



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, 8 SEPTEMBER  
2022

**Time:** 7.00 PM

**Venue:** CIVIC CENTRE, HIGH  
STREET, UXBRIDGE

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

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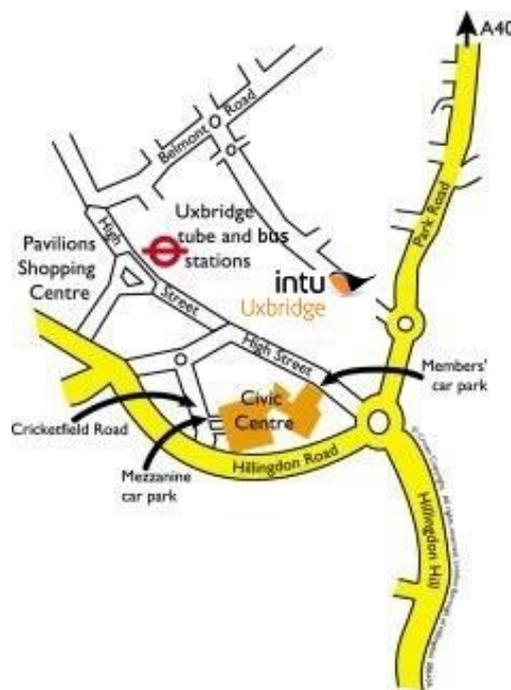
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## Terms of Reference

### 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"><li>1) Community Safety, Licensing, Standards and Enforcement</li><li>2) Planning &amp; Regeneration</li><li>3) Housing policy, homelessness &amp; tenancy management</li><li>4) Green Spaces, Sport &amp; Culture</li><li>5) Waste Services</li></ol>

#### 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 - 6
- 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

## **Part I - Members, Public and Press**

- 5 2023/24 Budget Planning Report for Services within the Remit of the Residents' Services Select Committee To follow
- 6 Safer Hillingdon Partnership Development 7 - 12
- 7 Fly-tipping, Flyposting and To-Let Boards 13 - 18
- 8 Forward Plan 19 - 30
- 9 Work Programme and Empty Homes Premium Scoping Report 31 - 40

## Minutes

### RESIDENTS' SERVICES SELECT COMMITTEE

21 July 2022



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

	<p><b>Committee Members Present:</b> Councillors Wayne Bridges (Chairman) Colleen Sullivan (Vice-Chairman) Scott Farley (Opposition Lead) Janet Gardner Sital Punja Peter Smallwood Heena Makwana</p> <p><b>LBH Officers Present:</b> Mark Billings, Head of Housing Options, Homelessness &amp; Standards Dan Kennedy, Corporate Director of Central Services Maureen Pemberton, Head of Revenues Liz Penny, Democratic Services Officer Iain Watters, Director - Strategic and Operational Finance Debby Weller, Housing Policy and Strategy Manager Tony Zaman, Interim Chief Executive</p>
10.	<p><b>APOLOGIES FOR ABSENCE</b> (<i>Agenda Item 1</i>)</p> <p>Apologies for absence were received from Councillor Ekta Gohil with Councillor Heena Makwana substituting.</p>
11.	<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>
12.	<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 15 June 2022 be agreed as an accurate record.</p>
13.	<p><b>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</b> (<i>Agenda Item 4</i>)</p> <p>It was confirmed that all items of business were in Part I and would be considered in public.</p>
14.	<p><b>CONSULTATION ON THE COUNCIL STRATEGY 2022 - 2026</b> (<i>Agenda Item 5</i>)</p> <p>Tony Zaman, Interim Chief Executive, and Dan Kennedy, Corporate Director of Central</p>

Services, provided an overview of the Council Strategy 2022-2026. The strategy set out the Council's high-level objectives for the next four years and aimed to ensure services worked together across Directorates to achieve better outcomes for residents. It set out ambitions both for residents and for the Council. Five commitments to residents were incorporated within the strategy relating to: Safe and Strong Communities; Thriving, Health Households; a Green and Sustainable Borough; a Thriving Economy and a Digital-Enabled, Modern, Well-Run Council. Specific targets for the Council were not included in the Strategy but would be reflected in the annual delivery plan.

A consultation stage would actively seek the views of residents, partner organisations and businesses and would inform the final strategy which would be presented to Cabinet in October 2022. The consultation stage would also invite comments from the Select Committees.

Members enquired how the Council intended to interact with hard-to-reach communities noting that some residents would be reluctant or unable to use digital platforms. It was confirmed that community groups and faith leaders would be actively engaged. Ward Councillors would also be encouraged to promote services and assist residents in accessing help and support. Members heard that approximately 81,000 residents had already signed up to 'My Account' which was encouraging. It was hoped that this number would continue to increase; however, it was acknowledged that some residents preferred to access Council services in traditional ways.

Members noted the importance of residents having the confidence to access services independently rather than being reliant on their Ward Councillors. The Committee was informed that the NHS had been working on a project in North West London to gain a better understanding of local communities; the Council intended to 'piggy back' onto this in the future to target hard-to-reach communities. Moreover, services would be localities-based and differentiated according to the needs of local residents – this model would be included in the Council's future service plan.

In response to further questions from the Committee, it was confirmed that the Council aimed to eliminate rough sleeping by 2024 in line with Central Government objectives. A target of zero had been set; however, Central Government had been informed that this would be difficult to achieve in Hillingdon given the existence of Heathrow Airport in the Borough. Members were informed that the Council had a responsibility to ensure that all new housing developments were appropriately located. Moreover, it was committed to enabling more residential properties in the Borough in line with planning policy.

Members requested further clarification regarding 'My Account' usage. It was confirmed that a heat map by Ward had been shared with the Cabinet Member. Analysis of 'My Account' usage information would enable the Council to target those areas / community groups with lower take up. In terms of access to technology, it was acknowledged that some residents were unable to afford broadband, buy devices etc. The Council would work in collaboration with local partners and organisations to support these residents e.g. by providing access to reduced-cost broadband / free devices for families. The Council aimed to be as digital as possible in the future; however, it was acknowledged that the movement to a digital framework had to match the needs of society – some groups may not be able to access digital information, may lack technical skills or may struggle to understand due to language barriers.

In response to further questions from the Committee, Members were advised that steps were being taken to make better use of all data currently available (to include Hillingdon First data). This would facilitate studies into patterns of behaviour and would enable officers to better understand the needs of residents across the Borough.

At the request of Members, it was agreed that resident associations would be contacted regarding the strategy prior to the close of the consultation period. It was further agreed that the maintenance of trees would be included in the strategy under section 3 (A Green and Sustainable Borough). Any further questions or comments could be forwarded to Democratic Services.

Select Committee comments on the Strategy would be delegated to the Democratic Services Officer, in conjunction with the Chairman and in consultation with the Opposition Lead.

**RESOLVED:**

- 1. That the report be noted.**

15. **EMPTY PROPERTIES (COUNCIL TAX PREMIUM & EMPTY DWELLING MANAGEMENT ORDERS)** (*Agenda Item 6*)

Iain Watters - Head of Finance – Financial Planning, Capital, Treasury & Systems, Maureen Pemberton – Head of Revenues, Debby Weller – Housing Policy and Strategy Manager and Mark Billings – Head of Housing Options, Homelessness and Standards presented the report which provided information in relation to the use of the Council Tax Premium and Empty Dwelling Management Orders.

Members were informed that there were currently approximately 1,100 empty and exempt properties in Hillingdon. It was confirmed that, since 1 April 2013, the Council had been able to charge an empty home premium on a property that had been unoccupied and unfurnished for two years or more. At the time the premium had been up to an extra 50% of the council tax on the property. Since 2019 it had been possible to increase this premium to 100% for properties that remained empty longer than two years. Further increases were now possible for properties empty for longer than 5 years (200%) and 10 years (300%). Hillingdon charged a 150% Empty Homes Premium at present.

In terms of Empty Dwelling Management Orders, the Committee heard that these were a useful tool but were currently used as a last resort due to the risks involved – it was often difficult to recover the costs involved in getting a property up to standard. The preferred approach at present was to offer advice and persuade owners to bring properties back into use. It was acknowledged that this was an area for review; further investigation was required to better understand the options open to officers and which were most beneficial / cost effective. Enforcement action was an option but none of the enforcement options were straightforward and all would require further resource.

Members requested further clarification regarding properties exempt from Council Tax – class F (6 months exemption following the grant of probate / letters of administration after the death of an occupier). It was confirmed that such situations would be monitored carefully and appropriate action taken. There was sometimes a delay in applications for probate or there could be a dispute therefore this was at times a lengthy process. In cases where the deceased had no family, the Council would look at

land registry records or conduct other research in relation to the case.

The Committee requested further information regarding the 163 properties currently attracting the Empty Property Premium of 150%. It was confirmed that a breakdown of the banding for these properties could be obtained.

In response to further questions from the Committee, it was confirmed that, where a property was found to be unoccupied, the recovery of an outstanding tax debt was challenging; the liable party had to be identified and located first to enable recovery action to be taken. An external inspection unit would be utilised to pursue the case and a statutory process through court would ensue which could ultimately lead to a charging order or forced sale.

Members enquired whether current legislation enabled the Council to do its job effectively. It was confirmed that, although the powers were generally in place, processes were often lengthy and complex. More legislation to support the local authority would be welcomed. It was anticipated that an empty property strategy would be drafted later in the year to set out what could be done within existing resources. To date 4 of the 163 long term empty properties had been brought back in to use – it was hoped that this situation would continue to improve.

In terms of concerns re. fire safety, Members heard that the Council's ASB team had the power to clear front gardens and could put a charge on an empty property. It was likely that this work would become increasingly important given the repercussions of climate change and its impact on the environment.

In response to Members' enquiries, it was confirmed that officers already worked together to delegate tasks across departments; opportunities to improve on this would be investigated further. The Committee felt it should be easier for residents to report empty properties online (though it would not be possible to publish a full list of such properties across the Borough). It was confirmed that, at present, most of the information regarding empty properties was sourced from Council Tax records. Member enquiries in relation to empty properties were also encouraged.

Members were informed that, as part of the Housing and Homelessness and Rough Sleeping Strategies, an extensive project was underway across West London and Hillingdon regarding the best use of housing stock.

It was agreed that a potential increase in the premium chargeable on empty homes to 200% would be kept under review. Members requested sight of the new empty property strategy once available; it was agreed that this would be added to the Work Programme.

**RESOLVED:**

- 1. That the Residents' Services Select Committee Work Programme be updated to include the new empty property strategy; and**
- 2. That the Residents' Services Select Committee noted the position on Council Tax charges for empty properties and Empty Dwelling Management Orders.**

(Agenda Item 7)

Members were thanked for the ideas provided to date. Further suggestions for review topics / information items included:

1. Housing Repairs – Members noted that, at present, kitchens / bathrooms were only refurbished after a set period of time had elapsed; it was suggested that there should be some flexibility and frequency of repairs prioritised depending on need (potential review topic);
2. Homelessness / Clients presenting to Housing Services – the process to be as supportive as possible and all avenues to be explored to ensure people were rehomed appropriately (potential review topic);
3. The impact of HS2 on residents' services (parking, traffic etc) – information item to add to the work programme;
4. Climate Action Plan – climate change and its impact on how the Council managed services – to be followed up after October 2022;
5. Alleygating – Democratic Services to explore previous work on this topic – possible information / review item to add to work programme;
6. Enforcement of removal of 'To Let' signs / flyposting within the Borough (Members heard that the Borough Solicitor had previously written to estate agents stating that To Let signs must be removed at the appropriate time);
7. 'A Thriving Economy' (Council Strategy 2022-26) – 'support thriving multi-purpose, viable town centres, including creating a new master plan for Uxbridge' – potential longer-term review topic;
8. Enforcement of Deliveroo drivers who occupy parking spaces and are not fined for doing so. Democratic Services to ask the ASB team to incorporate this into their information report to be presented to the Committee in September 2022 or ask Roy Clark to prepare report if his area.

It was agreed that Democratic Services would explore the feasibility of the proposed Homelessness / Housing Repairs review topics and report back to the Committee in September 2022. The proposed additional information items would be added to the Work Programme.

**RESOLVED: That the Residents' Services Select Committee:**

1. **Noted the guidance on undertaking policy reviews in Appendix 1;**
2. **Sought to make use of the scorecard to assess any policy review topic ideas; and**
3. **Developed a shortlist of two potential topic ideas for officers to scope further and report back to the Committee on feasibility.**

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

Members noted that a number of the officers who appeared on the Forward Plan no longer worked at the Council, namely: James Rodger and Victoria Boorman. Democratic Services agreed to amend the Forward Plan accordingly.

**RESOLVED: That the Residents' Services Select Committee noted the Cabinet Forward Plan.**

18.	<p><b>WORK PROGRAMME</b> (<i>Agenda Item 9</i>)</p> <p><b>RESOLVED: That the Residents' Services Select Committee considered the report and agreed any amendments.</b></p>
	<p>The meeting, which commenced at 7.00 pm, closed at 8.22 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Liz Penny on 01895 250185 or [epenny@hillington.gov.uk](mailto:epenny@hillington.gov.uk)  
 Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

## Safer Hillingdon Partnership Development

<b>Committee name</b>	Residents' Services Select Committee
<b>Officer reporting</b>	Ian Billham, Director - Community Safety and Enforcement
<b>Papers with report</b>	None
<b>Ward</b>	All

### HEADLINES

The report outlines the changes to the Safer Hillingdon Partnership structure, governance and delivery to ensure compliance with its statutory functions under the Crime and Disorder Act 1998 (section 5-6, 17a,115). Following a review of the current Safer Hillingdon Partnership model and given that new duties have been imposed on the partnership (such as Drug Strategy 2022, Domestic Abuse Act 2021 and the upcoming Serious Violence Duty), new arrangements for effective coordination, collaboration and delivery to tackle these issues have been proposed as outlined in the supporting information of this report.

### RECOMMENDATIONS

**That the Committee:**

- 1. Notes the content of the report and the proposals for SHP; and**
- 2. Endorses the new arrangements for SHP as outlined in this report.**

### SUPPORTING INFORMATION

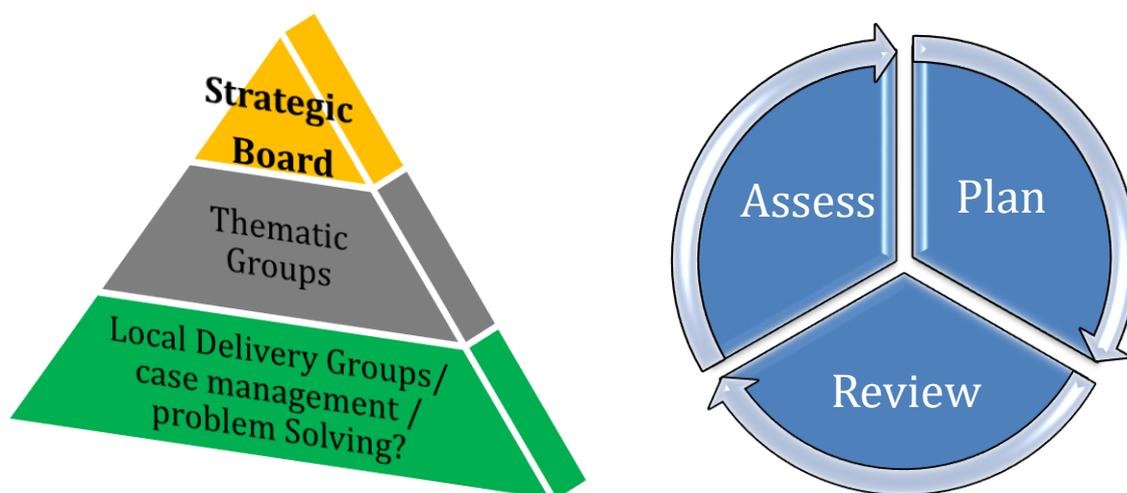
The Safer Hillingdon Partnership (SHP) is the statutory Community Safety Partnership (CSP) for Hillingdon. Sections 5 and 6 of the Crime and Disorder Act 1998 determine the requirement for Responsible Authorities: Police; Local Authority; Health (CCG/ICB); Probation Services and Fire Authority in the defined area (Council Borough in this instance) to work together to tackle crime, disorder, substance misuse and have a plan to tackle offending and re-offending. Each area must also have a Strategy Group whose minimum duty is to commission an annual Strategic intelligence assessment and produce a 3-year Strategy or Plan refreshed annually which should also contain a clear delivery approach and priorities. Figure 1 below shows the core membership of a CSP.

Figure 1: Typical Community Safety Partnership Membership:

<b>Responsible Authorities</b>	Hillingdon Council (Which Departments?)
	Police
	Fire and Rescue
	Health – Clinical Commissioning group/ICS
	National Probation Service
<b>Co-opted members</b>	Community Rehabilitation Company
	Public Health
<b>In Attendance</b>	Safeguarding Partnership?
	Thematic Leads
	Partnership Advisors

In order to discharge its statutory obligations and to work as an effective partnership, a new governance and tiered structure has been proposed. This tiered approach ensures the effective strategic oversight and operational delivery of the partnership priorities (see figures 2 and 3 below):

Figure 2: Partnership Pyramid and Strategic Partnership Cycle



The thematic groups will be defined by Safer Hillingdon based on priorities and demand recommended in the Strategic Intelligence Assessment and subsequently outlined in the refreshed Safer Hillingdon Partnership Strategy and Delivery Plans.

Figure 3: Example of Priorities



**Defining Community Safety and Role of Community Safety Partnerships:**

Community safety is about feeling safe, whether at home, in the street or at work. It relates to quality of life and being able to pursue and obtain the fullest benefits from your domestic, social and economic lives without fear or hindrance from crime and disorder. The role of the Community Safety Partnership is to coordinate the responses of all key stakeholders and take a collective responsibility to ensure this undertaking is fulfilled to the best of their ability through shared priorities, collaborative actions and initiatives.

The new proposed reset and structure for Safer Hillingdon will fully support this and ensure strategic accountability, drive delivery and collaboration across all priorities.

**Key Processes and Timescales:**

Strategic Intelligence Assessment (SIA)

- Format (restricted main & Summary)
- problem solving methodology
- PESTOLEM

Public Consultation

- Legislative Requirement
- Consult on draft identified priorities
- Ask Public for any others not identified

## Timescales

- SIA Data Collection Sept 2022 (already Started)
- SIA Complete November 2022
- Revised 3 Year Partnership Strategy and Delivery Plan Complete Feb 2023
- Publish Partnership Strategy / Delivery Plan April 2023

## Safer Hillingdon Partnership Annual Review

- Performance against Priorities
- Annual report
- Development Action Plan
- Are the **Strategic** Priorities still fit for purpose
- Are the underpinning Themes still appropriate
- Identify Emerging themes
- Review membership, structure and format
- Review annually June 2023/24/25/26

## PERFORMANCE DATA

Perception of feeling safe in the Borough – percentage. New performance indicators to be agreed by the SHP in line with the new arrangements and identified partnership priorities, in line with the refreshed Partnership Strategy and Delivery Plan.

A revised Performance framework to appropriately support the agreed priorities and delivery plans will be agreed by Safer Hillingdon Partnership and will be supported within all thematic delivery plans.

## RESIDENT BENEFIT

Improve the service to residents to create a safer and stronger community. A more effective community safety partnership will create more joined up services, greater opportunity for co-production of future strategies to help to build more resilient communities across the Borough.

## FINANCIAL IMPLICATIONS

No financial implications.

## LEGAL IMPLICATIONS

Crime and Disorder Act 1998  
Domestic Abuse Act 2021  
Antisocial Behaviour, Crime and Policing Act 2014  
Police, Crime, Sentencing and Courts Act 2022

## **BACKGROUND PAPERS**

[Crime and Disorder Act 1998 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1998/37)

[Anti-social Behaviour, Crime and Policing Act 2014 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2014/12)

[Domestic Abuse Act 2021 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2021/1)

[Police, Crime, Sentencing and Courts Act 2022 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2022/1)

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## Environmental Enforcement - Fly-tipping and Flyposting

<b>Committee name</b>	Residents' Services Select Committee
<b>Officer reporting</b>	Joanne Howells, Place Directorate
<b>Papers with report</b>	None
<b>Ward</b>	All

### HEADLINES

This report outlines the legislative information, process and guidance used by the ASB Team for investigating offences related to fly tipping and fly posting (which includes To Let Boards).

### RECOMMENDATIONS

**That the Residents' Services Select Committee notes the content of this report and seek clarifications from officers, as necessary.**

### SUPPORTING INFORMATION

Fly-tipping is defined as the 'illegal deposit of any waste onto land that does not have a licence to accept it' and is an offence under s.33(1) (a) Environmental Protection Act 1990.

**'Waste'** is defined as *'any substance or object which the holder discards or intends or is required to discard.'*

Controlled waste is defined as household, industrial and commercial waste or any such waste. Industrial waste means waste from a premises used for agriculture. Commercial waste is that which is produced by a premises used wholly or mainly for the purposes of a trade or business.

All residents have a duty of care to take all reasonable measures available to ensure they only transfer household waste produced on their property to an authorised person/carrier. When a resident appears to have failed to comply with their duty of care, knowingly causes or knowingly permits the deposit of their waste, they commit an offence.

For example:

- Where fly-tipped waste can be traced back to a householder who is found to have failed to take reasonable steps to ensure that they transferred the waste to an authorised person;
- Where an unauthorised carrier is found to be carrying waste that was directly transferred to them by a householder;
- Where a householder is found to be transferring their waste to an unauthorised

person at a site that does not have a permit or exemption.

An authorised person may still fly-tip waste, so tracing fly-tipped waste to a household does not necessarily demonstrate a breach of the duty of care and residents should be given an opportunity to demonstrate they took reasonable steps to determine the person that took their waste was authorised to do so.

A householder giving their waste to a friend or family member to dispose of would be in breach of the duty of care. However, it would only be appropriate and in the public interest to issue an FPN/prosecute in this and similar circumstances where there is evidence the friend or family member has disposed of the waste illegally. A householder's waste can still be found fly-tipped or in the possession of an unauthorised carrier, even if they meet their duty of care.

However, if a resident proves they took all reasonable precautions and exercised all due diligence to avoid the commission of the offence then enforcement action cannot be taken.

All such offences are required to be proved to the criminal standard, with the burden of proof being beyond all reasonable doubt. Therefore, evidence from a sighting, property within a black bag or a label on property on its own is insufficient evidence on which to proceed.

However, where there is sufficient evidence, officers can issue Fixed Penalty Notices (FPN) of £400 or, in circumstances which include deliberate transfer of waste to an unauthorised person in the knowledge that it would be fly-tipped, or when someone is a persistent offender with a record of not paying fixed penalties then a prosecution through Court is appropriate.

A person who commits such offences is liable

(a) on summary conviction, to imprisonment for a term not exceeding 12 months or a fine or both;

(b) on conviction on indictment, to imprisonment for a term not exceeding five years or a fine or both

### **Estate Agent Boards**

On the Public Highway, and / or fixed to street furniture –

- Breach of the Highways Act 1980 sec.132
- Issue an FPN (£100) and request the agent remove the sign within 48 hours. If the sign is not removed we would remove the sign ourselves.
- Repeat offenders (that is 3 or more FPN's issued to the same Estate Agent) we would prosecute under the above Highways Act (maximum fine £2500).
- Non-payment of FPN results in a prosecution.

On private land or LBH Housing Land –

- Contact the agent and request they remove the board within 48 hours

- If the board is not removed issue an FPN (£60/£100) under the Town & Country Planning Act 1990 s224 (3)
- Repeat offenders that is 3 or more FPN's issued to the same Estate Agent we would prosecute under the Town & Country Planning Act 1990 s224 (3) (maximum fine £1000).
- Non-payment of FPN results in a prosecution.

### **Fly posting**

On the Public Highway, and or fixed to street furniture –

- A tasking form to EET to remove the fly-post and issue an FPN as appropriate.
- Breach of the Highways Act 1980 sec.132
- Repeat offenders that is 3 or more FPN's issued to the same Company/person we would prosecute under the above Highways Act (maximum fine £2500).
- Non-payment of FPN results in a prosecution.

However, if the flyposting is a phone number i.e. 'cash for cars' it is very difficult with our current method of checks to identify names & addresses for prosecution. We call the number, and the person answering can often be very vague, refuse to divulge personal details, and officers, therefore, will only agree to visit the caller or to meet at a neutral location.

Other types of fly post would involve a desk top search to try to identify the company/person and issue either words, of advice and or an FPN as appropriate.

On private land or LBH Housing Land –

If the sign has been placed on the land without permission from the landowner then it is a fly-post. If the land or premises owner has consented to the poster or sign, then this is not a fly post. It may contravene Planning regulations which we would then refer to Planning Enforcement Team.

If permission has not been sought -

- If the land owner is the local authority, i.e. Housing land a tasking form to EET to remove the fly-post an FPN (£60/£100) under the Town & Country Planning Act 1990 s224 (3)
- Repeat offenders that is 3 or more FPN's issued to the same company/person we would prosecute under the Town & Country Planning Act 1990 s224 (3) (maximum fine £1000).
- Non-payment of FPN results in a prosecution.

### **PERFORMANCE DATA**

The normal method of reporting Fly tipping and fly posting is through the contact centre where a task is raised and responded to by an ASBET officer. Where multiple offences of aggravating factors such as type, or quantity of fly tips/fly posts are identified then a complex case officer is identified to assist and take on a prosecution case

## **Fly tipping**

The ASBET team has had success in this area with large scale fly tips gaining convictions this year amounting to 24 months of prison time and compensation to the tune of £5750 plus court fines of £900.

In addition, proactive action is undertaken, which involves work with the Boroughs CCTV unit to identify offences together with the utilisation of ASBET officers and uniformed enforcement officers (EET) to identify offenders.

Not all CCTV footage is actionable, however, ASBET has introduced a system of intelligence target packages to assist with the identification and enforcement of fly tipping offences. This involves EET Officers visiting addresses identified from CCTV evidence to identify offenders and issue on the spot FPN's.

Using this system, has resulted in an increase in detected offences and the issue of 50 Fixed Penalty Notices so far this year. Fines range from £100 for littering to £400 for Fly tipping. ASBET has set a target to identify 13 offences and offenders per month which could achieve an annual income generation of £60,000, which does not include Court prosecution or compensation orders.

## **Fly posting**

From September 2021 to date the ASB Team has processed 74 court cases related to non-payment of fines for Fly posting, which includes 'To Let' Boards.

## **RESIDENT BENEFIT**

- Clear message that Hillingdon Council takes a zero-tolerance approach
- Reduction offences
- Cleaner and healthier environment

## **FINANCIAL IMPLICATIONS**

No financial implications.

## **LEGAL IMPLICATIONS**

Unlawful deposit of controlled waste – Section 33(1) (a) Environmental Protection Act 1990

Resident appears to have failed to comply with their duty of care, knowingly causes or knowingly permits the deposit of their waste - Section 34(2A) of the Environmental Protection Act 1990.

Highways Act 1980 sec.132

Town & Country Planning Act 1990 s224 (3)

## **BACKGROUND PAPERS**

Nil.

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## CABINET FORWARD PLAN

<b>Committee name</b>	Residents' Services Select Committee
<b>Officer reporting</b>	Liz Penny, 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 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:

	<b>Committee action</b>	<b>When</b>	<b>How</b>
<b>1</b>	<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>
<b>2</b>	<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>
<b>3</b>	<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>
<b>4</b>	<b>To identify a forthcoming report that may merit a post-decision review at a later Select Committee meeting</b>	<p>As part of its post-decision scrutiny and broader reviewing role, this would be where the Select Committee may wish to monitor the implementation of a certain Cabinet or Cabinet Member decision listed/taken at a later stage, i.e., to review its effectiveness after a period of 6 months.</p> <p>The Committee should note that this is different to the use of the post-decision scrutiny 'call-in' power which seeks to ask the Cabinet or Cabinet Member to formally re-consider a decision up to 5 working days after the decision notice has been issued. This is undertaken via the new Scrutiny Call-in App members of the relevant Select Committee.</p>	<p>The Committee would add the matter to its multi-year work programme after a suitable time has elapsed upon the decision expected to be made by the Cabinet or Cabinet Member.</p> <p>Relevant service areas may be best to advise on the most appropriate time to review the matter once the decision is made.</p>

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## BACKGROUND PAPERS

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

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Upcoming Decisions Further details

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										
<b>Cabinet meeting - Thursday 1 September 2022 (report deadline 12 August 2022)</b>										
050	<b>Provision of a Tree Maintenance Service</b>	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.	All		Cllr Eddie Lavery - Residents' Services	Residents' Services	P / R - Sophie Coughlan / Allison Mayo			Private (3)
013	<b>Strategic Climate Action Plan</b>	Hillingdon Council passed a Climate Change Declaration at its full Council meeting on 16 January 2020 which set out targets to become carbon neutral and achieve 100% clean energy across the Council's services by 2030. It will also set out the Council's approach to low carbon procurement. Cabinet in July 2021 approved the Council's Climate Action Plan to achieve this and also agreed to review progress annually. This is the first annual progress review of the Plan to Cabinet.	All		Cllr Eddie Lavery - Residents' Services	Residents' Services	P / R - Ian Thynne / Matthew Kelly	Residents' Services Select Committee		Public
014a	<b>Statement of Gambling Policy (POLICY FRAMEWORK)</b>	Every 3 years the Council is required to review its Gambling Policy, which Council officers and Licensing Sub-Committee operate within when making such licensing decisions. Cabinet will consider recommending a reviewed Statement of Gambling Policy for consultation, before it comes back for final consideration.	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	<b>Public Preview of matters to be considered in private</b>	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
SI	<b>Reports from Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	CS - Democratic Services	TBC		Public
<b>Cabinet Member Decisions expected - September 2022</b>										
SI	<b>Standard Items taken each month by the Cabinet Member</b>	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	CS - Democratic Services	Various		Public
<b>Cabinet meeting - Thursday 13 October 2022 (report deadline 26 September)</b>										
061	<b>Playground Refurbishment Contract</b>	To award a contract following a competitive tender process for the refurbishment of playgrounds within the Borough.	Various		Cllr Eddie Lavery - Residents' Services	Residents' Services	P - Jamie Bell and Neil O'Connor		NEW ITEM	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 CS = Central Services R = Resources CY = Children & Young People ES = Education & SEND										
053b	<b>Council Strategy 2022-2026 - POLICY FRAMEWORK</b>	Following consultation, Cabinet will consider recommending to the full Council a new Council Strategy. It will set out the Council's proposed vision, direction and the overarching policies as a framework to deliver excellent services to residents in the Borough and monitor their performance and delivery.	All	Proposed Full Council adoption - 17 November 2022	All Cabinet Members	All Select Committees	CS - Dan Kennedy / Naveed Mohammed	Statutory consultation and select committees		Public
SI	<b>Public Preview of matters to be considered in private</b>	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
SI	<b>Reports from Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	CS - Democratic Services	TBC		Public
<b>Cabinet Member Decisions expected - October 2022</b>										
SI	<b>Standard Items taken each month by the Cabinet Member</b>	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	CS - Democratic Services	Various		Public
<b>Cabinet meeting - Thursday 10 November 2022 (report deadline 24 October)</b>										
SI	<b>Public Preview of matters to be considered in private</b>	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
SI	<b>Reports from Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	CS - Democratic Services	TBC		Public
<b>Cabinet Member Decisions expected - November 2022</b>										
SI	<b>Standard Items taken each month by the Cabinet Member</b>	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	CS - Democratic Services	Various		Public
<b>Cabinet meeting - Thursday 15 December 2022 (report deadline 28 November)</b>										
040a	<b>The Council's Budget - Medium Term Financial Forecast 2023/24 - 2027/28 (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 - 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

Ref	Upcoming Decisions	Further details	Ward(s)	Final decision by	Cabinet Member(s)	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
				Full Council	Responsible					
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										
014b	<b>Statement of Gambling Policy (POLICY FRAMEWORK)</b>	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	<b>Public Preview of matters to be considered in private</b>	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
SI	<b>Reports from Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	CS - Democratic Services	TBC		Public
<b>Cabinet Member Decisions expected - December 2022</b>										
SI	<b>Standard Items taken each month by the Cabinet Member</b>	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	CS - Democratic Services	Various		Public
<b>Cabinet meeting - Thursday 5 January 2023 (report deadline 12 December)</b>										
068 25	<b>Rough Sleeper Services Contract Award</b>	Cabinet will consider the award a contract for support services for Rough Sleepers in the Borough.	All		Cllr Eddie Lavery - Residents' Services	Residents' Services	P - Mark Billings / Debbie Weller		NEW ITEM	Private (3)
043	<b>Local Flood Risk Management Strategy</b>	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 - Ian Thynne	Select Committee and public consultation.		Public
SI	<b>Public Preview of matters to be considered in private</b>	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
SI	<b>Reports from Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	CS - Democratic Services	TBC		Public
<b>Cabinet Member Decisions expected - January 2023</b>										
SI	<b>Standard Items taken each month by the Cabinet Member</b>	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	CS - Democratic Services	Various		Public
<b>Cabinet meeting - Thursday 16 February 2023 (report deadline 30 January 2023)</b>										

Ref	Upcoming Decisions	Further details	Ward(s)	Final decision by	Cabinet Member(s)	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
				Full Council	Responsible					
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										
040b	<b>The Council's Budget - Medium Term Financial Forecast 2023/24 - 2027/28 (BUDGET FRAMEWORK)</b>	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	<b>Public Preview of matters to be considered in private</b>	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
SI	<b>Reports from Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	CS - Democratic Services	TBC		Public
<b>Cabinet Member Decisions expected - February 2023</b>										
SI	<b>Standard Items taken each month by the Cabinet Member</b>	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	CS - Democratic Services	Various		Public
<b>Cabinet meeting - Thursday 23 March 2023 (report deadline 6 March 2023)</b>										
SI	<b>Public Preview of matters to be considered in private</b>	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
SI	<b>Reports from Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	CS - Democratic Services	TBC		Public
<b>Cabinet Member Decisions expected - March 2023</b>										
SI	<b>Standard Items taken each month by the Cabinet Member</b>	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	CS - Democratic Services	Various		Public
<b>Cabinet meeting - Thursday 20 April 2023 (report deadline 3 April 2023)</b>										
SI	<b>Public Preview of matters to be considered in private</b>	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
SI	<b>Reports from Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	Various		All	TBC	CS - Democratic Services	Various		Public

**Upcoming Decisions** Further details

Ref

Ward(s)

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

**Cabinet Member Decisions expected - April 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	CS - Democratic Services	Various		Public
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**Cabinet meeting - Thursday 4 May 2023 (report deadline 17 April)**

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

**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	CS - Democratic Services	Various		Public
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**Cabinet meeting - June 2023 (date TBC)**

SI	<b>Public Preview of matters to be considered in private</b>	A report to Cabinet to provide maximum transparency to residents on the private matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
SI	<b>Planning Obligations and Community Infrastructure Levy Annual Monitoring report</b>	Cabinet will receive an annual update report to monitor spending on section 106 (developer contribution) monies along with the Community Infrastructure levy.	All		Cllr Eddie Lavery - Residents' Services	Residents' Services	P - Nicola Wyatt			Public
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	CS - 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		CS - Democratic Services	Various		Public
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**Cabinet meeting - July 2023 (date TBC)**

# Upcoming Decisions

## Further details

Ref

Ward(s)

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

SI	<b>Strategic Climate Action Plan</b>	Hillingdon Council passed a Climate Change Declaration at its full Council meeting on 16 January 2020 which set out targets to become carbon neutral and achieve 100% clean energy across the Council's services by 2030. It will also set out the Council's approach to low carbon procurement. Cabinet in July 2021 approved the Council's Climate Action Plan to achieve this and also agreed to review progress annually. This is the first annual progress review of the Plan to Cabinet.	All		Cllr Eddie Lavery - Residents' Services	Residents' Services	P / R - Ian Thynne	Residents' Services Select Committee		Public
SI	<b>Public Preview of matters to be considered in private</b>	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
SI	<b>Reports from Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	All	CS - Democratic Services	TBC		Public

### Cabinet Member Decisions expected - July 2023

SI	<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		CS - Democratic Services	Various		Public
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### AUGUST 2023 - NO CABINET MEETING

SI	<b>Interim or urgent executive decision-making by the Leader of the Council</b>	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	<b>Standard Items taken each month by the Cabinet Member</b>	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	CS - Democratic Services	Various		Public

### CABINET MEMBER DECISIONS: Standard Items (SI) that may be considered each month

SI	<b>Urgent Cabinet-level decisions &amp; interim decision-making (including emergency decisions)</b>	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
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Ref **Upcoming Decisions** Further details

Ward(s)

				Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place CS = Central Services R = Resources CY = Children & Young People ES = Education & SEND										
SI	<b>Release of Capital Funds</b>	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	<b>Petitions about matters under the control of the Cabinet</b>	Cabinet Members will consider a number of petitions received by local residents and organisations and decide on future action. These will be arranged as Petition Hearings.	TBC		All	TBC	CS - Democratic Services			Public
SI	<b>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>Acceptance of Tenders</b>	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	<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>Chrysalis Programme of Environmental Improvements</b>	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	<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

Ref

<i>Ref</i>	<b>Upcoming Decisions</b>	<b>Further details</b>	<b>Ward(s)</b>	<b>Final decision by Full Council</b>	<b>Cabinet Member(s) Responsible</b>	<b>Relevant Select Committee</b>	<b>Directorate / Lead Officer</b>	<b>Consultation related to the decision</b>	<b>NEW ITEM</b>	<b>Public or Private (with reason)</b>
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 CS = Central Services R = Resources CY = Children & Young People ES = Education & SEND

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

## RESIDENTS' SERVICES SELECT COMMITTEE - WORK PROGRAMME

<b>Committee name</b>	Residents' Services Select Committee
<b>Officer reporting</b>	Liz Penny, Democratic Services Officer
<b>Papers with report</b>	Appendix A – Work Programme Scoping Report – Empty Homes Premium
<b>Ward</b>	All

### HEADLINES

To enable the Committee to note future meeting dates and to forward plan its work for the current municipal year. A minor review is proposed for the 19 October 2022 meeting to consider the feasibility of increasing the current Empty Homes Premium, applicable to non-exempt properties empty for more than two years, from the current 150% to 200%.

### RECOMMENDATIONS

1. That the Residents' Services Select Committee considers the Work Programme report and agrees any amendments;
2. That the Residents' Services Select Committee considers undertaking a minor review of the Empty Homes Premium (as per attached Scoping Report); and
3. Following the minor review, that the Residents' Services Select Committee considers undertaking a major review of alleygating in the Borough.

### 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

### Site Visits

Members of the Residents' Services Select Committee were invited to visit the CCTV room in the Civic Centre on Monday 25 July 2022; this site visit proved to be extremely interesting and

informative.



**A recent Select Committee visit to the Council's CCTV control room to review operations**

Left - Cllr Sullivan and Cllr Smallwood  
Above - Cllr Farley and Cllr Punja

**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
<b>Minor Review: Empty Homes Council Tax Premium (tbc)</b> Topic selection / scoping stage Witness / evidence / consultation stage Findings, conclusions and recommendations Final review report agreement Target Cabinet reporting				Selection / Scoping	Witness Session Findings	Cabinet						
<b>Major Review: Alleygating (tbc)</b> Topic selection / scoping stage Witness / evidence / consultation stage Findings, conclusions and recommendations Final review report agreement Target Cabinet reporting					Scoping			Witness Session	Witness Session	Findings	Final report	
<b>Regular service &amp; performance monitoring</b> 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	
<b>One-off information items</b> Scrutiny Introduction (Democratic Services) ASD Service Development Toilet signs/flyposting/fly-tipping Local Flood Risk Management Strategy Community Cohesion / Prevent Update Statement of Gambling Policy (POLICY FRAMEWORK) Council Strategy 2022-2026 consultation Empty Properties (Council Tax Premium & EDMOs) Allotments Update Policy Review Discussion & Guidance Update on housing transformation project Parking and modern enforcement (delivery drivers) The impact of HS2 (parking and traffic) High Street Regeneration post-Covid	X			X	X	X		X		X		
<b>Crime &amp; Disorder - Statutory Scrutiny (themed)</b> Safer Hillingdon Partnership Development Safer Hillingdon Partnership Performance & Theme 1 - TBC Safer Hillingdon Partnership Performance & Theme 2 - TBC						X				X		
<b>Past review delivery</b> Engagement with Tenants and Leaseholders 2021/22									X			
<b>Internal use only</b> 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 2022)  
 Uxbridge or Botwell Leisure Centre  
 Harlington Road Depot (28 September 2022)  
 Rapid Response Team  
 Weed Killing Contractor  
 Heathrow Airport (Imported Food Office) (4 October 2022)  
 Noise Team  
 Contact Call Centre  
 Fire Station

**Topics for inclusion in 2023/2024 Work Programme**  
 Weed Spraying  
 Monitoring of 'Master Plan for Uxbridge' (as referenced in Council Strategy 2022-26)  
 Update on Empty Property Strategy - tbc

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# Residents' Services Select Committee Minor Review Scoping Report - 2022/2023

## Empty Homes Council Tax Premium

### **1. OBJECTIVES**

#### **Aim of review**

The review aims to consider the feasibility of increasing the current Empty Homes Premium, applicable to non-exempt properties empty for more than two years, from the current 150% to 200%.

#### **Terms of Reference**

1. To fully investigate the feasibility and effect both on owners and the Council of applying the maximum Empty Homes Council Tax premiums on non-exempt properties empty for more than two years; and
2. To make any necessary recommendation to Cabinet based on the Committee's findings.

### **2. BACKGROUND**

#### **Empty Homes Premium**

From 1 April 2013, billing authorities, such as Hillingdon, 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 also now possible for properties empty for longer than 5 years (200%) and 10 Years (300%). At present 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**

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

In July 2022 there were 163 properties attracting the Empty Property Premium of 150% yielding £337k of additional income for the Council; increasing this to 200% would yield an additional £112k.

The 163 properties identified in Table 3 had 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 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.

Whilst increasing the Council's Empty Homes Premium from 150% to 200% will yield additional income for the Council, experience has shown that, due to the property being empty, 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.

## **Areas identified for improvement.**

An increase in the Empty Homes Premium added to Council Tax liabilities will add an additional financial incentive to bring properties back into use and potentially 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.

## **Current data, best practice, and research**

It is noted that neighbouring London Boroughs (Harrow, Hounslow, Brent, and Ealing) are all already applying the optimum premium of 200%.

## **Legislative / national context**

Council Tax was introduced on 1 April 1993 enabled by the Local Government Finance Act (LGFA)1992. The LGFA 1992 specified a number of exemptions and discounts in relation to unoccupied 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 two years.

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.

## **Executive Responsibilities**

The portfolio Cabinet Members responsible are Councillor Eddie Lavery in relation to Empty Homes as a policy area, and Councillor Martin Goddard in respect of Council Tax.

## **3. EVIDENCE & ENQUIRY**

### **Potential witnesses (including service users)**

Maureen Pemberton, Head of Revenues  
Iain Watters, Director – Strategic and Operational Finance  
Mark Billings, Head of Housing Options, Homelessness & Standards  
Debby Weller, Housing Policy and Strategy Manager

## Lines of Enquiry

Members will be interested in gaining a thorough understanding of the potential impact of increasing the Empty Home Premium in Hillingdon – both on the Council’s finances and in terms of housing stock in the Borough. Members will note that neighbouring boroughs are already charging the maximum premium but may be interested in learning what other local authorities are doing further afield.

As well as the clear policy reasons for looking at all available measures to tackle the number of empty homes, Members will also wish to consider the cost/benefit of any proposal to charge the maximum premium(s), i.e., the officer and internal resources required to implement this compared with the likely income that would be achieved as a result.

If Members are minded to recommend a change in the premium to charge the maximum amount, they may wish to consider whether it is feasible and legal to also introduce a discretionary policy in this regard, in exceptional circumstances – and who would authorise this.

## Future information that may be required

A detailed explanation of the potential impact of the increase.

## **4. REVIEW PLANNING & TIMETABLE**

Proposed timeframe & milestones for the review:

<b>Meeting Date</b>	<b>Action</b>	<b>Purpose / theme</b>	<b>Witnesses / officers attending</b>
8 September 2022	Agree Scoping Report	Information and analysis	Iain Watters
19 October 2022	Witness Session 1  De-brief, findings and recommendations	Information / analysis  To discuss key findings and potential recommendations	Maureen Pemberton, Iain Watters, Mark Billings, Debby Weller
24 November 2022	Approval of draft final report	Proposals – agree recommendations and final draft report to Cabinet	

## **Resource requirements of this review**

None.

## **Equalities impact**

N/A at this stage.

## **Background Papers / further reading**

- [Council tax : empty properties - House of Commons Library \(parliament.uk\)](#) - May 2020
- [Higher amount for long-term empty dwellings - GOV.UK](#)
- [Get in on the Act: Rating \(Property in Common Occupation\) and Council Tax \(Empty Dwellings\) Act 2018 | Local Government Association](#)

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