

Minutes & Decisions

CABINET

Thursday, 1 September 2022

**Meeting held at Committee Room 6 - Civic Centre,
High Street, Uxbridge UB8 1UW**



Published on: 2 September 2022

Decisions come into effect from: 5pm, 9 September 2022 or as otherwise stated

Cabinet Members Present:

Ian Edwards (Chairman)
Jonathan Bianco (Vice-Chairman)
Martin Goddard
Douglas Mills
Susan O'Brien
Jane Palmer
Eddie Lavery

1. APOLOGIES FOR ABSENCE

All Cabinet Members were present.

2. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

No interests were declared by Members present.

3. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING

The minutes and decisions of the Cabinet meeting held on 7 July 2022 were agreed as a correct record.

4. TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS OF BUSINESS MARKED PART 2 IN PRIVATE

It was confirmed items to be considered in public and private were as set out on the agenda.

5. STRATEGIC CLIMATE ACTION PLAN PROGRESS UPDATE & CLIMATE COMMITMENT CHARTER

RESOLVED:

That the Cabinet:

- 1. Notes the progress made in the Strategic Climate Action Plan Progress Report in Appendix 1;**
- 2. Approves the priorities identified in this report and;**
- 3. Agrees to the Council being a signatory to the Climate Commitment Charter for procurement purposes in Appendix 2.**

Reasons for decision

Cabinet received its annual update on the objectives set out in the Strategic Climate Action Plan adopted in 2021, which also set out the priorities for the next year on electricity and gas usage and the Council's fleet to ensure sufficient progress was being made to achieving carbon neutrality across Council operations by 2030. Furthermore, Cabinet agreed to sign up to a low carbon procurement charter in collaboration with West London partners.

The Cabinet Member for Residents' Services noted the good progress made to-date, in particular on electricity consumption. However, it was also noted that gas consumption remained a concern, as usage had changed to actual readings, rather than estimated, but that this would at the very least provide an accurate baseline going forward.

The Leader of the Council welcomed the report and, despite the current economic climate, re-affirmed the Council's commitment to climate change and explained how the Council's actions would benefit residents, such as through improved housing insulation.

Alternative options considered and rejected

None.

Relevant Select Committee	Residents' Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	Decisions no. 2 and 3 above may be called-in by 5pm, Friday 9 September 2022
Officer(s) to action	Ian Thynne
Directorate	Place Directorate
Classification	Public - <i>The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.</i>

6. OUTCOME OF THE CONSULTATION ON THE SUCCESSFUL, SUSTAINABLE, VIABLE SCHOOLS: INFANT & JUNIOR AMALGAMATION POLICY

RESOLVED:

That Cabinet consider the responses to the consultation received on the draft Successful, Sustainable, Viable Schools: Infant & Junior Amalgamation Policy and approve it as Council policy.

Reasons for decision

Cabinet approved an updated Infant and Junior School Amalgamation Policy, following due consideration of the responses to the consultation. Cabinet considered that amalgamation was a positive way to develop and progress a school organisation, particularly given financial pressures.

The Cabinet Member for Children, Families & Education outlined the potential for separate school arrangements to be unsustainable going forward and expressed the Council's aspiration for all schools to be successful and how this could be met, therefore, through a one-school approach.

Alternative options considered and rejected

Cabinet could have decided not to progress an updated policy on amalgamation.

Relevant Select Committee	Children, Families & Education
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 9 September 2022
Officer(s) to action	Nav Minhas
Directorate	Education & SEND Directorate
Classification	Public - <i>The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.</i>

7. POLICY FRAMEWORK: REVIEW OF STATEMENT OF GAMBLING POLICY

RESOLVED:

That the Cabinet:

1. Agrees to a public consultation for the draft Statement of Gambling Policy to take place between 12th September 2022 and 24th October 2022.
2. Notes that a further report will be submitted to Cabinet, post consultation, highlighting any consultation responses for Cabinet to consider for inclusion in the final Policy
3. Notes that the Statement of Gambling Policy is then required to be referred to the full Council for adoption as a policy framework document.

Reasons for decision

Cabinet noted the review of the Statement of Gambling Policy which would continue to ensure the Council provides effective and efficient licensing functions. Cabinet agreed to consult on this Policy Framework document, noting that the minor technical changes proposed which sought to make the policy more consistent and customer friendly.

The Cabinet Member for Residents' Services explained the process for the Policy's consideration going forward, which would include consultation.

Alternative options considered and rejected

None, as there is a legal requirement to review this Policy every three years.

Relevant Select Committee	Residents' Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	This cannot be called-in. As a policy framework document it will be considered by Select Committees before any final decision.
Officer(s) to action	Daniel Ferrer
Directorate	Place Directorate
Classification	Public - <i>The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.</i>

8. STATUTORY PROPOSAL FOR A SPECIALIST NURSERY ASSESSMENT BASE AND AUTISTIC SPECTRUM DISORDER PROVISION AT RUISLIP GARDENS PRIMARY SCHOOL

RESOLVED:

That Cabinet consider the responses to the statutory consultation as set out in the report and Appendix 3 and approve the proposal to establish a specialist assessment base and Autistic Spectrum Disorder (ASD) Specialist Resource Provision (SRP) at Ruislip Gardens Primary School.

Reasons for decision

The Cabinet Member for Children, Families and Education noted the rising demand for special education needs in the Borough and how this would be met through a programme of additional capital works linked to the DSG safety valve agreement. Cabinet, therefore approved a specialist assessment base and Autistic Spectrum Disorder Specialist Resource Provision at Ruislip Gardens Primary school following consideration of the consultation responses.

The Cabinet Member welcomed the benefit of establishing locally based support in a mainstream school setting that would reduce the cost of out of Borough placements and future proof local schools for residents.

Alternative options considered and rejected

Cabinet could have decided not to progress the proposal to expand specialist support at the school site.

Relevant Select Committee	Children, Families & Education
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 9 September 2022
Officer(s) to action	Babatunde Balogun
Directorate	Education & SEND
Classification	Public - <i>The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.</i>

9. MONTHLY COUNCIL BUDGET MONITORING REPORT: MONTH 3

RESOLVED:

That the Cabinet:

- 1. Note the budget monitoring position and treasury management update as at June 2022 (Month 3) as outlined in Part A of this report.**
- 2. Approve the financial recommendations set out in Part B of this report below:**
 - a. Approves a virement of £220k from the General Capital Contingency budget to the Corporate Technology and Innovation Programme to support the Network and Telephony project.**
 - b. Accept a grant award of £703k from the Market Sustainability and Fair Cost of Care Fund to prepare Social Care markets for reform.**
 - c. Approve acceptance of £100k grant funding from the Department for Environment, Food, and Rural Affairs (DEFRA) for costs associated with the delivery of new post-Brexit port health authority functions at the Heathrow Imported Food Office.**
 - d. Approve acceptance of £9k grant funding from the Department for Environment, Food, and Rural Affairs (DEFRA) for the implementation of legislation relating to allergen labelling changes for prepacked direct for sale food.**
 - e. Approve an increase in the fee charged to funeral directors for storage costs to £30 per day starting 48 hours after the coroner has released the body.**
 - f. Approve acceptance of gift funding in relation to a Planning Performance Agreement in accordance with the provisions of Section 93 of the Local Government Act 2003 for;**
 - i. NCP Car Park - £17,500**
 - ii. Denville Hall - £17,500**
 - iii. Crown Trading - £32,000**
 - iv. Nestle Block - £17,500**
 - g. Ratify an urgent decision taken by the Leader of the Council, in consultation with the Cabinet Member for Children, Families & Education, to implement updated fees for the Music Service for 2022/23, due to the necessity to notify parents before the start of the September 2022 academic term.**

Reasons for decisions

Cabinet was updated on the forecast revenue, capital and treasury position for the current year 2022/23 in order to ensure the Council achieved its budgetary and service objectives.

The Cabinet Member for Finance outlined the challenge of inflation and informed Members that the Government's funding for Covid-19 related pressures had now come to an end, which the Council was now having to absorb going forward. It was noted that earmarked reserves had been used to support the Council in meeting such pressures, whilst the Council's savings programme was also generally on track.

In respect of the capital programme, an underspend of £26.3m was noted due to project slippage and in respect the Dedicated Schools Grant, it was welcomed that the balance on this would be reduced soon, due to the Safety Valve agreement the Council had entered into with the Department for Education.

A number of financial recommendations were moved by the Cabinet Member and agreed by Cabinet, including the acceptance of Government grants, an increase in funeral director fees, gift funding for key planning developments and ratification of an urgent decision taken in respect of introducing more sustainable fee levels for the Music Service.

The Leader of the Council welcomed the report, noted the challenging times and thanked Council officers for their work in managing budgets.

Alternative options considered and rejected

None.

Relevant Select Committee	Finance & Corporate
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	Cabinet's decisions 2 (a-f) may be called in by 5pm, Friday 9 September 2022
Officer(s) to action	Andy Evans
Directorate	Resources
Classification	Public - <i>The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.</i>
	Urgency provisions – <i>this report was issued less than 5 clear days before the Cabinet meeting and agreed by the Chairman to be considered under urgency provisions.</i>

10. PUBLIC PREVIEW OF MATTERS TO BE CONSIDERED IN PRIVATE

RESOLVED:

That Cabinet note the reports to be considered later in private and Part 2 of the Cabinet agenda and comment on them as appropriate for public information purposes.

Reasons for decision

The Leader of the Council introduced the report which provided a public summary of the matters to be discussed in the private part of the Cabinet meeting later.

Alternative options considered and rejected

These were set out in the public Cabinet report.

Relevant Select Committee	Various
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	This matter is not for call-in, as noting only.
Officer(s) to action	Mark Braddock
Directorate	Central Services
Classification	Public - <i>The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.</i>

11. FRAMEWORK FOR HOME CARE AND OUTREACH SERVICES

RESOLVED:

That the Cabinet:

1. Accept the tender from the Domiciliary care providers shown in Appendix 1 for admission to the London Borough of Hillingdon framework of Home Care and Outreach Services for Adults and Children. The tenders are for a four-year period from 24th October 2022 to 23 October 2026 and at the value of £23,612,000.
2. Furthermore, agree to extend the existing DPS [Dynamic Purchasing System] for a 3-month period from 27th October 2022 to 26th January 2023 to continue to host providers until the mobilisation of the new framework and the safe and effective transfer of care packages and the TUPE of staff if required, noting that Appendix 2 references a list of these providers.

Reasons for decision

Cabinet agreed a new Framework for Home Care and Outreach Support Services for Adults and Children which would work alongside and complement the existing two lead provider contracts that operate in the Borough and ensure that there were good choices of support for those in need of care.

Cabinet also agreed to extend the dynamic purchasing system for a temporary period to enable the transition to the new framework.

Alternative options considered and rejected

Cabinet could have decided to remain with the two lead providers and a larger number of spot providers for additional services required, which Cabinet considered would be detrimental to quality and compliance.

Relevant Select Committees	Health and Social Care Children, Families & Education
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 9 September 2022
Officer(s) to action	Jan Major
Directorate	Adult Services & Health
Classification	Private - <i>Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).</i>

12. CHILDREN'S ADVOCACY AND INDEPENDENT VISITOR SERVICE

RESOLVED:

That the Cabinet:

1. **Accept the tender from Coram Voice for the provision of Advocacy Services and an Independent Visitor Scheme to the London Borough of Hillingdon for a five-year period from 1st October 2022 to 30th September 2027 at the value of £445,320.**
2. **Furthermore, agrees that this includes the provision to extend the contract for a two-year period (seven years in total), delegating approval of any extension to the Leader of the Council and Cabinet Member for Children, Families & Education, in consultation with the Executive Director of Children and Young People's Service.**

Reasons for decisions

Following a competitive tender exercise, Cabinet approved the award a contract for the provision of advocacy services and an Independent Visitor Scheme so the Council could continue to meet its statutory obligations when supporting children and young people.

It was noted that good quality advocacy services help transform vulnerable children's lives, enabling them to have an independent voice, break down communication barriers, and promote better outcomes, whilst the Independent Visitor Service provided a reliable, consistent, constant and independent friend to a looked after child.

Alternative options considered and rejected

Cabinet could have decided to bring the service in-house or consolidated all advocacy services, but considered this not suitable or independent enough to provide for the specific needs of children.

Relevant Select Committee	Children, Families & Education
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 9 September 2022
Officer(s) to action	Tehseen Kauser
Directorate	Children & Young People's Directorate
Classification	Private - <i>Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).</i>

13. PROVISION OF A TREE MAINTENANCE SERVICE

RESOLVED:

That the Cabinet:

1. Accept the tender of RSK Hi-Line Ltd for the provision of Tree Maintenance Services to the London Borough of Hillingdon for a three-year period from 8th October 2022 to 7th October 2025 and at the value of £1,602,379.00 (annual cost £534,126.33).
2. Furthermore, agrees that this includes the provision to extend the contract for a two-year period (five years in total), delegating approval of any extension to the Leader of the Council and Cabinet Member for Residents' Services, in consultation with the Corporate Director of Place.

Reasons for decision

Cabinet agreed a contract for the Council's tree maintenance service, following a competitive tender exercise and selected a company approved by the Arboricultural Association. It was noted how the contract would support the Council's climate action plan.

Alternative options considered and rejected

None as Cabinet considered the competitive tender outcome as the best value for money.

Relevant Select Committee	Residents' Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 9 September 2022
Officer(s) to action	Sophie Coughlan Allison Mayo
Directorate	Place Resources
Classification	Private - <i>Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).</i>

14. BED-BASED INTERMEDIATE CARE SERVICE CONTRACTS

RESOLVED:

That the Cabinet:

1. Accept the tender from HC-ONE Limited for the provision of a Bed-Based Intermediate Care Lot 1 to the London Borough of Hillingdon for a 4-year period from 3rd October 2022 date to 4th October 2026 and at the value of £875,952 (£218,988pa).
2. Accept the tender from HC-ONE Limited for the provision of a Bed-Based Intermediate Care Lot 2 to the London Borough of Hillingdon for a 4-year period from 3rd October 2022 date to 4th October 2026 and at the value of £641,322 (£160,331pa).
3. Accept the tender from Bondcare London Limited for the provision of Bed-Based Intermediate Care Lot 3 to the London Borough of Hillingdon for a 4-year period from 3rd October 2022 date to 4th October 2026 and at the value of £481,774 (£120,443pa).
4. Accept the tender from Bondcare London Limited for the provision of Bed-Based Intermediate Care Lot 4 to the London Borough of Hillingdon for a 4-year period from 3rd October 2022 date to 4th October 2026 and at the value of £481,774 (£120,443pa).

Reasons for decision

Cabinet agreed to contracts for the delivery of short-term bed based services to enable residents to return home more quickly after a hospital stay or avoid going into hospital unnecessarily, which would in turn release hospital beds for other people who are acutely unwell. Cabinet noted the partnership approach to this service and how it was fully funded by the NHS.

Alternative options considered and rejected

To not accept the tenders, but Cabinet noted this would lead to increased length of stay in hospital for residents.

Relevant Select Committee	Health & Social Care
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 9 September 2022
Officer(s) to action	Gary Collier Sally Offin
Directorate	Adult Services and Health Resources
Classification	Private - Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial

or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).

15. THE COUNCIL'S WORKFLOW AND DOCUMENT MANAGEMENT SYSTEM

RESOLVED:

That the Cabinet agree a direct award to Civica UK Limited for the provision of Civica Digital 360 Workflow and Document Management System to the London Borough of Hillingdon for a five-year period from 1 September 2022 to 31 August 2027 and at the cost of £653,060 for the period, and notes that this includes the migration and upgrade of Civica Digital 360 to the supplier's cloud infrastructure to become a fully hosted and browser-based system (at a one-off cost of £99,990).

Reasons for decision

Cabinet awarded a contract to the incumbent provider for the provision of continued support and maintenance of the Council's Workflow and Document Management System, including its migration and upgrade to the supplier's cloud infrastructure. It was noted that this would enable resident-facing and back-end processes to be more resilient and work efficiently and in an automated way. Cabinet further noted that savings would be delivered as a result.

Alternative options considered and rejected

Cabinet could have decided to re-tender, but considered this not possible within the current time-frame.

Relevant Select Committee	Finance & Corporate
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 9 September 2022
Officer(s) to action	Julie Prior Jo Allen
Directorate	Central Services Resources
Classification	Private - <i>Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).</i>

16. WATER QUALITY SERVICES CONTRACT

RESOLVED:

That the Cabinet:

1. Accept the tender from Life Environmental Services Ltd. for the provision of the Water Quality Services Contract to the London Borough of Hillingdon for a period of 3 years at the estimated value of £261k per annum and;
2. Furthermore, agrees that this includes the provision to extend the contract for a period of 2 years, subject to the approval of the Leader of the Council and Cabinet Member for Property, Highways and Transport, in consultation with the Corporate Director for Place.

Reasons for decision

Following a competitive tender exercise, Cabinet approved a contractor to carry out appropriate measures to minimise the risk of Legionella Bacteria in the water systems of council properties, ensuring safe and healthy water to residents, businesses, schools, corporate properties and other service users within the Borough.

Alternative options considered and rejected

None, as this was statutory requirement

Relevant Select Committee	Finance & Corporate
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 9 September 2022
Officer(s) to action	Gary Penticost
Directorate	Place
Classification	Private - <i>Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).</i>

17. ANY OTHER ITEMS THE CHAIRMAN AGREES ARE RELEVANT OR URGENT

No additional items were considered by the Cabinet.

The meeting closed at 7.22pm

Internal Use only***Implementation of decisions & scrutiny call-in**

When can these decisions be implemented by officers?

Officers can implement Cabinet's decisions in these minutes only from the expiry of the scrutiny call-in period which is:

5pm, Friday 9 September 2022

However, this is subject to the decision not being called in by Councillors on the relevant Select Committee. Upon receipt of a valid call-in request, Democratic Services will immediately advise the relevant officer(s) and the Cabinet decision must then be put on hold.

Councillor scrutiny call-in of these decisions

Councillors on the relevant Select Committee shown in these minutes for the relevant decision made may request to call-in that decision. The call-in request must be before the expiry of the scrutiny call-in period above.

Councillors should use the Scrutiny Call-in App (link below) on their devices to initiate any call-in request. Further advice can be sought from Democratic Services if required:

[Scrutiny Call-In - Power Apps](#) (secure)

Notice

These decisions have been taken under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

This Cabinet meeting was also broadcast live on the Council's YouTube channel [here](#) for wider resident engagement.

Please note that these minutes and decisions are the definitive record of proceedings by the Council of this meeting.

If you would like further information about the decisions of the Cabinet, please contact the Council below:

democratic@hillingsdon.gov.uk

Democratic Services: 01895 250636

Media enquiries: 01895 250403