of potential review topics early on, as there will be lots of ideas coming forward and often knowing what topic will add most value will be difficult to gauge at this stage. It is important not to generalise, e.g. a review into waste services.

It may also not be known whether a topic is currently under review by the Cabinet or Council officers or part of a planned service transformation in due course. All of this and other factors need to be investigated and in particular, any duplication of review activity should not take place.

Whilst most policy reviews last a number of months, not all policy review ideas will suit this and may benefit from a single meeting review. It really depends on the scope of the review. It very narrow, i.e. a particular service policy, then a single meeting review may suffice. If a review seeks to look at an entire way a service operates then a number of months may be required to ensure you can undertake all your witness sessions and secure the necessary evidence and information before you formulate your findings.

Ideas for review topics can come from a number of sources including:

- Committee Members
- Cabinet Members.
- Council officers
- External partners / organisations
- Residents
- Ombudsman findings

When Councillors or the Committee itself considers a potential review topic, it is recommended running it through the Scrutiny Topic Scorecard (see Annex A). This gives you the opportunity to 'score' topics based upon their impacts under the following criteria:

Resident focused	Influence	Achievable
Correct remit	New	Wider support
Drives improvement	Drives transformation and efficiency	National impact

Another way to consider a potential review topic, is to add this as an information item at an upcoming meeting on your work programme, to probe the matter further with Council officers and ascertain whether it merits a fuller review – again perhaps running it through the Scorecard above.

It is strongly advised that one review topic is undertaken at any one time, given resources.

2. Scoping report

Once a topic is agreed upon by the Committee, then officers will prepare a scoping report setting out the objectives of the review for your consideration. The scoping report will show how the review can be timetabled and structured, i.e. through themed witness sessions, along with details of potential witnesses and other contextual information to get the review started, e.g. lines of enquiry or questioning of witnesses.

The scoping report is a 'live' document owned by the Committee. Should the review's focus change mid-review, then the scoping document and its objectives can be adapted.

3. Witness and evidence stage

Ultimately, the Committee's efforts are at their best when external witnesses and residents participate, adding value to intelligence gathering and findings. In support of this, Committees have undertaken a variety of both formal and informal activity "in meetings" and "outside meetings". It is important to pull together a broad evidence based for any potential findings later on. Additionally, the ability for Councillors to bring their 'local' insight is highly valuable. Activities the Committee can undertake include:

- Surveys / social media
- Promotion of review to seek views
- Invite the relevant Cabinet Member to attend for their views
- Question key council officers
- Hold informal workshops

- Networking events, e.g. with partners
- Have closed meetings, i.e. confidential, such as social care clients
- Commission reports from council officers / externally
- Request data and intelligence on the topic
- Visits to other local authorities
- Undertake site visits within the Borough or council facilities
- Appoint experts or advisors to join the Committee throughout its review
- Selecting the best range of witnesses to get a real user / resident perspectives
- Invite national experts in their field

Whilst information will be provided to Councillors, it may be helpful when preparing for this stage of a review, that Councillors:

- Prepare their draft questions for each witness in advance;
- Read a witness bio or find out more about their organisation;
- Do their own additional research on the topic - you may find something officers don't!
- Use their network of councillors in other local authorities to seek views;
- Tell residents at Surgeries / Ward Walks about your review, get their thoughts.

4. Findings and draft recommendations & 5. Final Report

After hearing from witnesses and receiving evidence, the Committee then will meet to pull together all the information and shape its collective findings, i.e. what needs to be improved or changed as a result.

The Committee will form 'draft' recommendations from this, which consistent with the Protocol on Cabinet and Scrutiny Relations, are usually shared with the Cabinet Member for their feedback and valuable insight.

In developing any recommendation, the Committee should bear in mind the following:

- Meet the initial aims / objectives of the review
- Be SMART, Specific, Measurable, Achievable, Relevant, Time-bound
- Not be a short-term fix, but a lasting outcome
- Consider the financial aspect, e.g. cost neutral, provide savings or if at a cost, then affordable – and if possible aligned with the MTFP (budget planning process)
- Be based on a broad evidence base as possible and 'user or resident' insight
- Not create additional bureaucracy, e.g. if it relates to a policy, then to seek to review or amend existing policies (unless there is an absolute imperative for a new policy)
- If publicity or wider engagement or education is recommended, to target such communications as best as possible rather than generally
- Consider 'conclusions' as well as any specific recommendations.

Around this time, the Democratic Services Officer supporting the Committee will advise further on findings and drafting recommendations. Throughout this process, their role is critical to the Committee, to guide Members and secure the information and any witness activity that Members wish to undertake. They also work with the Chairman to bring the final draft report for the Committee to approve before it is scheduled to Cabinet.

6. Referred to Cabinet & 7. Monitoring of recommendations

The Committee's report will be shared with the Leader and Cabinet Member and scheduled to a Cabinet meeting as soon as possible. There is a legal requirement for any such report to be considered by the Cabinet.

Should Cabinet approve the Committee's recommendations, then they become official policy and officers are charged with implementing them.

A post report review is undertaken in say 6 months or a years' time to see how the Committee's recommendations have been implemented. This is scheduled on your work programme.

Annex A – Scrutiny Topic Scorecard 2022-2026

	<i>Criteria scores showing 1-5 (5 being the highest, 0 the lowest). Then add up the total score. The higher the better review.</i>									
Topic	Resident focused	Correct remit	Influence	New	Achievable	Wider support	Drives improvement	Delivers transformation and efficiency	National impact	Score

--	--	--	--	--	--	--	--	--	--	--

See criteria descriptions overleaf...

Detailed criteria to assess review scoring (5 being the highest, 0 the lowest)

Resident-focused – The topic will have high impact on residents and the community, with public interest and scope for making a positive difference (can be universal or a targeted group of people or an area of the Borough e.g. young people or a particular town centre)

Correct remit – A topic that is clearly covered in the Committee’s Terms of Reference and does it cut clearly into the domain of other Committees (unless a cross-cutting brief). If it does, then see if you can narrow the focus of the topic.

Influence - A topic that relates to a service, event or issue in which the Council is in control of, has a significant stake in or influence over the matter, e.g. with partners.

New - A new, fresh topic preferably. One which has not previously been reviewed by a Committee in the last 2-3 years, or which is not currently being reviewed by another Committee or internally by Cabinet Members and Officers, e.g. through service transformation.

Achievable – A topic that is not open ended. One where the Committee’s work programme can accommodate the review. Where there is likely to be a good level of expertise and information to draw on to complete. Does the topic need to be narrowed to make it more achievable?

Wider support - A topic that is likely to receive buy-in from the Committee and wider Council, e.g. Cabinet Members, Officers. Or support is welcome from partner organisations to review the matter.

Drives improvement - A topic where performance levels of a service have dropped on a consistent basis, or the contractor is not performing against agreed standards or there are significance (evidenced) complaints or feedback from residents on the matter.

Delivers transformation and efficiency – a topic in support of the Council budgetary objectives, any areas where service re-modelling is under consideration in the medium to longer-term, that with Members’ insight can help to deliver future savings, efficiencies and value for money services to residents. A topic where new ways of working could be adopted to benefit service delivery.

National impact – A topic where emerging or recent legislation mean that it would be timely to review the matter to ensure Hillingdon Council is well prepared. Or a topic, that whilst Hillingdon focussed, could potentially be of benefit to other local councils or governmental authorities.

CABINET FORWARD PLAN

Committee name	Residents' Services Select Committee
Officer reporting	Liz Penny, Democratic Services Officer
Papers with report	Appendix A – Latest Forward Plan
Ward	As shown on the Forward Plan

HEADLINES

To monitor the Cabinet's latest Forward Plan which sets out key decisions and other decisions to be taken by the Cabinet collectively and Cabinet Members individually over the coming year. The report sets out the actions available to the Committee.

RECOMMENDATION

That the Residents' Services Select Committee notes the Cabinet Forward Plan.

SUPPORTING INFORMATION

The Cabinet Forward Plan is published monthly, usually around the first or second week of each month. It is a rolling document giving the required public notice of future key decisions to be taken. Should a later edition of the Forward Plan be published after this agenda has been circulated, Democratic Services will update the Committee on any new items or changes at the meeting.

As part of its Terms of Reference, each Select Committee should consider the Forward Plan and, if it deems necessary, comment as appropriate to the decision-maker on the items listed which relate to services within its remit. For reference, the Forward Plan helpfully details which Select Committee's remit covers the relevant future decision item listed.

The Select Committee's monitoring role of the Forward Plan can be undertaken in a variety of ways, including both pre-decision and post-decision scrutiny of the items listed. The provision of advance information on future items listed (potentially also draft reports) to the Committee in advance will often depend upon a variety of factors including timing or feasibility, and ultimately any such request would rest with the relevant Cabinet Member to decide. However, the 2019 Protocol on Overview & Scrutiny and Cabinet Relations (part of the Hillingdon Constitution) does provide guidance to Cabinet Members to:

- Actively support the provision of relevant Council information and other requests from the Committee as part of their work programme;
- Where feasible, provide opportunities for committees to provide their input on forthcoming executive reports as set out in the Forward Plan to enable wider pre-decision scrutiny (in addition to those statutorily required to come before committees, *i.e. policy framework documents – see para. below*).

As mentioned above, there is both a constitutional and statutory requirement for Select Committees to provide comments on the Cabinet's draft budget and policy framework proposals after publication. These are automatically scheduled in advance to multi-year work programmes.

Therefore, in general, the Committee may consider the following actions on specific items listed on the Forward Plan:

	Committee action	When	How
1	To provide specific comments to be included in a future Cabinet or Cabinet Member report on matters within its remit.	<p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to provide its influence and views on a particular matter within the formal report to the Cabinet or Cabinet Member before the decision is made.</p> <p>This would usually be where the Committee has previously considered a draft report or the topic in detail, or where it considers it has sufficient information already to provide relevant comments to the decision-maker.</p>	<p>These would go within the standard section in every Cabinet or Cabinet Member report called "Select Committee comments".</p> <p>The Cabinet or Cabinet Member would then consider these as part of any decision they make.</p>
2	To request further information on future reports listed under its remit.	<p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to discover more about a matter within its remit that is listed on the Forward Plan.</p> <p>Whilst such advance information can be requested from officers, the Committee should note that information may or may not be available in advance due to various factors, including timescales or the status of the drafting of the report itself and the formulation of final recommendation(s). Ultimately, the provision of any information in advance would be a matter for the Cabinet Member to decide.</p>	<p>This would be considered at a subsequent Select Committee meeting. Alternatively, information could be circulated outside the meeting if reporting timescales require this.</p> <p>Upon the provision of any information, the Select Committee may then decide to provide specific comments (as per 1 above).</p>
3	To request the Cabinet Member considers providing a draft of the report, if feasible, for the Select Committee to consider prior to it being considered formally for decision.	<p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to provide an early steer or help shape a future report to Cabinet, e.g., on a policy matter.</p> <p>Whilst not the default position, Select Committees do occasionally receive draft versions of Cabinet reports prior to their formal consideration. The provision of such draft reports in advance may depend upon different factors, e.g., the timings required for that decision. Ultimately any request to see a draft report early would need the approval of the relevant Cabinet Member.</p>	<p>Democratic Services would contact the relevant Cabinet Member and Officer upon any such request.</p> <p>If agreed, the draft report would be considered at a subsequent Select Committee meeting to provide views and feedback to officers before they finalise it for the Cabinet or Cabinet Member. An opportunity to provide specific comments (as per 1 above) is also possible.</p>
4	To identify a forthcoming report that may merit a post-decision review at a later Select Committee meeting	<p>As part of its post-decision scrutiny and broader reviewing role, this would be where the Select Committee may wish to monitor the implementation of a certain Cabinet or Cabinet Member decision listed/taken at a later stage, i.e., to review its effectiveness after a period of 6 months.</p> <p>The Committee should note that this is different to the use of the post-decision scrutiny 'call-in' power which seeks to ask the Cabinet or Cabinet Member to formally re-consider a decision up to 5 working days after the decision notice has been issued. This is undertaken via the new Scrutiny Call-in App members of the relevant Select Committee.</p>	<p>The Committee would add the matter to its multi-year work programme after a suitable time has elapsed upon the decision expected to be made by the Cabinet or Cabinet Member.</p> <p>Relevant service areas may be best to advise on the most appropriate time to review the matter once the decision is made.</p>

Page 32

BACKGROUND PAPERS

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

This page is intentionally left blank

Ref **Upcoming Decisions** Further details

Ward(s)

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

SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place CS = Central Services R = Resources CY = Children & Young People ES = Education & SEND

NO CABINET IN AUGUST 2022

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

Cabinet meeting - Thursday 1 September 2022 (report deadline 12 August 2022)

050	Provision of a Tree Maintenance Service	Following a procurement competitive process, Cabinet will consider a Borough-wide contract recommendation for a tree maintenance service which also include provision for reactive tree maintenance.			Cllr Eddie Lavery - Residents' Services	Residents' Services	P / R - Sophie Coughlan / Allison Mayo		NEW ITEM	Private (3)
024	Local List of Buildings of Architectural and Historic Importance	Following approval to consult on this matter in January 2022, Cabinet will make a decision on whether to include two sites within the Borough onto the Council's Local List of Buildings of Architectural and Historic Importance. The Local List forms part of the Council's planning policies and considerations when determining relevant planning applications. The two proposed sites are (1) Paddington Packet Boat Public House, Packet Boat Lane in Cowley [Yiewsley Ward] and (2) 305-327 Long Lane, Shopping Parade by Hillingdon Circus [Hillingdon East Ward].	Yiewsley / Hillingdon East		Cllr Eddie Lavery - Residents' Services	Residents' Services	P - James Rodger / Mark Butler	Public consultation		Public
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	CS - Democratic Services	TBC		Public

Cabinet Member Decisions expected - September 2022

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

Cabinet meeting - Thursday 13 October 2022 (report deadline 26 September)

053b	Council Strategy 2022-2026 - POLICY FRAMEWORK	Following consultation, Cabinet will consider recommending to the full Council a new Council Strategy. It will set out the Council's proposed vision, direction and the overarching policies as a framework to deliver excellent services to residents in the Borough and monitor their performance and delivery.	All	Proposed Full Council adoption - 17 November 2022	All Cabinet Members	All Select Committees	CS - Dan Kennedy / Naveed Mohammed	Statutory consultation and select committees	NEW ITEM	Public
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	CS - Democratic Services	TBC		Public

Cabinet Member Decisions expected - October 2022

SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	Various		All	TBC	CS - Democratic Services	Various		Public
----	---------------------------------------	---	---------	--	-----	-----	--------------------------	---------	--	--------

Cabinet meeting - Thursday 10 November 2022 (report deadline 24 October)

014b	Statement of Gambling Policy (POLICY FRAMEWORK)	Subject to Cabinet's consideration of this in July, and following consultation, Cabinet will consider recommending a reviewed Statement of Gambling Policy to full Council for adoption.	All	Proposed Full Council adoption - 12 January 2023	Cllr Eddie Lavery - Residents' Services	Residents' Services	P - Daniel Ferrer / Stephanie Waterford	Licensing Committee & Select Committee along with statutory consultation		Public
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	CS - Democratic Services	TBC		Public

Cabinet Member Decisions expected - November 2022

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

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

040a	The Council's Budget - Medium Term Financial Forecast 2023/24 - 2027/28 (BUDGET FRAMEWORK)	This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2023/24 for consultation, along with indicative projections for the following four years. This will also include the HRA rents for consideration.	All	Proposed Full Council adoption - 23 February 2023	Cllr Ian Edwards - Leader of the Council / Cllr Martin Goddard - Finance	All	R - Andy Evans	Public consultation through the Select Committee process and statutory consultation with businesses & ratepayers		Public
------	---	--	-----	---	--	-----	----------------	--	--	--------

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

Cabinet Member Decisions expected - December 2022

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

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

043	Local Flood Risk Management Strategy	Following approval of the Flood Action Plan in May 2021, Cabinet will consider consultation on an updated Local Flood Risk Management Strategy detailing the Council and partner's approach to tackling local flooding. The Strategy is a statutory requirement.	All		Cllr Eddie Lavery - Residents' Services	Residents' Services	P - Victoria Boorman / James Rodger / Ian Thynne	Select Committee and public consultation.		Public
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	CS - Democratic Services	TBC		Public

Cabinet Member Decisions expected - January 2023

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

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

040b	The Council's Budget - Medium Term Financial Forecast 2023/24 - 2027/28 (BUDGET FRAMEWORK)	Following consultation, this report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2023/24 for consultation, along with indicative projections for the following four years. This will also include the HRA rents for consideration.	All	Proposed Full Council adoption - 23 February 2023	Cllr Ian Edwards - Leader of the Council / Cllr Martin Goddard - Finance	All	R - Andy Evans	Public consultation through the Select Committee process and statutory consultation with businesses & ratepayers		Public
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	CS - Democratic Services	TBC		Public

Cabinet Member Decisions expected - February 2023

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

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

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

Cabinet Member Decisions expected - March 2023

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

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

SI Page 38	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	Various		All	TBC	CS - Democratic Services	Various		Public

Cabinet Member Decisions expected - April 2023

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

Cabinet meeting - Thursday 4 May 2023 (report deadline 17 April)

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

Cabinet Member Decisions expected - May 2023

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

Cabinet Member Decisions: Standard Items (SI) that may be considered each month

SI	Urgent Cabinet-level decisions & interim decision-making (including emergency decisions)	The Leader of the Council has the necessary authority to make decisions that would otherwise be reserved to the Cabinet, in the absence of a Cabinet meeting or in urgent circumstances. Any such decisions will be published in the usual way and reported to a subsequent Cabinet meeting for ratification. The Leader may also take emergency decisions without notice, in particular in relation to the COVID-19 pandemic, which will be ratified at a later Cabinet meeting.	Various		Cllr Ian Edwards - Leader of the Council	TBC	CS - Democratic Services	TBC		Public / Private
SI	Release of Capital Funds	The release of all capital monies requires formal Member approval, unless otherwise determined either by the Cabinet or the Leader. Batches of monthly reports (as well as occasional individual reports) to determine the release of capital for any schemes already agreed in the capital budget and previously approved by Cabinet or Cabinet Members	TBC		Cllr Martin Goddard - Finance (in conjunction with relevant Cabinet Member)	All - TBC by decision made	various	Corporate Finance		Public but some Private (1,2,3)
SI	Petitions about matters under the control of the Cabinet	Cabinet Members will consider a number of petitions received by local residents and organisations and decide on future action. These will be arranged as Petition Hearings.	TBC		All	TBC	CS - Democratic Services			Public
SI	To approve compensation payments	To approve compensation payments in relation to any complaint to the Council in excess of £1000.	n/a		All	TBC	various			Private (1,2,3)
SI	Acceptance of Tenders	To accept quotations, tenders, contract extensions and contract variations valued between £50k and £500k in their Portfolio Area where funding is previously included in Council budgets.	n/a		Cllr Ian Edwards - Leader of the Council OR Cllr Martin Goddard - Finance / in conjunction with relevant Cabinet Member	TBC	various			Private (3)
SI	All Delegated Decisions by Cabinet to Cabinet Members, including tender and property decisions	Where previously delegated by Cabinet, to make any necessary decisions, accept tenders, bids and authorise property decisions / transactions in accordance with the Procurement and Contract Standing Orders.	TBC		All	TBC	various			Public / Private (1,2,3)
SI	Chrysalis Programme of Environmental Improvements	The Cabinet Member will be asked to consider the approval of projects.	Various		Cllr Eddie Lavery - Residents' Services	Residents' Services	P - Helena Webster			Public

SI	Better Neighbourhood Fund projects	The Cabinet Member will be asked to consider the approval of projects that emanate from tenants to improve the quality of their local housing estate and area.	Various		Cllr Eddie Lavery - Residents' Services	Residents' Services	P - Helena Webster			Public
SI	External funding bids	To authorise the making of bids for external funding where there is no requirement for a financial commitment from the Council.	n/a		All	TBC	various			Public
SI	Response to key consultations that may impact upon the Borough	A standard item to capture any emerging consultations from Government, the GLA or other public bodies and institutions that will impact upon the Borough. Where the deadline to respond cannot be met by the date of the Cabinet meeting, the Constitution allows the Cabinet Member to sign-off the response.	TBC		All	TBC	various			Public

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

RESIDENTS' SERVICES SELECT COMMITTEE - WORK PROGRAMME

Committee name	Residents' Services Select Committee
Officer reporting	Liz Penny, Democratic Services Officer
Papers with report	Appendix A – Work Programme
Ward	All

HEADLINES

To enable the Committee to note future meeting dates and to forward plan its work for the current municipal year.

RECOMMENDATIONS

That the Residents' Services Select Committee considers the report and agrees any amendments.

SUPPORTING INFORMATION

1. The Committee's meetings will start at 7pm and the witnesses attending each of the meetings may include representatives from external organisations, some of whom travel from outside of the Borough. Forthcoming meeting dates are as follows:

Meeting Date	Room
21 July 2022	CR6
08 September 2022	CR5
19 October 2022	CR5
24 November 2022	CR5
19 January 2023	CR5
15 February 2023	CR5
15 March 2023	CR6
12 April 2023	CR5

Implications on related Council policies

The role of the 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 residents in shaping policy and recommendations and the Committees seek to improve the way the Council provides services to residents.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

Nil.

MULTI-YEAR WORK PROGRAMME 2022 - 2026

	2022/23										2023/24	
Residents' Services Select Committee	June 15	July 21	August No meeting	September 8	October 19	November 24	December No meeting	January 19	February 15	March 15	April 12	May No meeting
Review A: TBC 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		Witness Session	Findings	Final report		Cabinet
Regular service & performance monitoring CIL Expenditure Monitoring - Annual Report & S106 Quarterly Performance Monitoring Mid-year budget / budget planning report Strategic Climate Action Plan: Annual Update Cabinet's Budget Proposals For Next Financial Year Cabinet Forward Plan Monthly Monitoring				X	X	X		X	X	X	X	
One-off information items Scrutiny Introduction (Democratic Services) ASB Service Transition Progress Update Local Flood Risk Management Strategy Community Cohesion / Prevent Update Statement of Gambling Policy (POLICY FRAMEWORK) Council Strategy 2022-2026 consultation Housing - Management Orders Empty Homes & Council Tax Update Allotments Update Policy Review Discussion & Guidance Homelessness post-pandemic Parking and modern enforcement (anti-social behaviour) High Street Regeneration post-Covid	X			X		X				X		
Crime & Disorder - Statutory Scrutiny (themed) Safer Hillingdon Partnership Performance & Theme 1 - TBC Safer Hillingdon Partnership Performance & Theme 2 - TBC				X						X		
Past review delivery Engagement with Tenants and Leaseholders 2021/22 Private Rental Sector 2015						X			X			
Internal use only Date deadline confirmed to report authors Report deadline Agenda published	13 Jun 15 Jun	11 Jul 13 Jul		26 Aug	7 Oct	14 Nov		9 Jan	3 Feb	3 Mar	31 Mar	

Committee Site Visits (dates tbc)
 CCTV Control Room, Civic Centre (25 July)
 Leisure Centres in the Borough
 Harlington Road Depot (Highways/Waste Services)
 Heathrow Airport (Imported Food Office - Port Authority)

This page is intentionally left blank