



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, 24  
NOVEMBER 2022

**Time:** 7.00 PM

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

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

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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 - 8
- 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 Crime and Disorder Scrutiny - Police and Probation Service 9 - 12
- 6 Community Cohesion and Prevent 13 - 24
- 7 Allotments Update 25 - 34
- 8 Empty Homes Council Tax Premium Minor Review - draft final report 35 - 36
- 9 Forward Plan 37 - 48
- 10 Work Programme 49 - 54

## Minutes

### RESIDENTS' SERVICES SELECT COMMITTEE

19 October 2022



Meeting held at Committee Room 5 - Civic Centre

	<p><b>Committee Members Present:</b>          Councillors Wayne Bridges (Chairman)          Colleen Sullivan (Vice-Chairman)          Janet Gardner          Ekta Gohil          Sital Punja          Peter Smallwood</p> <p><b>Witnesses Present:</b>          Tina, Local Resident</p> <p><b>LBH Officers Present:</b>          Ian Billham, Interim Director of Community Safety and Enforcement          Daniel Ferrer, Licensing Team Manager          Joanne Howells, Team Leader – ASB and Environment Team          Ceri Lamoureux, Lead Finance Business Partner          Maureen Pemberton, Head of Revenues          Liz Penny, Democratic Services Officer          Iain Watters, Director – Strategic and Operational Finance          Debby Weller, Housing Policy &amp; Strategy Manager</p> <p><b>Also Present:</b>          Councillor Barry Nelson-West (sub)</p>
19.	<p><b>APOLOGIES FOR ABSENCE</b> (<i>Agenda Item 1</i>)</p> <p>Apologies for absence were received from Cllr Scott Farley with Cllr Barry Nelson-West substituting.</p>
20.	<p><b>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING</b>          (<i>Agenda Item 2</i>)</p> <p><b>None.</b></p>
21.	<p><b>TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING</b> (<i>Agenda Item 3</i>)</p> <p><b>RESOLVED:</b> That the minutes of the meeting dated 21 July 2022 be agreed as an accurate record.</p>
22.	<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 marked Part I and would be considered</p>

	in public.
23.	<p><b>2023/24 BUDGET PLANNING REPORT FOR SERVICES WITHIN THE REMIT OF THE RESIDENTS' SERVICES SELECT COMMITTEE</b> (<i>Agenda Item 5</i>)</p> <p>Iain Watters, Director – Strategic and Operational Finance, introduced the budget planning report and highlighted the salient points. It was noted that the report focussed on the broader financial position; the report for consideration in January 2023 would set out more detailed budget proposals following the December Cabinet meeting. Members heard that the Council was currently in a strong position but faced significant challenges, particularly related to Covid 19 legacy costs and current high levels of inflation on energy costs. The next budget cycle would be more challenging and there would be a focus of service transformation to ensure cost effective and efficient service delivery.</p> <p>Members observed that, during their site visit to Harlington Road Depot, they had been informed that the introduction of the food waste service had saved the Council approximately £90k. It was confirmed that small changes to services could sometimes yield significant rewards; any money saved would be reinvested into the provision of other services.</p> <p>Members requested clarification as to which services would be transformed to save money. It was confirmed that demand on services in the Borough was constantly changing and being monitored. Services to be transformed included revenues and benefits. Future automation and self-service would reduce back-office processing work; further information on this would be available in January 2023. It was hard to anticipate demand on services, but officers worked closely with service departments to establish what was happening on the ground.</p> <p>The Select Committee commented that it was important to plan for contingency costs to allow for unforeseen demands on services e.g. in relation to homelessness. It was also important to focus on ‘value for residents’ not just ‘value for money’.</p> <p><b>RESOLVED: That the Committee noted the financial context in which the 2023/24 budget setting process would take place in advance of detailed savings proposals being developed and approved at Cabinet in December 2022.</b></p>
24.	<p><b>SELECT COMMITTEE MINOR REVIEW - EMPTY HOMES COUNCIL TAX PREMIUM</b> (<i>Agenda Item 6</i>)</p> <p>Liz Penny, Democratic Services Officer, introduced the minor review into the feasibility of increasing the Empty Homes Council Tax Premium, applicable to non-exempt properties empty for more than two years, from the current 150% to 200%.</p> <p>Members heard from Tina, a Hillingdon resident, who was living next door to a property which had been empty for 13 years due to an ongoing probate issue. The Committee was informed that the house was in a state of disrepair and no longer habitable. The garden was overgrown and there was a rat infestation. Fly-tipping was also an issue. The condition of the neighbouring property was negatively impacting the value of Tina’s own property and she anticipated that it would be difficult to sell should she wish to move on.</p> <p>Iain Watters, Director – Strategic and Operational Finance, was in attendance and</p>

addressed the Committee confirming that it was anticipated an increase to the premium would act as an additional mechanism to encourage owners to make better use of an empty property.

Maureen Pemberton, Head of Revenues, was also in attendance and advised Members that the Council Tax premium was only chargeable on unfurnished properties. In cases where there were probate issues it was often difficult to establish who was liable to pay Council Tax. Officers monitored all cases and collected the tax due whenever possible; however, this was particularly challenging in cases of family disputes and probate issues and could be resource intensive. The forced sale route was also expensive.

Debby Weller, Housing Policy and Strategy Manager, addressed the Committee and offered her sympathies to the resident. It was acknowledged that this case was very complicated due to probate issues hence legal advice would be sought. In general terms, it was hoped that an increase in the Council Tax premium would bring pressure to bear on owners and encourage them to bring empty properties back into use. At present there was no data available to measure the success of the increased premium across other West London boroughs.

In response to questions from the Committee, it was confirmed that there were currently 144 properties in Hillingdon which attracted the 150% empty homes premium. Each case was different and it was sometimes difficult to establish who was liable to pay the Council Tax - owners could not be traced, a property was still owned by the deceased or the deceased had had no family. In all cases Council Tax could not be charged until six months after probate had been decided.

Members requested a further breakdown of the 144 empty homes. It was confirmed that in approximately 60% of these cases, the empty homes premium was charged to a company or public organisation. The remaining 40% were privately owned. It was acknowledged that it was far easier to collect on commercial properties; the private cases were resource intensive and the costs of debt recovery could at times outweigh the financial benefit of recovering the Council Tax. Enforced sales were not a straightforward option for the Council at present and it was not possible to put a cap on the number of years a property could remain empty.

In response to further requests for clarification, Members heard that it was difficult to establish trends in other boroughs since the increase in premium was relatively new and the collection of taxes had been impacted by the pandemic. It was anticipated that the proposed increase in premium would bring some properties back into use, but it was not possible to confirm numbers at this stage. In cases like Tina's, the Council's Antisocial Behaviour Team would also be involved. It was confirmed that responsibility for empty properties lay with the private sector housing department. It was agreed that, following the meeting, officers would review the Council's approach to empty homes and develop an Empty Homes Strategy in 2023 in order to set out a pathway to progress for the Council. Further research would be conducted into other Councils' good practice, potential enforcement activity, costs and benefits and grant funding. All options would be considered to establish the most cost-effective and appropriate way forward.

It was agreed that Tina would be provided with a list of named contacts. Debby Weller would be requested to update the Select Committee once the new system was in place.

	<p>Tina was thanked for attending the meeting and for her invaluable testimony which had been extremely useful.</p> <p>All Members indicated that they were in support of the proposed increase in premium from 150% to 200%. It was agreed that this matter would be re-visited once the ongoing review had been concluded.</p> <p><b>RESOLVED: That the Residents’ Services Select Committee noted the evidence heard at the witness session, reviewed the findings and agreed the proposed increase to the current Empty Homes Council Tax Premium, applicable to non-exempt properties empty for more than two years, from the current 150% to 200%.</b></p>
25.	<p><b>STATEMENT OF GAMBLING POLICY CONSULTATION</b> (<i>Agenda Item 7</i>)</p> <p>Daniel Ferrer, Licensing Team Manager, introduced the report. Members heard that the Council was required to review the Statement of Gambling Policy every three years. A draft policy had been produced which now needed to be consulted upon, prior to final consideration by Cabinet or adoption by full Council. The draft policy had already been presented to the Licensing Committee and no major issues raised. All relevant parties including residents’ associations etc had been consulted and the consultation period was due to end on 24 October 2022. The Select Committee was advised that the proposed changes to the policy were set out at Appendix A to the report. There had been no major changes in the Gambling Act or in the relevant guidance; the majority of the proposed changes to the policy related to remote gambling which did not directly affect the local authority. Members were informed that the revised policy was a more well-rounded document. The fees had remained unchanged.</p> <p>Members were pleased to see that equality and human rights had been included in the new policy and felt it was a good piece of work. It was confirmed that the Chairman of the Licensing Committee had requested further data in relation to age verification and self-exclusion. No further concerns were raised by the Select Committee Members.</p> <p><b>RESOLVED: That the Committee considered the revisions to the Statement of Gambling Policy and raised no concerns in relation to the proposed changes.</b></p>
26.	<p><b>SAFER HILLINGDON PARTNERSHIP DEVELOPMENT</b> (<i>Agenda Item 8</i>)</p> <p>Ian Billham, Interim Director – Community Safety and Enforcement, introduced the report which outlined the changes to the Safer Hillingdon Partnership (SHP) structure, governance and delivery to ensure compliance with its statutory functions under the Crime and Disorder Act 1998. It was confirmed that the SHP was the statutory Community Safety Partnership (CSP) in Hillingdon. Members heard that a number of new responsibilities were being allocated to CSPs including the upcoming Serious Violence Duty, Combatting Drugs Strategy (Harm to Hope Guidance) and domestic abuse. The report outlined the responsible authority core membership. Priorities and performance measures to come before the Select Committee would be agreed with a focus on that which could be influenced and changed, particularly across the new areas of responsibility.</p> <p>A new governance and tiered structure had been proposed as set out in the report. This entailed three overarching priorities underpinning themes. Member heard that the</p>

reason for this approach was that it was likely strategic headlines would not change over a three-year period whilst the underpinning priorities would. This was a practice seen nationally. The importance of having the right membership across the structure was highlighted.

Members requested clarification as to which departments would be involved in the Community Safety Partnership Membership. It was confirmed that the report set out the core function of the Board only. Education would be included throughout the rest of the structure; possibly on the Business Support Group, Domestic abuse forum, Prevent forums and Combatting drugs forum – this was yet to be confirmed. At strategic level, the inclusion of the local education authority was also under consideration.

With regard to the Strategic Intelligence Assessment referenced in the report, Members enquired who would be doing the actual assessment. It was confirmed that this had been completed by Edge Consultancy on this occasion; their results would be compared with in house data. The Assessment was an annual undertaking - how this annual assessment would be carried out in the future had yet to be confirmed.

Members noted the importance of consistent annual reviews of the CSP going forward - strategic priorities would change year on year therefore needed to be monitored. It was confirmed that a core function of the CSP was to review itself on an annual basis.

In response to further questions from the Committee, it was confirmed that ways in which links with the Hillingdon Safer Neighbourhood Board could be improved were still under consideration.

Councillors requested further details regarding the benefit to residents. It was confirmed that locality-based hubs were under consideration to facilitate better engagement with residents at a local level. Residents' associations would be involved and local residents would be consulted to ensure the structure met their needs. The aim was to build resilience in the community with a preventative rather than a reactive approach. Members welcomed this preventative approach.

Councillors enquired whether Edge Consultancy had taken into consideration how things operated in the Borough on the ground noting that levels of abuse and crime were intrinsically linked to housing and how / where people lived. A shift of consciousness around planning was required to address this. It was acknowledged that developers needed to consider the local demographics of an area to understand its communities and local needs. In the longer term, area profiles would be carried out to identify socioeconomic factors and demographics – this would be the preventative approach. It was acknowledged that a reactive approach was also required – officers would be going back to the basics of estate and neighbourhood management and would look at how antisocial behaviour, environmental issues and housing enforcement were managed. Local hubs would engage with landlords and the aim would be to improve that engagement on an ongoing basis. Members heard that this approach had been effective in other areas, though it was recognised that London was more challenging due to crossover between boroughs and differences in area.

In response to further questions from the Committee, it was acknowledged that Safe Spaces were a great piece of work and would be taken into consideration. It was recognised that domestic abuse was intrinsically linked to exploitation, radicalisation, drug use etc and it was important to understand these links. A co-ordinated approach was essential and early intervention was key.

Members expressed their concern that many registered social landlords either did not have a domestic violence policy in place or failed to implement it to protect victims. It was confirmed that officers would work towards incorporating domestic abuse into tenancy agreements to ensure victims were prioritised over perpetrators. There was a need to improve engagement with registered social landlords. An in-depth piece of work was also underway regarding the allocation of accommodation and how this could be tracked. It was anticipated that this would be captured in the new Strategy.

The Select Committee noted that further SHP updates were scheduled on the Work Programme for November 2022 and March 2023. It was not yet possible to endorse the new arrangements for SHP as a consultation was still underway.

**RESOLVED: That the Committee noted the content of the report and the proposals for SHP.**

27. **FLY-TIPPING, FLYPOSTING AND TO-LET BOARDS** (*Agenda Item 9*)

Joanne Howells, Team Leader – ASB and Environment Team, introduced the report. The Select Committee was advised that new innovative methods to address the issue of fly-tipping were being explored as fly-tipping was prevalent across the Borough. The Team was working with colleagues in the CCTV room and new intelligence packages were being used to identify repeat offenders and take enforcement action. In one recent high-profile case, a prolific offender had been jailed for 24 months which was a good result. It was recognised that education was key to raise residents' understanding of how to store and handle waste correctly, recycling options etc; enforcement was always the last option.

Members recognised that there was a seasonal fly-tipping problem in Brunel Ward linked to students moving in and out of university accommodation and enquired whether officers worked with the CCTV team to identify offenders. The Committee heard that, since students were transient, any items left behind and subsequently fly-tipped became the landlords' responsibility who would be liable to enforcement. Officers engaged with landlords in an attempt to address this problem. CCTV and social media were used to assist in identifying offenders; once identified, enforcement action would be taken – a fixed penalty notice would be issued in the first instance and repeat offenders could be taken to Court.

In response to further questions from the Committee, it was confirmed that the 14-day rule applied to all estate agent boards placed on private property in Hillingdon. At the request of the Committee, it was agreed that officers would confirm how many of the 74 court cases processed by the ASB Team since September 2021 related to non-payment of fines for estate agent boards.

Councillors observed that fly-tipping hot spots seemed to vary depending on the siting of CCTV cameras; additional cameras would be welcomed in Yiewsley to address the antisocial behaviour issues there. It was also noted that industrial sites were disposing of waste into local canals, rivers, parks and streets and this was a matter of concern.

Members enquired how the Council could support private landowners and estates experiencing ASB and fly-tipping problems. It was agreed that this was very challenging; the Council was obliged to charge when clearing fly-tipped waste from private property and identifying the offenders was difficult. It was recognised that fly-

	<p>tipping was a commercial business for some offenders; boroughwide operations were undertaken in an attempt to identify vehicles used in fly-tipping offences.</p> <p>In response to further questions from the Committee, it was confirmed that the Environment Enforcement Team proactively took action to locate and remove flyposting. Letters were sent to residents to raise awareness and understanding of what was acceptable. Cameras acted as a deterrent and officers worked in conjunction with the ASB teams in Ealing, Harrow and other neighbouring boroughs. Officers wore body cameras when speaking to offenders and the evidence would be admissible in Court. However, it was noted that identifying offenders was challenging. Innovative ways to tackle the problem were being explored.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li><b>1. That the Residents' Services Select Committee noted the content of the report and sought clarification from officers as necessary;</b></li> <li><b>2. That the Team Leader – ASB and Environment Team be requested to confirm how many of the 74 court cases processed by the ASB Team since September 2021 related to non-payment of fines for estate agent boards.</b></li> </ol>
28.	<p><b>FORWARD PLAN</b> (<i>Agenda Item 10</i>)</p> <p><b>RESOLVED: That the Forward Plan be noted.</b></p>
29.	<p><b>WORK PROGRAMME</b> (<i>Agenda Item 11</i>)</p> <p>It was noted that Members were welcome to invite residents to attend the Select Committee as witnesses; suggestions for witnesses for the proposed alleygating scheme would also be welcomed.</p> <p>Members requested a timeline for the Local Flood Risk Management Strategy, clarifying when and how the consultation on this would be carried out. It was agreed that Democratic Services would provide this.</p> <p>With regard to the Select Committee recent site visits, Members confirmed that these had been very positive and useful. The high morale and enthusiasm of the officers they had met had been good to see. It was noted that the next site visit to Hillingdon Fire Station was scheduled for 7 December 2022. Members were invited to suggest other ideas for future site visits.</p> <p>It was agreed that the Committee's next major review would be on the topic of alleygating in the Borough. The proposed review of the Housing Department would be undertaken at a later stage once the ongoing restructure had been completed.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li><b>1. That the Residents' Services Select Committee noted the Work Programme;</b></li> <li><b>2. That the Residents' Services Select Committee agreed to undertake a major review of alleygating in the Borough; and</b></li> </ol>

	<b>3. That Democratic Services provide Members with a timeline of the Local Flood Management Strategy consultation period.</b>
	The meeting, which commenced at 7.00 pm, closed at 8.44 pm.

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.

## RESIDENTS' SERVICES SELECT COMMITTEE - CRIME & DISORDER SCRUTINY

<b>Committee name</b>	Residents' Services Select Committee
<b>Officer reporting</b>	Liz Penny, Democratic Services Officer
<b>Papers with report</b>	Appendix A – Hillingdon Crime Performance Figures
<b>Ward</b>	All

### HEADLINES

To provide the Residents' Services Select Committee with an update regarding the latest Crime Statistics in Hillingdon and the performance of the local Probation Service as part of its statutory responsibility to undertake crime and disorder scrutiny.

### RECOMMENDATION

**That the Residents' Services Select Committee notes the contents of the reports and asks questions in order to clarify matters of concern or interest in the Borough.**

### SUPPORTING INFORMATION

The Residents' Services Select Committee acts as a Crime and Disorder Committee as defined in the Crime and Disorder (Overview and Scrutiny) Regulations 2009 and carries 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.

### Witnesses

Representatives from the following public organisations have been invited to attend the meeting, who form part of the Safer Hillingdon Partnership that the Committee may scrutinise:

- Superintendent Antony Bennett - Metropolitan Police Service
- Ayodeji Ogunyemi - Head of Service - Ealing and Hillingdon Probation Service

### Supporting information

- **Metropolitan Police Service** - Appendix A presents a summary of the Hillingdon Crime Performance figures from 1 September 2022 to 6 November 2022. A direction of travel (comparing these figures with those for the same period in 2021) has been provided. The Committee will wish to comment on these, the different crimes, and seek clarification as required.
- **Probation Service** – a presentation will be given in relation to the work of the local probation service. Members will also be aware of the recent inspection report where locally the service had been rated 'Inadequate' following inspections by HM Inspectorate of Probation. Members may wish to seek questions on what improvements are being made as a result. The

Inspector's report is available in full as a [background paper below](#) and can be circulated on request.

### **Financial Implications**

None at this stage.

### **Legal Implications**

None at this stage.

### **BACKGROUND PAPERS**

- [An inspection of probation services in Ealing and Hillingdon PDU \(justiceinspectors.gov.uk\)](#)

# Hillingdon Crime Performance

Performance is September 1st 2022 – November 6th 2022 v September 1st 2021 – November 6th 2021 ,

## Hillingdon

## MPS

Offence Category	Current	Previous	Volume Change	% Change	SDs*	SD Rate	Volume Change	% Change
Violence Against the Person	1491	1468	23	2%	132	9%	-3.1%	9.0%
Sexual Offences	144	124	20	16%	16	11%	-9.1%	10.6%
Robbery	81	83	-2	-2%	5	6%	5.4%	8.4%
Burglary	331	246	85	35%	11	3%	-0.5%	0.6%
Vehicle	878	620	258	42%	7	1%	2.9%	0.8%
Theft	870	858	12	1%	23	3%	8.8%	1.8%
Arson and Criminal Damage	313	318	-5	-2%	13	4%	-5.3%	6.6%
Drug	151	275	-124	-45%	92	61%	-14.1%	44.0%
Possession of Weapons	24	28	-4	-14%	13	54%	-17.2%	81.7%
Public Order	331	381	-50	-13%	27	8%	-10.0%	10.4%
Misc Crimes Against Society	55	94	-39	-41%	29	53%	-5.6%	27.7%
TNO	4669	4495	174	4%	368	8%	-0.4%	8.0%
Hate Crime Excluding DA	134	152	-18	-12%	30	22%	-11.4%	15.3%
Domestic Abuse	563	618	-55	-9%	54	10%	-3.4%	11.1%
Domestic Abuse VWI	127	131	-4	-3%	17	13%	-0.4%	13.1%
Non Domestic Abuse VWI	358	323	35	11%	49	14%	0.0%	11.6%
Gun Crime Offs	6	9	-3	-33%	1	17%	20.0%	26.5%
Knife Crime	62	50	12	24%	21	34%	18.8%	15.6%
Knife Crime With Injury	26	20	6	30%	15	58%	19.6%	23.8%
Knife Crime Injury Victims Not DA 1-24	11	4	7	175%			13.4%	
Pedal Cycle Enabled Crime	1	3	-2	-67%	0	0%	-0.5%	0.9%
Moped Enabled Crime	1	4	-3	-75%	0	0%	-8.2%	5.9%
Theft Person Mobile Phone	21	62	-41	-66%	0	0%	4.7%	0.8%
ASB	1349	1578	-229	-15%			81.6%	

\* SD = Sanction Detection i.e. arrests / cautions etc.

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## RESIDENTS' SERVICES SELECT COMMITTEE - COMMUNITY COHESION / PREVENT

<b>Committee name</b>	Residents' Services Select Committee
<b>Officer reporting</b>	Fiona Gibbs, Stronger Communities Manager
<b>Papers with report</b>	None
<b>Ward</b>	All

### HEADLINES

#### Summary of Report

This report aims to provide an update in relation to the work being undertaken in Hillingdon to build stronger communities, promote community cohesion and manage the risk relating to extremism. It also outlines work undertaken in meeting the aims of the Government's Prevent duty, under the Counter Terrorism and Security Act 2015 and the Government's counter terrorism strategy CONTEST.

The report also brings to the attention of the Committee the newly proposed Protect Duty that is currently being presented to Parliament.

### RECOMMENDATIONS

#### That the Select Committee:

1. Notes activity undertaken to build stronger communities and promote community cohesion particularly in light of the needs emerging from the pandemic and current cost of living challenges.
2. Notes the activity that has been undertaken during the past year in relation to delivering against the Prevent duty.
3. Notes the implications of the impending Protect Duty.

### SUPPORTING INFORMATION

#### A. Building stronger communities

The work of the Stronger Communities team supports the Council's aim, "along with its partners, to create a strong and resilient community in Hillingdon, to counter extremism and hate in all its forms, while bringing communities together to promote cohesion and integration.

To build a strong sense of belonging and pride where all people feel valued and included, whether living, working within, or visiting the Borough.” This aim is delivered by managing and coordinating a partnership approach to building stronger communities:

Leading on the implementation of the Prevent Duty, as set out in the Counter Terrorism and Security Act 2015;

Supporting the local voluntary sector and community organisations, including faith groups in developing communities and community cohesion;

Maintaining and developing community engagement and reach into Hillingdon’s diverse communities as part of building stronger communities.

## **Programmes of activity 2022:**

### **1. Covid 19: Community engagement, Vaccination take-up and Community Champions**

The pandemic highlighted health inequalities and access to services, particularly within certain communities. This also included lack of access to information/ guidance and hesitancy in take – up of the vaccine. The team have led on identifying and reaching out to those communities across the Borough and established an action plan in partnership with health colleagues and H4All.

The programme of engagement and communication with our communities was based on two key approaches:

Firstly, establishing a strong network and database of community and faith leaders keen to support accurate health messaging out to their groups and congregations and covering the whole Borough. Officers have been able to strengthen relationships with a virtual network of some 200 organisations. Meetings are held regularly (1-2 times a month) to share the latest health messages to take back to communities and to provide insight into views and barriers regarding Covid and vaccinations and in accessing other services. Officers have endeavoured to build trust and respect through this engagement, in order to have relationships in place that can be drawn upon to support further work. Feedback has also identified the need to work through people trusted in communities rather than through “official” agencies. These insights have enabled officers to tailor messaging, communications and activities to respond to community feedback and concerns and issues.

The second part of the programme has identified a number of volunteers, willing to dedicate time to training and activity to become Community Champions. In partnership with H4All, 70 champions have completed training and signed up to working with the Council on various initiatives in their communities. The Community Champions programme has provided officers with the opportunity to have a more coordinated and joined up approach to building relationships with “grass root” organisations and individuals that have not traditionally worked with statutory bodies. This has been either through lack of trust or other barriers such as language or access. It is a continuous and ongoing process to gain trust and build good relations. The Community Champions have:

- Disseminated information and messages around COVID-19 (online and face to face) both

to individuals and to groups, e.g., through community conversations, participating in activity/support groups. This has often involved having difficult conversations.

- Fed back community insight and intelligence / resident views to shape engagement responses with diverse local communities.
- Signposted to relevant services, e.g. local food banks and distribution networks, H4All Health and Wellbeing Service.
- Coordinated a series of 'vaccine community conversations' via Zoom with local GPs and other partners.
- Assisted with promotion, pre-engagement and support for community and GP-based vaccine pop-ups and vaccine bus.

Utilising the Council youth bus as a pop-up clinic has enabled engagement and outreach in targeted localities. Whilst numbers are not large, officers were able to reach those communities where there has been lower take up. Providing the opportunity to engage with the local community and enable access to vaccinations, instantly and on their doorstep, has enabled those who may not have been able to, to access the vaccine. It has also provided insight into some of the needs and hesitations in communities to inform future planning and engagement.

All the above actions have been developed jointly with the Council's local integrated care partnership: Hillingdon Health and Care Partners (HHCP) and through H4All - a consortium of key charities in the Borough (and HHCP member).

As winter approaches, officers continue to work with partners in co-ordinating community engagement activity to promote winter wellness, Covid vaccination booster and flu programmes, polio and childhood immunisations and address current cost of living pressures, particularly reaching out to communities and parts of the Borough where there is greatest need and inequity identified.

## **2. Tackling hate and extremism programme**

This project has been funded through the LCPF (MOPAC) with the aim of tackling hate and extremism. Through the recruitment and training of Hate crime Upstanders (HCU), the project aims to raise awareness and greater understanding of hate crime and extremism and equip those working within local communities to be better able to report, support and challenge hate crime and extremism.

Target Audience:

The training is open to everyone who lives or works in Hillingdon. Initially third sector, community, voluntary and faith groups and schools were targeted. Officers wanted to embed their training with those people who work in organisations reflecting the Hate Crime Strands. What has been seen in each cohort is a growth in numbers with some organisations acknowledging that just having one member of staff trained was not sufficient; it was critical all staff knew how to identify

Hate crime, how to report it and how to support those affected by it.

In the past year officers have widened the programme to Council staff and other partner organisations. The library service being an example.

The programme is passionate about bringing change and having a strong belief that individuals connected within their communities can bring about change given the right support. Therefore, officers feel it is their mission to support the Hate Crime Upstanders to be the best that they can be and manage the challenges that Hate crime can bring in a positive and productive manner.

This programme takes the approach of recognising the value of individuals within their communities and organisations and offers training so that they are confident enough to provide help and support to those who experience hate and prejudice.

The team delivers a 4-week programme (Online) which covers:

- Introduction to hate incidents and crime
- Hidden bias and prejudice
- Various strands of hate crime
- Local and national picture of hate crime
- Intersectionality and hate crime
- Police's perspective of hate crime
- Barriers to reporting
- Report and Support groups/ platforms

The programme also involves a training session on the emerging trends around Extreme Right-Wing Terrorism (ERWT)

During the first two years of the programme delivered so far, 124 individuals from local community groups, voluntary organisations, partner agencies and council services have been recruited to act as Hate Crime upstanders. They are trained and equipped to raise awareness of hate crime, support victims of hate crime from within their community organisations, encourage reporting of hate crime and work collaboratively with the Council and police. Due to the success and feedback from those that have participated and the positive working relationship this has built, officers aim to continue to build on the network to better inform local understanding of hate crime and how current events might be impacting communities.

Feedback from participants:

"I left the training feeling proud to be Black, British, and a woman. Something I hadn't given much thought up until the training. It also widened my outlook on other people's background and enhanced my compassion to understand others who may have backgrounds that I have little to no knowledge of" (MD from Brilliant Parents).

"In an ever-changing world where hate crime does not disappear but takes a different form and moves to different platforms, the fight and challenges against hate crime is ongoing and people should not let their guard down. That's why this course is important. Recognise the signs of hate crime, challenge it or/and report it." (H from West London Somalilanders).

“This is a very good training to understand hate crime, its different manifestations, the difference between an incident and actual crime, but most importantly a wake-up call regarding hidden bias and an appeal to be an active member of change. The sessions really show how widespread and damaging is hate crime, but also encourage you to reflect on yourself, your community and the actions you need to take to create a fair and respectful society. We must be informed and ready to challenge these destructive and harmful behaviours” (Anonymous).

“Carla & Rehman are fantastic ambassadors and excellent presenters. They very quickly and easily make you feel at ease and therefore allow participants to openly share their views and comments. I’d like to commend her and Rehman and all the other guest speakers for a good professional awareness training programme that I will now be able to take into my role” (WP from AGEUK Hillingdon).

“I think everyone should attend this training” (JS from Carers Trust Hillingdon).

### **3. Work with specific groups**

#### Women’s groups

Working alongside Hillingdon’s Women in the Community Network (a network of local groups and organisations) and Hillingdon Women’s Centre, officers deliver an annual series of events leading up to and including International Women’s Day.

Officers support monthly meetings for the network in addressing gender-based issues, promoting Gender Equality, hosting events to foster good relations (particularly across diverse communities) to improve integration and sense of inclusion and highlight the contribution women make.

International Women’s Day 2022 was hosted by the Beck Theatre – 156 people attended and 55 people attended virtually with over 20 local organisations providing advice and information. There was 100% positive feedback from the event with shared words of “Empowered, Strong, Independent and Equal” all being a common theme of how participants felt after the day.

#### Faith groups

Officers continue to work closely with faith communities and leaders across the Borough to build interfaith relations. Coming out of the pandemic, local faith leaders have identified the importance of coming together and Hillingdon interfaith network is relaunching this year as Hillingdon interfaith community, with a new committee and is running a series of events to mark interfaith week in November.

#### Afghan and Ukrainian refugees

Working with partners and local community groups and voluntary organisations officers have been able to utilise connections and relationships to support services and communities managing the offers of help and support from residents and local groups as well as ensuring that services provided were able to understand needs and respond.

## **B. Prevent Duty and Channel**

### **1. Background**

PREVENT is a key part of the Government's CONTEST strategy; its aim is to stop people becoming terrorists or supporting terrorism.

The Prevent Strategy objectives are to:

- Tackle the causes of radicalisation and respond to the ideological challenge of terrorism.
- Safeguard and support those most at risk of radicalisation through early intervention, identifying them and offering support.
- Enable those who have already engaged in terrorism to disengage and rehabilitate.

### **Counter Terrorism and Security Act 2015**

Section 26 of the Counter-Terrorism and Security Act 2015 (the Act) places a duty on certain bodies ("specified authorities" listed in Schedule 6 to the Act), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism" (Prevent Duty Guidance for England and Wales 2015). Hillingdon remains a non-priority Borough and as such receives no funding from Government to deliver the Prevent Duty and related activity.

### **2. Summary of current threats/priorities**

#### **Key themes**

The key themes in Hillingdon in the past twelve months have largely been related to the influence of right-wing extremism and a level of mixed/unclear ideologies, including incel traits. We continue to see an increasing number of referrals where the individual also has a diagnosis of ASD and or mental health needs.

Hillingdon continues to experience a steady stream of referrals being made relating to vulnerable individuals, but there remains little evidence of organised activity in the Borough.

Social media influence, gaming, Chat App activity / sharing continue to feature in some form or another in the majority of Prevent referrals. In most cases the extremist content being shared cannot be attributed to any specific group or organisation but is being used to proliferate concerning, or in some cases extremist, content. Social media and on-line activity are often carried out anonymously and are an easily accessed environment for those with concerning beliefs or those looking for supporting views.

Channel and Prevent referral numbers had been slightly lower over the past 12 months due to Covid, whilst we saw a small uplift at the beginning of the year – referral numbers have now reduced quite significantly. However, this is also being experienced across London, so not just in Hillingdon. Partners and agencies still seek advice on concerns, but the concerns have been

outside of the scope of Channel. This has highlighted a gap in offering support to individuals who might be expressing unpalatable views or behaviours – but is not extremism.

## **Heathrow Airport**

Hillingdon Borough acts as the first responding authority should there be safeguarding support required relating to individuals of concern travelling through Heathrow airport and/or potentially returning from areas of concern.

There have been no cases arriving at the airport in the past 12 months, mainly due to travel restrictions and Covid. However, now restrictions have been lifted this may change; this has not been seen as yet.

A number of hotels around the airport facilities are being utilised for temporary accommodation for refugees and asylum seekers and were also used for quarantining travellers. Alongside this, 15 hotels were utilised for quarantining the arrivals from Afghanistan. Low level local tensions have been experienced around the use of these hotels, but this has not attracted any significant extremist influenced activity or organised protests.

### **3. Key areas of work**

i) The emergence of the growth of support for right wing extremism.

Officers have ensured through staff training that agencies are aware of the potential influence and importance of safeguarding those who might be at risk from these ideologies.

ii) Support to schools and further and higher education

Officers are working with schools to raise awareness through staff training in order to identify those who might be vulnerable and to make the relevant referrals. Building resilience is also key, and officers have introduced a programme working with young people to tackle hate and extremism and stay safe online.

iii) Vulnerability of those with a learning disability/autism and mental health needs

Trends emerging from local referrals received during the past year, have highlighted an increase in vulnerability of those with a learning disability / on the autistic spectrum alongside those with mental health needs. Officers are working closely with local services including voluntary sector to ensure appropriate support is in place.

iv) Safeguarding procedures and referral pathways

Channel is the multi-agency process for the management of cases relating to vulnerability to radicalisation and support of terrorism. The Channel panel in Hillingdon meets monthly and is currently Chaired by the Council's Stronger Communities Manager (Prevent lead) and the deputy Chair is a Senior Manager from Children's services. Core members include social care, NHS, mental health services, police with other agencies attending as required.

In 2021 Hillingdon were part of the pilot to test a new national referral form and process in collaboration with SO15. This has now been adopted as the agreed referrals process for all agencies in Hillingdon.

The guidance for the management of Channel was updated in November 2020. As part of the update, an annual assurance statement is requested from local authorities detailing the named officers designated by the CEO and to confirm suitable arrangements are in place to meet requirements set out in the guidance. Any changes must be notified to the Home Office. The first of these statements was submitted in April 2021.

In October 2021 the safeguarding board undertook a quality assurance audit of Channel with partners and recommendations have been presented to the Prevent Partnership board. The outcome of the review concluded that:

Overall, the feedback in respect of safeguarding practice at Channel Panel is positive. The view across the Safeguarding Partnership was that the Channel arrangements in Hillingdon can be considered of high quality due to the approach of shared and equal responsibility for safeguarding. There were some recommendations in relation to reviewing and updating training available to front line staff and across partners to ensure consistency. This has been included in the Prevent action plan for 2022/23. There were also gaps in terms of involvement from health – particularly in relation to children. This has now been resolved and representation on Channel panel and Prevent Partnership is now in place.

The second return submitted in April 2022 showed all areas as green.

v) Training for staff

The Council provides support to local partners and agencies in delivering training and has provided training to more than 5000 staff across the Borough from within the Council, education (including schools, FE&HE), health, voluntary and other settings. This programme is ongoing and promotion of Home Office e-learning modules, together with face to face training, are provided across our partnership working. The Channel Chair and Deputy Chair and panel members also undertake regular training provided by the Home Office.

vi) Building resilience

Through the work of the Stronger Communities Team, a broader approach has been established to promote community involvement, integration, and inclusion, that underpins the building of stronger and more resilient communities. Officers continue to deliver our MOPAC (Mayor's Office for Policing and Crime) funded programme in collaboration with police, schools, the college, the University and community, aimed at tackling hate crime and extremism.

One of the most important aspects of Prevent, is equipping individuals to be able to question, challenge, develop critical thinking skills, gain understanding and respect for others, whilst developing their own sense of identity, belonging and aspirations. This underpins, undermines, and helps build resilience to the extremists' message - which aims to divide communities and promote intolerance and hate. Workshops have been delivered in schools with pupils discussing topics relating to promoting equality and diversity, challenging discrimination, and tackling hate.

Pupils through their discussions have been able to demonstrate awareness of diversity in Britain, and understanding of core values including unity, respect, democracy, how to report concerns and more, leading to increased resilience and cohesion.

In working with our local communities, the programme has also included the recruitment and training of 124 Hate Crime Upstanders as previously mentioned.

#### **4. Home Office developments**

##### **i) Prioritisation and Regionalisation**

The Home Office continues to monitor and review the Prevent Duty and delivery and has recently written to all Local Authority Chief Executives outlining current direction of travel. This includes the proposal to make better use of resources available and to support not just priority areas but also non-priority areas to deliver more effectively. This will be via a regionalised rather than individual authority approach. Finer details for London are still to be agreed. Discussions are being held with the London Prevent Board.

As a non-priority Borough currently, this new approach could mean that we have access to more resources to support delivery of the duty. However, Governance and priority setting for each area needs to be considered and it is unclear at the moment how this would work.

##### **ii) Prevent review**

The independent review of Prevent has now concluded, and whilst there has been some reporting in the press, officers are still awaiting the publication of the report and Government response.

##### **iii) Support for schools and educational establishments**

Funded authorities currently have designated Prevent Education Officer posts, whereas non - priority areas do not have this support. The DfE are currently undertaking a review of support for education sectors to ensure that non-priority areas have access to support and input – including training for schools and other education settings.

##### **iv) Funding for projects in non- priority areas**

In recognition of the challenge faced by non-priority boroughs to resource activity to address local concerns, The Home Office has recently allocated funding for non-priority boroughs so that they can bid for resources to deliver projects to tackle local risks/ priorities.

As part of the Council's action plan, officers have highlighted the need to enable young people with special needs to have greater awareness and to keep themselves safe online. The aim is to approach the Home Office with an application to fund a project to deliver workshops for young people and to equip staff with the knowledge and ability to address extremist narratives.

#### **C. Protect Duty**

In response to terrorist attacks and most notably the Manchester arena bombing, from 26

February to 2 July 2021 the Government undertook a consultation on a proposed Protect duty. There is currently no legislative requirement for organisations to consider or employ security measures at the vast majority of public places. Many organisations choose to implement their own security measures. These range from the consideration of risk assessments leading to a range of emergency plans and procedures being in place, undertaking staff training and awareness raising, and employing security systems, processes and measures to mitigate threats. The Protect Duty has been championed by victims' groups, including the Martyn's Law campaign, which was established by Figen Murray following the tragic loss of her son, Martyn, in the Manchester Arena attack in 2017.

2,755 responses were received from a variety of organisations, sectors and campaigners, with the majority supporting the Government's proposals to introduce stronger measures, including a legal requirement for some public places to ensure preparedness for, and protection from, terrorist attacks.

The purpose of the consultation was to consult private and public sector partners as to how appropriate considerations of security could take place, leading to proportionate security measures at Publicly Accessible Locations, and what support would be required from Government.

Publicly Accessible Location (PAL) is defined as any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission. For clarity, public places/venues are permanent buildings (e.g. entertainment and sports venues) or temporary event locations (such as outdoor festivals) where there is a defined boundary and open access to the public. Public spaces are open public locations, which usually have no clear boundaries or well-defined entrances / exit points (e.g. city centre squares, bridges or busy thoroughfares, parks, and beaches).

The aim of the proposed legislation will be to improve security at publicly accessible locations. The duty may require organisations to:

- Understand the range of terror threats, and likely attack methodologies.
- Assess the risk to individual site(s).
- Plan, train, and exercise organisational responses to an incident.

Local authorities are likely to be expected to take a leadership role in their areas, very much as they currently do with the Prevent duty.

The Government is currently developing policy, which would form the basis for legislative proposals. The latest update provided by the Homeland Security Group on 03 August 2022 is as follows:

"The Government committed in the Queens Speech to take forward a Protect Duty Bill in this parliamentary session. Work on the Duty proposals is progressing at pace, following analysis of consultation responses. Whilst Protect Duty legislation is not yet in effect, we would encourage organisations to refer to existing guidance that is available through ProtectUK and CPNI; to support the implementation of good security practices. Legislative proposals will be taken forward when Parliamentary time allows. More detail on what the legislation will entail will be made

available in due course”.

### **Current situation in Hillingdon**

Currently the MPS has identified designated CT advisors who link in with their local authorities and provide advice, guidance and briefings on high-risk locations and events. They also provide briefings to the Chief Executive on an annual basis, which have been attended by the Council’s Prevent lead. The Council’s Prevent lead and Emergency planning Manager have been points of contact and supported the delivery/ facilitation of training sessions for staff and partners.

Officers have utilised some of these training packages for staff including the ACT training materials and hosted such sessions for partner agencies to attend too. This is currently being reviewed to provide an updated offer for 2022/2023.

As the Protect duty is soon to be presented to Parliament, the duty will have implications for partnership working moving forward.

### **Financial implications**

Hillingdon is a non-priority Borough for Prevent and as such receives no external funding from the Home Office to deliver against the Prevent duty.

### **Legal implications**

It is a requirement of local authorities to deliver against the Government’s Prevent duty, under the Counter Terrorism and Security Act 2015 and the Government’s counter terrorism strategy CONTEST.

If cases are not managed effectively, then individuals may become involved in undertaking an act of violent extremism or terrorism causing harm to themselves and the wider community. This also implies a reputational risk for the organisation.

### **BACKGROUND PAPERS**

NIL.

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## RESIDENTS' SERVICES SELECT COMMITTEE - ALLOTMENTS UPDATE

<b>Committee name</b>	Residents' Services Select Committee
<b>Officer reporting</b>	Stuart Hunt – Head of Green Spaces
<b>Papers with report</b>	Appendix 1 – Map of Allotment Sites in the Borough Appendix 2 – Statistical Data of current provision
<b>Ward</b>	All

### HEADLINES

The purpose of this report is to update Members on the allotments provision within the Borough.

### RECOMMENDATION:

That the Committee notes the update set out in the report.

### SUPPORTING INFORMATION

This report is accompanied by:

Appendix 1 - Map of Allotment Sites in the Borough  
Appendix 2 – Statistical Data of current provision

### Allotment management is classified as:

**Scheme A** - a 'semi-devolved' scheme was identified for 7 sites with small allotment associations and committees who agreed to have a presence on site to be able to manage specific areas such as non-cultivation issues with tenants on behalf of the Council. The Council retains the administration of tenancy agreements, collection of rents and notices to quit elements of the process.

**Scheme B** – a fully devolved scheme which involves the management of a further 7 sites by allotment associations who manage their own waiting lists, letting of plots, collection of rents, non-cultivation and notices to quit where necessary. The allotment associations retain the rental from plots which supports site maintenance.

*NB: The Scheme A and Scheme B Agreements are currently under review by the Council's Legal services*

**Council Managed Allotment Sites** – in addition to the 7 semi-devolved sites and the 7 fully devolved sites, the Council's Green Spaces Service also manages 28 allotment garden sites (approximately 1300 tenants) on a day-to-day basis.

## **Background:**

The original Green Spaces Allotment Officer post was deleted approximately 6 years ago, with the allotments work being distributed between two Green Spaces officers to manage in addition to their existing roles.

In 2019/2020 and the first part of 2021, during the pandemic, many tenants were unable to tend to their plots due to Government restrictions and/or self-isolation.

During this period the Green Spaces officers were able to visit and assess allotment sites and individual plots; however, they were not able to issue non-cultivation notices as a result of the pandemic restrictions.

In February 2021, a review of the allotments process was instigated. A need for a stand-alone allotment mailbox was highlighted to ensure timely management and responses to numerous emails being sent by tenants to individual Green Spaces officers and the contact centre.

This piece of work also included a review of the Allotment Garden Plot Tenancy List. This included establishing contact with all tenants via either email, phone or letter which resulted in several concerns being highlighted at all sites including subletting of plots, vacant plots being cultivated by persons unknown, tenants having passed away, alongside uncultivated plots and non-payments of rents etc.

Additionally, the original Allotment Garden Tenancy Agreement and associated Terms and Conditions were also reviewed, with newly created versions being ratified by the Council's legal service. These are currently being rolled out for new tenants and will also, in time, be issued to all existing tenants.

In addition to the above, agreements and terms and conditions for keeping chickens and bees were also created and existing tenants who have chickens or bees are being asked to complete these retrospectively so full records for each allotment garden plot are complete.

In May 2021, Green Spaces were directed to open an online waiting list for all Borough allotments with the view to allocating vacant plots. Unfortunately, at this time one of the Green Spaces officers was on long term sick and the other took a secondment opportunity to another team, therefore there was no resource available to visit and inspect sites, issue non-cultivation notices and notices to quit to enable the identification of vacant plots.

The online waiting lists grew very quickly with demand being approximately three times greater than availability of vacant plots; however, there was no officer resource available to carry out the work required in order to allocate plots.

In addition to the online applications, all waiting lists that had previously been held by the 7 semi-devolved sites were also brought in house to ensure a fair and equitable process would be in place when plots were eventually allocated.

In September 2021, Green Spaces requested a review of the Allotment Service by the Internal Audit Team. The outcome of the audit supported the concerns that had been highlighted as a result of the review of the Allotments Tenancy List and made recommendations, including the need to have a dedicated allotment officer, to resolve and manage the issues going forward.

In July 2022, an agency allotment officer was engaged for the sole purpose of assessing each site, identifying those plots that had been left uncultivated to establish vacancies in order to allocate to those on the waiting lists.

Since that time 9 sites have been assessed (highlighted blue on the attached spreadsheet) and the following work undertaken.

### **1. Non - cultivation issues being addressed**

This includes a review of all tenanted plots to ensure that they are up to the required cultivated standard.

Currently 14 sites have been assessed for non-cultivation and **56 non-cultivation notices** have been issued so far which have resulted in 38 plots showing vast improvement. The remaining 18 have not responded to the non-cultivation notices and will therefore be issued written warnings.

NB: There may be various reasons as to why a percentage of those written to do not respond to non-cultivation notices being issued. For example, history has shown that those tenants who are over 65 and who do not pay rent are far less committed to engage than those that do. The work to establish contact in instances of no response means further investigation and consultation with colleagues in Electoral Services, Council Tax etc to see if they are still registered in Hillingdon before any process can be put in place to take back the plot.

On many occasions tenants have been found to have moved away from the Borough and have left without notice.

The process for non-cultivation is lengthy with tenants being given one month to make satisfactory improvements and then, if no improvement has been made, a warning letter is sent with a further one-month improvement timeline. It is hoped that during this period the tenants will wish to keep their allotments and take the necessary steps to cultivate their plots accordingly; however, if they do not, a Notice to Quit is issued which gives a further one month's notice to leave site and a notice put on the plot advising that it will revert to the Council on a specified date. Therefore, this process can take at least 3 calendar months to realise (or more if there is an appeal).

### **2. The Waiting Lists/Vacant Plots**

The attached spreadsheet shows an original number of 1010 people on the waiting lists for allotments. However, upon contacting 246 of those people to offer plots it has been established that 128 were not actually viable (for example, not living in the Borough, already had plots elsewhere, one person who wanted to build a house on the land and one who wanted to start up a double-glazing company), 62 of those on the list either declined or did not respond and 56 have taken up plots.

The waiting lists now stand at 764 with only potentially 347 vacant plots. However, the allotment officer has noticed that a number of plots are only being partially cultivated (often with the rest of the plot being left to grass) and when asked, tenants have advised that they often find a full size plot too much for them to manage therefore, the allotment service has started splitting vacant plots to a) make the area more easily manageable for tenants and b) to increase the number of plots available to accommodate those on the waiting lists.

This has been a successful exercise on both Ashford Avenue and Hill End Allotment Sites where we have been able to re-open the waiting lists for both sites.

### **3. The Waiting List process:**

It should be noted that the waiting list process is also lengthy and administratively demanding - each person is given 48 hours to respond so for each of the 62 people who either declined or did not respond the process had to start again, with the next people on the waiting lists given a further 48 hours to respond.

Once someone shows interest in a plot, a site visit is booked with the Allotment Officer so the plot can be viewed – this is essential as experience has shown that whilst a lot of people have a 'good life' fantasy when it comes to allotments, a number of people decline at this stage once they realise just how much work is involved and when this happens, the process has to start again.

Following the potential tenant agreeing to the plot, ID (proof of address, proof of date of birth and/or proof of disability if claiming concession) is requested. Again, this is essential to ensure compliance with the allotment waiting list criteria. Once the ID has been validated, tenancy agreements and keys can be issued, and contact details issued to finance so that an invoice (if under 65 years of age) can be issued.

### **4. Notices to Quit**

Eighteen notices to quit have been issued in 2022 for non-payment of rent.

### **5. Fees and Charges**

Fees and charges have remained frozen for several years. By law, allotment garden plot tenants must be given 1 years notice of any rise in fees.

50% rental discounts are offered to all residents in receipt of Universal Credit/PIP and those residents aged between 60 and 64 years. Allotments are offered free to those over the age of 65.

All the fully devolved sites (under Scheme B) are reimbursed annually by the Council for the tenants on their sites that attract concessions which goes towards onsite maintenance and ensures that the Allotment Associations are not financially penalised.

Whilst the above highlights several of the process areas dealing with allocation and management of plots there are still many and varied day to day issues to deal with such as

email responses (approximately 400 a month), site visits, repairs/faults, individual tenant and whole site problems so although vast progress has been made across the whole of the allotments service there are no short cuts to be had and each part of the process must be managed properly and efficiently to ensure consistency at each site.

### **Implications on related Council policies**

A 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**

None at this stage - information only report.

### **Financial Implications**

None at this stage.

### **Legal Implications**

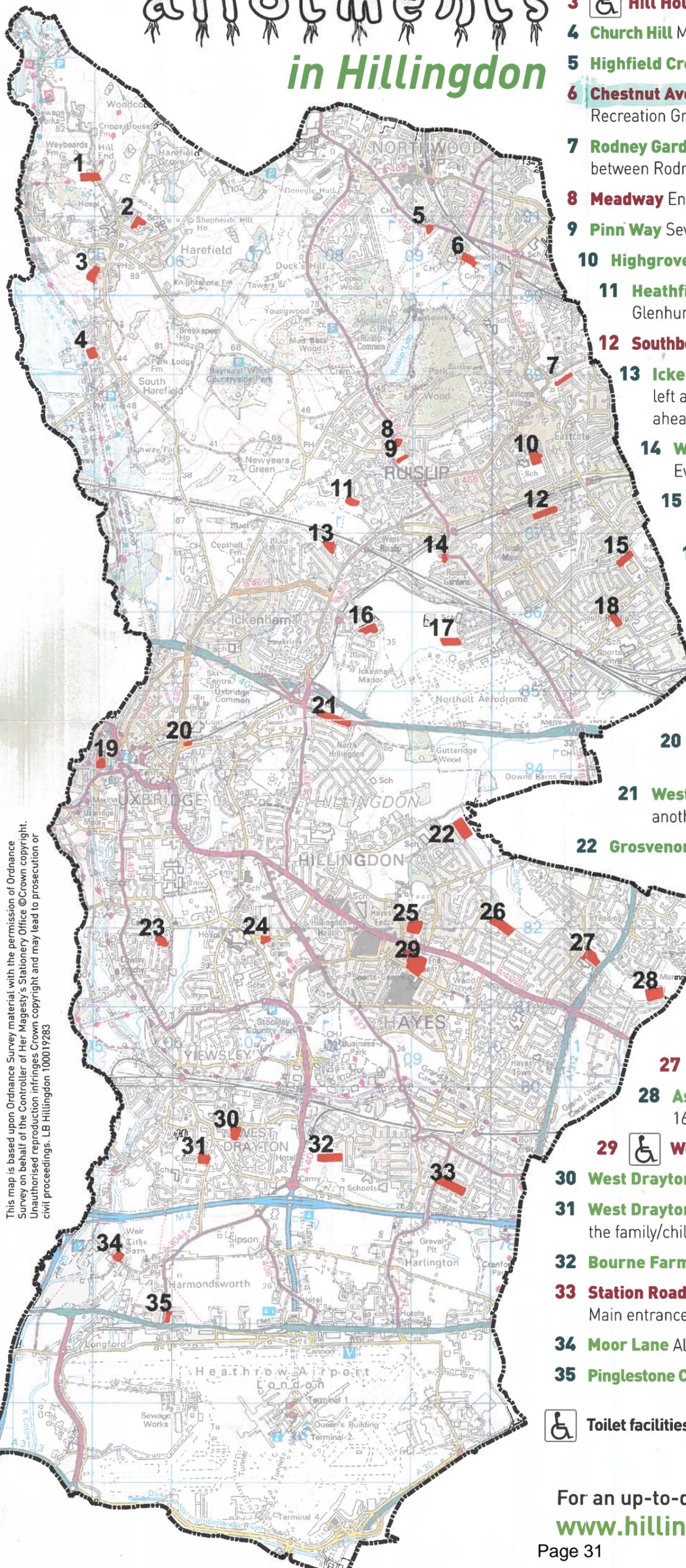
None at this stage.

### **BACKGROUND PAPERS**

Nil.

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# allotments in Hillingdon



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- 1 Hill End** Main entrance sited between Tanrey Cottages and The Harefield Nursing Centre, Hill End Road.
- 2 Poors Land** Pedestrian gate sited between 91 and 93 Newdigate Road East.
- 3**  **Hill House** Main entrance sited in Dovedale Close.
- 4 Church Hill** Main entrance sited down a track between 20 and 22 Broadwater Gardens.
- 5 Highfield Crescent** Pedestrian gate sited opposite 6 Highfield Crescent.
- 6 Chestnut Avenue** Multiple entrances off the service road leading into Northwood Recreation Ground, Chestnut Avenue.
- 7 Rodney Gardens** Allotment situated in the grounds of Eastcote House Open Space, between Rodney Gardens and the River Pinn.
- 8 Meadway** Entrance sited next to 5 Meadway.
- 9 Pinn Way** Several pedestrian entrances along Pinn Way.
- 10 Highgrove** Entrance sited opposite 72 Lime Grove.
- 11 Heathfield Rise** Main entrance sited off a footpath/alley next to 22 Glenhurst Avenue.
- 12 Southbourne Gardens** Main entrance sited in a public car park off Oak Grove.
- 13 Ickenham Green** Access to main entrance next to 24 Oak Avenue. Turn left at the end of the public footpath; the gate is on the right a few metres ahead.
- 14 West End Road** Allotment sited next to Ruislip Rugby Club, opposite Eversley Crescent.
- 15 Field End Road** Main entrance sited between Field End schools and Venue 5 pub, Field End Road.
- 16 Glebe Avenue** Access to main entrance via a track off Glebe Avenue. The track is sited opposite the junction of Sussex Gardens.
- 17 Stafford Road** Allotment sited down a track between 27 and 29 Stafford Road.
- 18 The Fairway** Main entrance sited next to 77 The Fairway.
- 19**  **Barnsfield Place** Main entrance sited in a car park at the end of Rockingham Parade.
- 20 Honeycroft Hill** Pedestrian entrance sited next to U2 bus stop at the Park Road end of Honeycroft Hill.
- 21 Western Avenue** Main entrance next to 34 Freezeland Way. There is another entrance from the end of Windsor Avenue.
- 22 Grosvenor Avenue** Access to the site via a track at the end of Weymouth Drive.
- 23 Peachey Lane** Main gate sited in an access road leading to garages next to 30 St Peters Road.
- 24 Field Heath** Entrance sited opposite a petrol station in Field Heath Road.
- 25 Hayes End** Entrance sited at the end of Welwyn Way, which is off Balmoral Drive.
- 26 Belmore** Main entrance at the end of Burns Close.
- 27 Carlyon Road** Opposite Yeading School in Carlyon Road.
- 28 Ashford Avenue** Main entrance sited at the end of an alley between 167 and 169 Ashford Avenue.
- 29**  **Wood End Green** Allotment sited on the north side of Wood End Road.
- 30 West Drayton Depot** Entrance sited next to 72 Porters Way.
- 31 West Drayton Cemetery** Entrance sited in Rowtheys Place. Allotment is just past the family/children's centre.
- 32 Bourne Farm** Allotment sited off the service road at the end of Pinkwell Lane.
- 33 Station Road** Allotment sited between Crowland Avenue and Woolcombe Way. Main entrance sited off the slip road on Station Road.
- 34 Moor Lane** Allotment sited at the closed end of Moor Lane; the gate is on the right.
- 35 Pinglestone Close** Access to the site via an alley between 15 and 17 Pinglestone Close.

 Toilet facilities for disabled gardeners

**Self-managed sites in red**

For an up-to-date list of the facilities available on each site, visit [www.hillingdon.gov.uk/greenspaces](http://www.hillingdon.gov.uk/greenspaces)

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### Allotment Stats as at 03/11/2022

Site	Number of viable plots	Tenanted	Vacant Plots	Numbers on WL's	Non-Viable on WL	Offered plot - no response or declined	Offered plot & accepted	Existing WL - new total	New vacant plot total	Newly vacated / splitting of larger plots	Date waiting List re-opened	As at 01/11/2022 - Number on Waiting List2	Assessment of tenanted uncultivated plots	NCN's verbal/written	Number of NCN's resolved?	Date of written warning	NTQ - for non-payment3	COMMENT S	FM jobs logged	FM jobs resolved	FM jobs not resolved	FM jobs chased
Ashford Avenue	36	15	21	18	9	7	2	0	19	-	22-Sep-22	10	08-Jul-22	7	6	-	0	-	2	2	0	
Barnsfield Place	21	15	6	28	2	1	6	19	0	-	-	-	14-Jul-22	5	5	-	0	-	1	1	0	
Belmore	25	12	13	36	-	-	-	36	-	-	-	-	12-Jul-22	6	3	-	0	-	1	1	0	
Bourne Farm	99	53	46	61	13	8	16	24	30	-	-	-	06-Jul-22	16	11	-	1	-	1	1	0	
Chestnut	45	41	4	40	14	1	4	21	0	-	-	-	-	-	-	-	0	-	2	2	0	
Church Hill	42	23	19	15	1	-	-	14	-	-	-	-	11-Jul-22	0	-	-	1	-	1	1	0	
Field End Road	79	70	9	65	4	-	-	61	-	-	-	-	20-Jul-22	5	3	-	1	-	2	0	2	
Giebe Avenue	66	60	6	33	6	8	6	13	0	-	-	-	-	5	3	-	1	-	2	2	0	
Grosvenor	87	36	51	88	19	20	8	41	43	-	-	-	-	-	-	-	0	-	1	0	1	
Heathfield Rise	37	32	5	16	2	-	-	14	-	-	-	-	-	-	-	-	0	-	5	4	1	scheduled 19/11
Highfield Crescent	11	7	4	15	3	-	-	12	-	-	-	-	11-Jul-22	-	-	-	1	-	-	-	-	
Highgrove	56	50	6	32	4	-	-	28	-	-	-	-	-	-	-	-	3	-	-	-	-	
Hill End	46	36	10	38	11	17	10	0	0	18	22-Sep-22	12	05-Jul-22	12	7	-	2	-	2	2	0	
Honeycroft	6	2	4	43	2	0	4	37	0	-	-	-	-	-	-	-	0	-	-	-	-	
Ickenham	44	32	12	4	0	-	-	4	-	-	-	-	-	-	-	-	0	-	-	-	-	
Moor Lane	36	15	21	19	3	-	-	16	-	-	-	-	06-Jul-22	-	-	-	1	-	1	1	0	
Peachey Lane	45	35	10	40	4	-	-	36	-	-	-	-	-	-	-	-	0	-	1	0	1	
Pield Heath	24	8	16	61	2	-	-	59	-	-	-	-	08-Jul-22	-	-	-	2	-	-	-	-	
Pinn Way	8	4	4	30	1	-	-	29	-	-	-	-	-	-	-	-	0	-	-	-	-	
Poors Land	37	28	9	15	2	-	-	13	-	-	-	-	07-Jul-22	-	-	-	2	-	1	1	0	
Rodney Gardens	19	13	6	9	0	-	-	9	-	-	-	-	-	-	-	-	0	-	-	-	-	
Stafford Road	61	50	11	30	6	-	-	24	-	-	-	-	11-Jul-22	-	-	-	0	-	-	-	-	
The Fairway	67	58	9	29	2	-	-	27	-	-	-	-	-	-	-	-	2	-	-	-	-	
West Drayton Cemetery	26	20	6	68	3	-	-	65	-	-	-	-	12-Jul-22	-	-	-	0	-	-	-	-	
West Drayton Depot	35	19	16	82	10	-	-	72	-	-	-	-	08-Jul-22	-	-	-	0	-	2	2	0	
Western Avenue	57	38	19	50	3	-	-	47	-	-	-	-	-	-	-	-	0	-	-	-	-	
West End Road	16	12	4	45	2	-	-	43	-	-	-	-	-	-	-	-	1	-	1	1	0	
<b>TOTALS</b>	<b>1131</b>	<b>784</b>	<b>347</b>	<b>1010</b>	<b>128</b>	<b>62</b>	<b>56</b>	<b>764</b>		<b>18</b>		<b>22</b>		<b>56</b>	<b>38</b>		<b>18</b>		<b>26</b>	<b>21</b>	<b>5</b>	

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## RESIDENTS' SERVICES SELECT COMMITTEE - DRAFT REPORT TO CABINET FURTHER TO THE COMMITTEE'S MINOR REVIEW OF THE EMPTY HOMES COUNCIL TAX PREMIUM

<b>Committee name</b>	Residents' Services Select Committee
<b>Officer reporting</b>	Liz Penny, Democratic Services
<b>Papers with report</b>	Draft Report to Cabinet - Empty Homes Council Tax Premium
<b>Ward</b>	All

### HEADLINES

To enable the Select Committee to comment on the draft report to Cabinet further to the Committee's Minor Review of the Empty Homes Council Tax Premium.

### RECOMMENDATION

**That the Residents' Services Select Committee agrees the draft report and updated recommendations to Cabinet and delegates any minor amendments to Democratic Services, in consultation with the Chairman and Labour Lead, prior to submission to Cabinet.**

*NB It has not been possible to include the draft report with the agenda - this will be circulated prior to the meeting for the consideration of the Committee.*

### SUPPORTING INFORMATION

At the 19 October 2022 meeting of the Residents' Services Select Committee, Members agreed to increase the current Empty Homes Council Tax Premium, applicable to non-exempt properties empty for more than two years, from the current 150% to 200% with effect from the 2023/24 financial year (see recommendation 1 in the attached draft final report to Cabinet). With the agreement of the Chairman, two additional recommendations are included in the draft final report for the consideration of the Committee.

Upon the recommendations going to Cabinet, and if Cabinet agrees, they will need to be forwarded to full Council for approval as they relate to the Council Tax Base and Budget.

### 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

The recommendations in this report are designed with the purpose of bringing empty properties back into use and potentially reducing the Council's expenditure on temporary accommodation

and homelessness. It is also anticipated that they will ultimately result in a reduction in anti-social behaviour in the Borough.

**Financial Implications**

None at this stage.

**Legal Implications**

None at this stage.

**BACKGROUND PAPERS**

Nil.

## RESIDENTS' SERVICES SELECT COMMITTEE - 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

Ward(s)

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

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

081	<b>Provision of Waste Weekends</b>	Cabinet will consider an extension to the current contract for the provision of waste weekends held at the Civic Amenity Site, West Drayton.	All		Cllr Eddie Lavery - Residents' Services	Residents' Services	P - Nicola Herbert		NEW ITEM	Private (3)
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
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 11	<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 - December 2022**

084	<b>Tree Strategy</b>	The Cabinet Member will consider approval of a new Council Tree Strategy (Green Spaces). It will set out how the Council will manage the Borough's trees to ensure it meets its duty of care, legal and health and safety obligations. It will also demonstrate the Council's recognition of the value of its tree resource and how the management of trees will contribute to the Council's Strategic Climate Action Plan. The Strategy will include policy statements and key information for residents and other stakeholders, including contractors. It has been developed in consultation with the Council's Arboricultural team and other relevant services such as Highways, Planning and Insurance.	All		Cllr Eddie Lavery - Residents' Services	Residents' Services	P - Laura Jakubiak / Stuart Hunt	Internal consultation	NEW ITEM	Public
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**Upcoming Decisions** Further details

Ref	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place CS = Central Services R = Resources CY = Children & Young People ES = Education & SEND									
076	<b>Private Sector Housing Enforcement Policy</b> The Cabinet Member will consider an updated policy for approval, which will set out the enforcement approach to regulate and manage non-compliance predominantly within the private rented sector. The policy is to be specific to enforcement actions taken by the Private Sector Housing Team, but considered in conjunction with the Council's approved Enforcement Policy which provides an overarching approach to enforcement across the Council.	All		Cllr Eddie Lavery - Residents' Services	Residents' Services	P - Debbie Weller / Mark Billings	Stakeholder and public consultation	NEW ITEM	Public
084	<b>London Borough of Hillingdon Planning Enforcement Policy</b> This report seeks the approval of an updated Planning Enforcement Policy which will consolidate planning enforcement practices and serve as a transparent framework for residents on enforcement principles and standards. The Policy will set out the legislative and policy context, the principles of planning enforcement in Hillingdon, details on the carrying out of planning enforcement investigations, options for securing planning compliance and service standards which officers will follow when enforcing regulatory planning enforcement legislation.	All		Cllr Eddie Lavery - Residents' Services	Residents' Services	P - Julia Johnson / Noel Kelly		NEW ITEM	Public
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 meeting - Thursday 5 January 2023 (report deadline 12 December)**

089	<b>Renovation of seven tennis courts sites within the London Borough of Hillingdon</b> Following a procurement competitive process, Cabinet approval will be sought to appoint a contractor to undertake the renovation of seven tennis courts within the London Borough of Hillingdon ensuring residents of all ages and abilities have access to excellent quality standard courts.	All		Cllr Eddie Lavery - Residents' Services	Residents' Services	P - Priscilla Simpson / Allison Mayo		NEW ITEM	Public
060	<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 / R - Mark Billings / Debbie Weller / Sally Offin			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

## Upcoming Decisions

### Further details

Ref	Public Preview of matters to be considered in private	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	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
<b>Cabinet Member Decisions expected - January 2023</b>										
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
<b>Cabinet meeting - Thursday 16 February 2023 (report deadline 30 January 2023)</b>										
040b Page 43	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
<b>Cabinet Member Decisions expected - February 2023</b>										
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
<b>Cabinet meeting - Thursday 23 March 2023 (report deadline 6 March 2023)</b>										
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

**Upcoming Decisions** Further details

Ref	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	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
<b>Cabinet Member Decisions expected - March 2023</b>								
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
<b>Cabinet meeting - Thursday 20 April 2023 (report deadline 3 April 2023)</b>								
082	Homeless Prevention for Young People Service	Cabinet will consider the procurement for the Homeless Prevention for Young People Service - including Hillingdon's homeless assessment function for young people (18 to 24 years).	All	Cllr Eddie Lavery - Residents' Services	Residents' Services	R / P - Sally Offin / Debbie Weller & Mark Billings	NEW ITEM	Public
087	Playground inspection, maintenance and repair contract	Cabinet will consider a contract following a competitive tender process for the inspection, maintenance and repair of playgrounds within the Borough.	All	Cllr Eddie Lavery - Residents' Services	Residents' Services	P - Jamie Bell	NEW ITEM	Private (3)
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC	All Cabinet Members	All	CS - Democratic Services		Public
SI	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
<b>Cabinet Member Decisions expected - April 2023</b>								
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
<b>Cabinet meeting - Thursday 25 May 2023 (report deadline 27 April)</b>								
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
<b>Cabinet Member Decisions expected - May 2023</b>								

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>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
<b>Cabinet meeting - June 2023 (date TBC)</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 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
<b>Cabinet Member Decisions expected - June 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		CS - Democratic Services	Various		Public
<b>Cabinet meeting - July 2023 (date TBC)</b>										
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

**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										
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
<b>Cabinet Member Decisions expected - July 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		CS - Democratic Services	Various		Public
<b>AUGUST 2023 - NO CABINET MEETING</b>										
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
<b>Cabinet meeting - September 2023 (date TBC)</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 - September 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 MEMBER DECISIONS: Standard Items (SI) that may be considered each month</b>										

**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										
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
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)

## Upcoming Decisions

### Further details

Ref

Ward(s)

Final decision by Full Council

Cabinet Member(s) Responsible

Relevant Select Committee

Directorate / Lead Officer

Consultation related to the decision

NEW ITEM

Public or Private (with reason)

SI	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	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

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
<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.

### RECOMMENDATIONS

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

### SUPPORTING INFORMATION

- 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 have undertaken a number of site visits in recent months to include the CCTV room in the Civic Centre, Harlington Road Depot and Heathrow Imported Food Office. These have proved to be extremely interesting and informative. Further visits are planned to include Hillingdon Fire Station and Breakspear Crematorium.



**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



**Recent site visits to Heathrow Imported Food Office and Harlington Road Depot**

Left – Cllr Bridges, Cllr Farley and Cllr Sullivan (accompanied by officers)

Above – Cllr Farley, Cllr Gardner, Cllr Smallwood and Cllr Sullivan

### **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.

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# MULTI-YEAR WORK PROGRAMME 2022 - 2026

	2022/23											2023/24
Residents' Services Select Committee	June 15	July 21	August No meeting	Cancelled - Sept 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		Final Report 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	X	X	
<b>One-off information items</b> Scrutiny Introduction (Democratic Services) ASB 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	
<b>Crime &amp; Disorder - Statutory Scrutiny (themed)</b> Safer Hillingdon Partnership Development Safer Hillingdon Partnership Performance Safer Hillingdon Partnership Performance & Theme 2 - TBC				X	X	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  
Hillingdon Fire Station (7 December 2022)  
Graffiti Removal  
Breakspear Crematorium (25 January 2023)

**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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