



HILLINGDON
LONDON



CABINET

To all Members of the Cabinet:

Date: THURSDAY, 16 FEBRUARY
2023

Time: 7.00 PM

Venue: COMMITTEE ROOM 6 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

**Meeting
Details:** Members of the Public and
Media are welcome to attend
this meeting and observe the
public business discussed.

This meeting will also be
broadcast live on the
Council's YouTube Channel.

Ian Edwards, Leader of the Council
(Chairman)

Jonathan Bianco, Deputy Leader of the
Council & Cabinet Member for Property,
Highways & Transport (Vice-Chairman)

Martin Goddard, Cabinet Member for
Finance

Douglas Mills, Cabinet Member for
Corporate Services

Susan O'Brien, Cabinet Member for
Children, Families & Education

Jane Palmer, Cabinet Member for Health
& Social Care

Eddie Lavery, Cabinet Member for
Residents' Services

You can view the agenda
at www.hillingdon.gov.uk or use a smart
phone camera and scan the code below:



Published:

Wednesday, 8 February 2023

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Putting our residents first

Lloyd White
Head of Democratic Services
London Borough of Hillingdon,
Phase II, Civic Centre, High Street, Uxbridge, UB8 1UW

Useful information for residents and visitors

Watching & recording this meeting

You can watch the public part of this meeting on the Council's YouTube channel, live or archived after the meeting. Residents and the media are also welcome to attend in person, and if they wish, report on the public part of the meeting. Any individual or organisation may record or film proceedings as long as it does not disrupt proceedings.

Watch a **LIVE** broadcast of this meeting on the Council's YouTube Channel: *Hillingdon London*

Those attending should be aware that the Council will film and record proceedings for both official record and resident digital engagement in democracy.



It is recommended to give advance notice of filming to ensure any particular requirements can be met. The Council will provide seating areas for residents/public, high speed WiFi access to all attending and an area for the media to report. The officer shown on the front of this agenda should be contacted for further information and will be available to assist. When present in the room, silent mode should be enabled for all mobile devices.

Travel and parking

Bus routes 427, U1, U3, U4 and U7 all stop at the Civic Centre. Uxbridge underground station, with the Piccadilly and Metropolitan lines, is a short walk away. Limited parking is available at the Civic Centre. For details on availability and how to book a parking space, please contact Democratic Services.

Please enter via main reception and visit the security desk to sign-in and collect a visitors pass. You will then be directed to the Committee Room.

Accessibility

For accessibility options regarding this agenda please contact Democratic Services. For those hard of hearing an Induction Loop System is available for use.

Emergency procedures

If there is a FIRE, you will hear a continuous alarm. Please follow the signs to the nearest FIRE EXIT and assemble on the Civic Centre forecourt.

Lifts must not be used unless instructed by a Fire Marshal or Security Officer. In the event of a SECURITY INCIDENT, follow instructions issued via the tannoy, a Fire Marshal or a Security Officer. Those unable to evacuate using the stairs, should make their way to the signed refuge locations.



Notice

Notice of meeting and any private business

The London Borough of Hillingdon is a modern, transparent Council and through effective Cabinet governance, it seeks to ensure the decisions it takes are done so in public as far as possible. Much of the business on the agenda for this Cabinet meeting will be open to residents, the wider public and media to attend. However, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. Such business is shown in Part 2 of the agenda and is considered in private. Further information on why this is the case can be sought from Democratic Services.

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to confirm that the Cabinet meeting to be held on:

16 February 2023 at 7pm in Committee Room 6, Civic Centre, Uxbridge

will be held partly in private and that 28 clear days public notice of this meeting has been given. The reason for this is because the private (Part 2) reports listed on the agenda for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. An online and a hard copy notice at the Civic Centre in Uxbridge indicates a number associated with each report with the reason why a particular decision will be taken in private under the categories set out below:

- (1) information relating to any individual
- (2) information which is likely to reveal the identity of an individual
- (3) information relating to the financial or business affairs of any particular person (including the authority holding that information)
- (4) information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Notice of any urgent business

To ensure greater transparency in decision-making, 28 clear days public notice of the decisions to be made both in public and private has been given for these agenda items. Any exceptions to this rule are the urgent business items on the agenda marked *. For such items it was impracticable to give sufficient notice for a variety of business and service reasons. The Chairman of the relevant Select Committee has been notified in writing about such urgent business.

Notice of any representations received

No representations from the public have been received regarding this meeting.

Date notice issued and of agenda publication

8 February 2023
London Borough of Hillingdon

Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest in matters before this meeting
- 3 To approve the minutes of the last Cabinet meeting 1 - 8
- 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

Cabinet Reports - Part 1 (Public)

- 5 The Council's Budget - Medium Term Financial Forecast 2023/24 - 2027/28 (Cllr Martin Goddard) - REPORT TO FOLLOW
(To recommend to full Council)
- 6 Referral from Full Council: Hillingdon Council's Plan of Action against ULEZ (Cllr Douglas Mills) 9 - 18
- 7 The Schools Budget 2023/24 (Cllr Martin Goddard / Cllr Susan O'Brien) - REPORT TO FOLLOW
- 8 Consultation on Hillingdon's Library Strategy (Cllr Eddie Lavery) 19 - 42
- 9 Consultation on the Future of Harlington Library (Cllr Eddie Lavery) 43 - 58
- 10 Changes to the Admissions Criteria for Community Schools - Coteford Infant School (Cllr Susan O'Brien) 59 - 68
- 11 Monthly Council Budget Monitoring Report (Cllr Martin Goddard) - REPORT TO FOLLOW
- 12 Public Preview of matters to be considered in private (All Cabinet Members) 69 - 78

Cabinet Reports - Part 2 (Private and Not for Publication)

- | | | |
|-----------|---|-----------|
| 13 | Redevelopment and Re-Build of the Northwood Hills Library Site (Cllr Jonathan Bianco) | 79 - 90 |
| 14 | Renewal of Microsoft Technologies & Licenses (Cllr Douglas Mills) | 91 - 96 |
| 15 | Provision of Waste Weekends (Cllr Eddie Lavery) | 97 - 102 |
| 16 | The provision of Section 12 Doctors & Best Interest Assessors (Cllr Jane Palmer) | 103 - 108 |
| 17 | Former Brookfield Adult Education Centre, Park Road, Uxbridge (Cllr Jonathan Bianco) | 109 - 116 |
| 18 | Parenting Support and Development Programme Contract (Cllr Susan O'Brien) | 117 - 126 |
| 19 | Battle of Britain Bunker Phase 2 - Water Ingress Contact (Cllr Jonathan Bianco) | 127 - 136 |
| 20 | Community Equipment Service Contract Award (Cllr Jane Palmer) | 137 - 152 |

The reports in Part 2 of this agenda are not for publication because they involve the disclosure of information in accordance with Section 100(A) and Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended), in that they contain exempt information and that the public interest in withholding the information outweighs the public interest in disclosing it.

- 21** Any other items the Chairman agrees are relevant or urgent

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Minutes & Decisions

CABINET

Thursday, 5 January 2023

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



Published on: 6 January 2023

Decisions come into effect on from: 5pm, 13 January 2023

Cabinet Members Present:

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

Members Also Present:

Peter Curling
Stuart Mathers
Scott Farley
June Nelson
Jan Sweeting

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 15 December 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. 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, increasing the Council's transparency.

The Cabinet Member for Residents' Services drew Cabinet's attention to the private report regarding the substantial renovation of four tennis court sites in the Borough and how this was a great example of partnership working.

Alternative options considered and rejected

These were set out in the public Cabinet report.

Relevant Select Committee	
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>

6. RENOVATION OF TENNIS COURTS SITES WITHIN THE LONDON BOROUGH OF HILLINGDON

RESOLVED:

That Cabinet approves a project for the renovation of four tennis court sites in the Borough at Rosedale Park, Harmondsworth Recreation Ground, Northwood Recreation Ground and Swakeleys Park, and specifically agrees to:

1. Accept the award of £181k from the Lawn Tennis Association (LTA) Parks Tennis Renovation Grant for the project at the four sites;
2. Accept the tender from Aggregate Industries UK Ltd T/A Spadeoak to upgrade the four sites over a 10 week period from 23rd January 2023 to 27 March 2023 at the value of £229k.
3. The allocation of £60k from the 2022/23 Chrysalis Programme towards the project;
4. The capital release request of £270k for the works funded from the following budgets:-
 - a. £60k from the 2022/23 Chrysalis Programme
 - b. £29k from the 2022/23 General Capital Contingency
 - c. £181k from the LTA Parks Tennis Renovation Grant

Reasons for decision

Cabinet agreed to the appointment of a contractor over a 10-week period to upgrade four tennis court sites to a playable standard.

Alternative options considered and rejected

The Cabinet could have decided not to accept the recommendations to renovate the sites leaving them in poor condition.

Relevant Select Committee	Residents' Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 13 January 2023
Officer(s) to action	Stuart Hunt
Directorate	Place 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>

7. CONTRACT EXTENSION - VOID PROPERTY REPAIR SERVICE

RESOLVED:

That the Cabinet approve the 1-year contract extension for:

1. Pilon Ltd - For the Void Services Contract North Area to housing properties for the estimated annual cost of £1.433k based on a like for like activity over the last 12 months.
2. Greyline Ltd - For the Void Services Contract South Area to housing properties for the estimated annual cost of £1.705k based on a like for like activity over the last 12 months.

Reasons for decision

Cabinet agreed to extend contracts for the repair of void (or empty) housing properties to ensure that the Council's housing stock was in good order. The Cabinet Member for Property, Highways and Transport noted the great strides that had been made in reducing the number of void properties over the years.

Alternative options considered and rejected

Cabinet could have considered retendering, but considered this not an option due to the current volatility in the market.

Relevant Select Committee	Property, Highways and Transport
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 13 January 2023
Officer(s) to action	Liam Bentley
Directorate	Place 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>

8. INTEGRATED STATUTORY ADVOCACY AND AN INDEPENDENT HEALTH COMPLAINTS ADVOCACY SERVICE

RESOLVED:

That the Cabinet:

- 1. agrees to extend the current contract with POhWER Limited for the provision of Integrated Advocacy Services to the London Borough of Hillingdon for an eighteen month period from 1 October 2022 to 31 March 2024 and at the cost of £446,913.80 for the 18-month period; and**
- 2. agree to extend the current contract with POhWER Limited for the provision of an Independent Health Complaints Advocacy (IHCAS) to the London Borough of Hillingdon for an eighteen month period from 1 October 2022 to 31 March 2024 and at the cost of £65,784.75 for the 18-month period.**
- 3. Furthermore, agrees that that this includes the provision to extend both contracts for a further one-year period from 1 April 2024 to 31 March 2025, with approval of any extension by the Leader of the Council and Cabinet Member for Health and Social Care, in consultation with the Executive Director of Adult Services and Health at the cost of £341,799 for the 12-month period.**

Reasons for decision

Cabinet agreed to extend two contracts for statutory advocacy services, for Integrated Statutory Advocacy and the Independent Health Complaints Advocacy Service. The Cabinet Member for Health & Social Care noted that these would support residents enabling someone to speak on their behalf. Both the Cabinet Member and Leader of the Council noted the ongoing delays in the Liberty Protection Safeguards regulation implementation, thereby necessitating Cabinet’s decision to extend the contracts until there was clarity.

Alternative options considered and rejected

None, due to the statutory nature of the services.

Relevant Select Committee	Health and Social Care
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 13 January 2023
Officer(s) to action	Bukky Junaid Kevin Byrne
Directorate	Adult Services and Health Central Services
Classification	Private - <i>Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not</i>

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).

9. CONTRACT FOR THE RESIDENTIAL DEVELOPMENT AT PETWORTH GARDENS, HILLINGDON

RESOLVED:

That the Cabinet:

- 1. Accept the tender from Ethos Construction Solutions Ltd for the provision of design and construction Services to the London Borough of Hillingdon for the Redevelopment of the former garage site to the rear of 27-45 Petworth Gardens, Uxbridge, UB10 9HQ into affordable homes at the value of £1,886k.**
- 2. Agree the virement of £387k from the HRA Unallocated HRA Acquisition and Development Budget to the New Build General Needs Housing – Petworth Gardens budget.**
- 3. Agree to the capital release requests of £2,139k from the revised Petworth Gardens Development budget inclusive of virement (decision 2) for construction costs and associated fees.**

Reasons for decision

Cabinet awarded a contract to develop the vacant former garages and playground site at Petworth Garden into a new residential development.

Alternative options considered and rejected

Cabinet had previously considered alternative uses for the site.

Relevant Select Committee	Property, Highways and Transport
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 13 January 2023
Officer(s) to action	Michael Naughton
Directorate	Place 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</i>

accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).

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

No additional items were considered by the Cabinet.

The meeting closed at 7.07pm

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, unless otherwise stated, which is:

5pm, Friday 13 January 2023

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@hillington.gov.uk

Democratic Services: 01895 250636

Media enquiries: 01895 250403

HILLINGDON COUNCIL'S PLAN OF ACTION AGAINST ULEZ (ULTRA LOW EMISSION ZONE)

Cabinet Member(s)	Councillor Douglas Mills
Cabinet Portfolio(s)	Corporate Services
Officer Contact(s)	Dan Kennedy, Central Services
Papers with report	Appendices 1 & 2 - Hillingdon air quality distribution maps

HEADLINES

Summary	Full Council on 12 January 2023 requested that Cabinet formalise a plan of action to implement the Council's policy of opposition to the Mayor of London's decision to expand the Ultra-Low Emission Zone (ULEZ) to Outer London. This report sets out the Council's strategy along with delegated authority to approve any necessary action and related expenditure.
Putting our Residents First Delivering on the Council Strategy 2022-2026	This report supports our ambition for residents / the Council of: Have opportunities to earn an income that supports their families This report supports our commitments to residents of: A Thriving Economy
Financial Cost	No direct financial implications associated with the recommendations at this stage. However, any future costs incurred in developing and implementing the Council's Plan of Action are expected to be funded from Earmarked Reserves.
Relevant Select Committee	Property, Highways and Transport
Relevant Ward(s)	All Wards

RECOMMENDATIONS

That the Cabinet:

1. **Welcome and concur with the Council motion adopted on 12 January 2023 opposing the extension of ULEZ to Hillingdon and Outer London;**
2. **Note the significant impact Hillingdon residents, visitors and businesses will experience from the extension of the ULEZ to Outer London from 29 August 2023 and calls on the Mayor of London to withdraw the scheme and to improve the public transport across the Borough.**
3. **Note the legal powers available to the Council to implement the appropriate action and communication plan.**
4. **Agree to receive an update on the Council's legal position.**
5. **Delegate authority to the Leader of the Council and the Cabinet Member for Corporate Services to oversee the plan and take all necessary decisions to oppose the Mayor of London's decision, including any necessary expenditure to deliver the Plan.**
6. **Authorise the Corporate Director of Central Services to formally implement any actions as directed by the Leader of the Council and/or Cabinet Member for Corporate Services.**
7. **Agrees to receive reports back on the matter, as and when required, to update the Council and residents.**

Reasons for recommendation

The recommendations set out in this report fulfil the request from Full Council on 12 January 2023 that Cabinet formalise a plan of action to implement the Council's policy of opposition to the Mayor of London's decision to expand the Ultra-Low Emission Zone (ULEZ) to Outer London.

The extension of the ULEZ to Hillingdon and other Outer London Boroughs will disproportionately and adversely impact residents on low incomes and local businesses and comes at a challenging financial time when they can least cope with additional expenditure.

The recommendations will position Hillingdon Council to take action to ensure the impact of the ULEZ extension is fully understood by residents and businesses and there is a co-ordinated and targeted plan to oppose the expansion of the existing scheme.

Alternative options considered / risk management

The alternative option to 'do nothing' in response to the announcement from the Mayor of London to extend the ULEZ scheme to Outer London has been rejected. The extension of the ULEZ to Hillingdon and Outer London will have a significant disruptive impact on residents' daily lives, local businesses and the local economy and therefore it is imperative the concerns from the scheme are fully understood and the scheme is challenged.

Democratic compliance / previous authority

Full Council on 12 January 2023 requested Cabinet agree a plan of action and the necessary budget to set out the Council's policy of opposition to the decision to expand ULEZ. The Council's Constitution also provides that Cabinet will have full authority to respond to this matter, including

to promote the economic, social or environmental well-being of Hillingdon, community leadership, expenditure and joint working as required. Cabinet may delegate authority for the efficient implementation of the action plan and any other decisions.

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

1. The Ultra-Low Emission Zone (ULEZ) has been in operation in central London since April 2019 and then extended to inner London from October 2021. The announcement from the Mayor of London to extend the ULEZ to Outer London, to include the London Borough of Hillingdon, from 29 August 2023 has raised worrying concerns about the significant and adverse impacts extending the scheme will have on residents and local businesses compared to Inner and Central London. Extending the scheme to Outer London will deliver limited improvements to air quality and the wider benefits the scheme is purported to achieve (given air quality in Hillingdon is generally much better on average than Inner and Central London).
2. Extending the scheme to all Outer London Boroughs will mean Hillingdon residents will be required to pay £12.50 per day when they drive within the ULEZ zone using a vehicle which is non-ULEZ compliant. For a resident using their vehicle 7 days a week, this total additional charge amounts to over £4,500 per vehicle, per year.
3. A number of concerns have been raised about the extension of the ULEZ to Outer London. This includes;
 - Limitations of the Public Transport Network in Outer London - The limitations of the existing public transport network in Hillingdon and Outer London means many residents have little option other than to drive to their place of work, for leisure and / or for retail activities. Compared to inner and central London, where ULEZ is already in operation, public transport coverage is considerably more limited in Outer London. There have been no plans published showing how public transport will be improved in Hillingdon following the extension of the ULEZ scheme.
 - Residents on Low Incomes, Including Older People will be Affected More - For those on lower incomes, including older residents, who are more likely to be driving an older, non-compliant ULEZ vehicle, they will experience a disproportionately higher impact from the charge on their household finances. This will come at a time of rapidly rising costs of living when household budgets are already under considerable strain.
 - Significant Impact on Jobs and the Local Economy - In turn, businesses are concerned that they will lose good staff as they seek to move to alternative jobs to avoid driving their vehicle in the extended ULEZ zone and / or seek higher paid employment in other organisations. Concerns about recruiting and retaining staff

exist across many businesses in Hillingdon, especially those working in lower income roles including the health and care sector, as well as retailers.

4. The financial impact and therefore threat from extending ULEZ to Outer London is very real and significant for residents and businesses operating in Hillingdon. The introduction of the additional charge, particularly to lower income households is anticipated to have a disproportionately higher impact, which will drive workers out of Hillingdon to look for alternative employment to avoid them driving their vehicle in the extended ULEZ zone.
5. Hillingdon is fully committed to and supports improvements in air quality across the Borough. However, the Council is concerned that the blanket and rapid extension of the ULEZ to all Outer London Boroughs does not differentiate and take into account the differences in air quality compared to Inner and Central London. There are significant areas of Hillingdon which are already achieving much higher levels of air quality than Inner and Central London (see appendices 1 and 2 – the guide measures of air quality standards are; 40ug/m³ is the nitrogen dioxide annual mean objective and for PM_{2.5} it is 10ug/m³ across London). The extension of the ULEZ also does not take into account the disproportionate impact the extension of ULEZ will have on lower income households, including those who have no alternative, reasonable option other than to use their vehicle given the limited public transport networks available, and in turn how this will be of serious detriment to essential public and commercial sector businesses.

Council Action in Support of Residents and Local Businesses

6. Given these concerns, as requested by Council on 12 January 2023, it is proposed that the following action is taken to influence the Mayor of London to withdraw the blanket extension of the ULEZ to Outer London in the best interests of and for the benefit of residents, as well as local businesses at this financially challenging time;
 - Work with other local authorities and businesses using external specialist professional support where needed, to challenge the Mayor of London to withdraw the extension of the ULEZ scheme and to improve public transport in Hillingdon.
 - Investigate, review and challenge the veracity of the evidence used by the Mayor of London as the basis for the decision to extend the ULEZ into Hillingdon and Outer London.
 - A communications and engagement programme to raise awareness of the concerns arising from the extension of the ULEZ scheme, particularly those areas of the Borough which will be disproportionately affected by the high daily charge. This could involve for example using deprivation data to pilot a targeted programme of communications to two or three wards where analysis shows that a large number of residents are likely to be on low income or benefit support. The aim of the action would be to make them aware that from August 2023, if they have a vehicle that fails the Mayor of London's ULEZ test, they will be charged £12.50 each day for its use throughout the London Region. To assist affected residents, this would involve signposting them to information about how to apply for the vehicle scrappage scheme. There would be ongoing monitoring of the effectiveness and outcomes of the communications and engagement programme.

Financial Implications

There are no direct financial implications associated with the recommendations at this stage. However, any future costs incurred in developing and implementing the Council's Plan of Action against ULEZ are expected to be funded from Earmarked Reserves.

RESIDENT BENEFIT & CONSULTATION

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

The recommendations set out in this report will ensure residents and local businesses are aware of the extension of the ULEZ scheme to Outer London, including Hillingdon, how this will affect them and to facilitate an action plan in opposition to the extension.

Consultation carried out or required

No consultation on the proposed action has been undertaken. The recommendations set out in this report are to implement the request from Full Council that Cabinet formalise a plan of action to implement the Council's policy of opposition to the Mayor of London's decision to expand the Ultra-Low Emission Zone (ULEZ) to Outer London.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed this report, noting that there are no direct financial implications associated with the recommendations at this stage and that any future costs incurred in developing and implementing the Council's Plan of Action against ULEZ are expected to be funded from Earmarked Reserves.

Legal

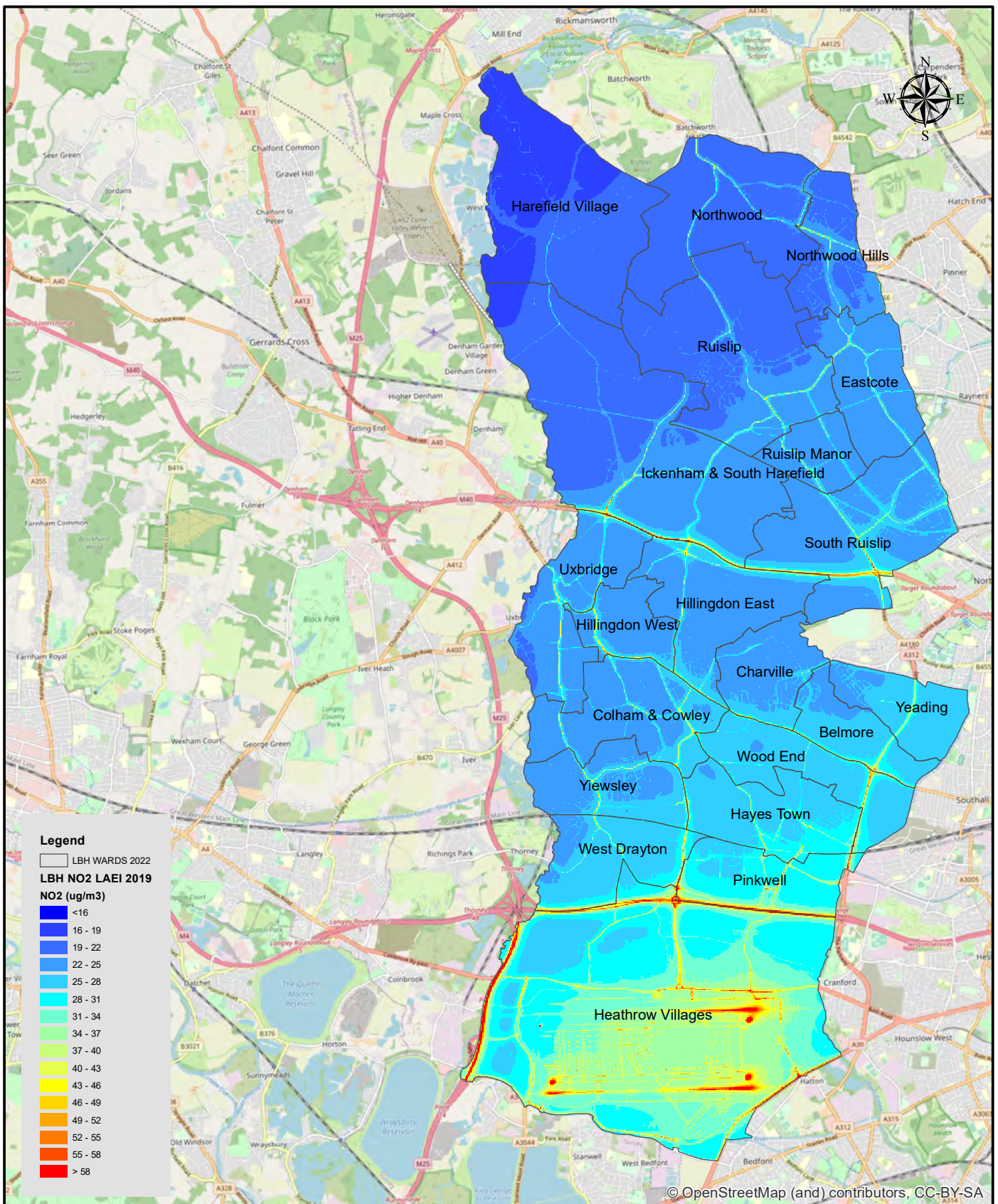
Legal Services confirm that the Council has power pursuant to its general power of competence under section 1 of the Localism Act 2011 to develop an action plan in opposition to the Mayor of London's proposal to extend ULEZ.

BACKGROUND PAPERS

[Council motion – 12 February 2023](#)

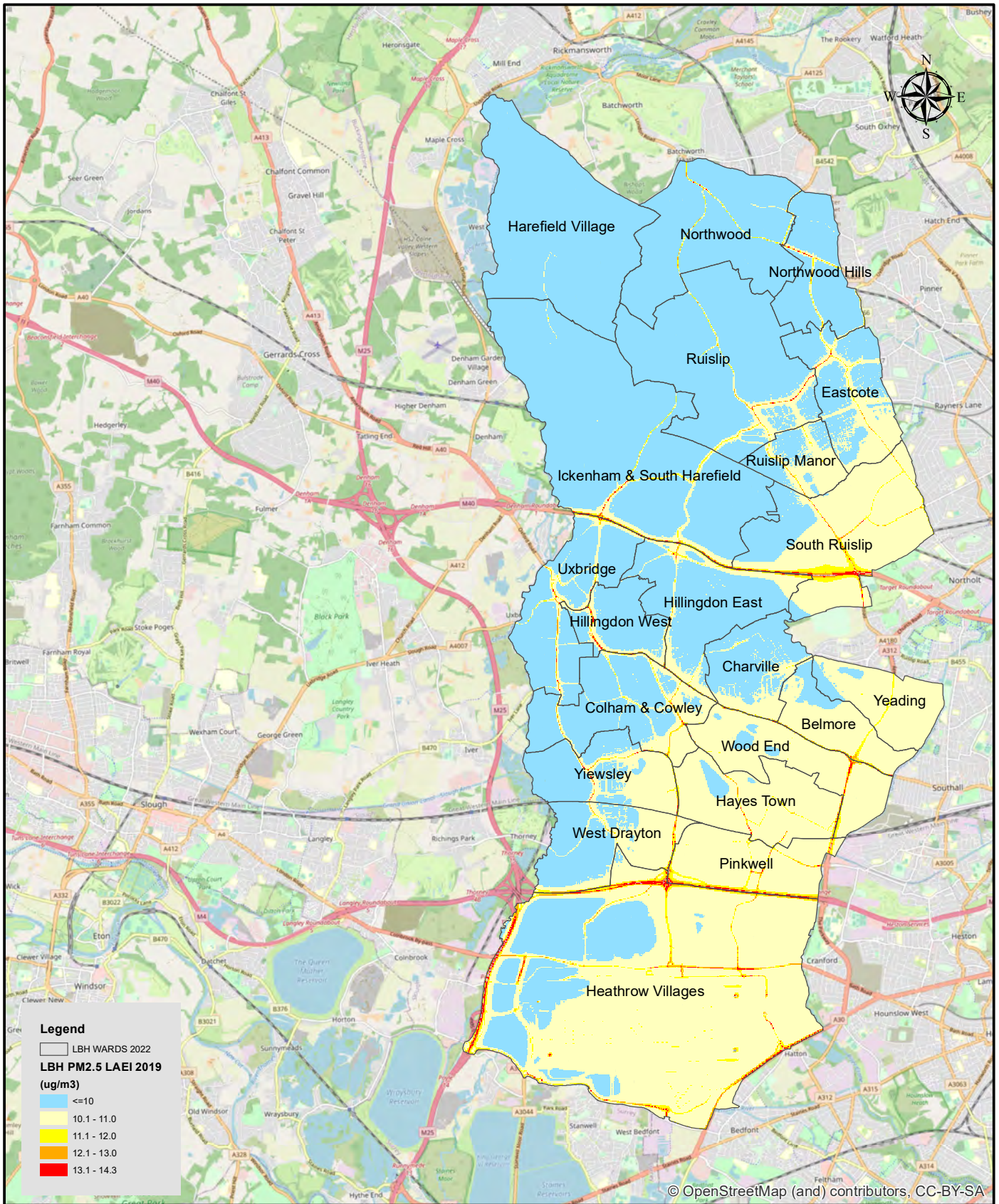
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LBH Annual Mean Value for NO2 by Ward



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LBH Annual Mean Value for PM2.5 by Ward



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CONSULTATION ON HILLINGDON’S LIBRARY STRATEGY

Cabinet Member(s)	Councillor Eddie Lavery
Cabinet Portfolio(s)	Cabinet Member for Residents’ Services
Officer Contact(s)	Perry Scott - Place Darren Deeks – Libraries, Museums and Theatres
Papers with report	Appendix 1 – Draft Library Service Strategy 2023-2027 Appendix 2 - Tiered opening hours table

HEADLINES

Summary	<p>Hillingdon Council is committed to putting its residents first. Through strong leadership, sound financial management and transforming how it works, the Council will ensure it provides high-quality services residents expect in the most efficient way.</p> <p>The Council recognises the library service as a key service to residents which enables the aims of the wider Council strategy to reach residents across its network of static branches, and via the Home and Mobile library services</p> <p>The five-year library service strategy presented in this report provides a clear vision and a comprehensive framework of commitments to residents which continue to deliver on the Universal Libraries Offer, the duty to provide a comprehensive and efficient library service. The strategy identifies ways of modernising and improving services, while using resources in responsible and cost-effective ways.</p> <p>Cabinet is asked to consider and approve the draft five-year library strategy for consultation and to agree to receive the findings of the consultation and any recommended changes.</p>
<p>Putting our Residents First</p> <p>Delivering on the Council Strategy 2022-2026</p>	<p>This report supports our ambition for residents / the Council of: Enjoy access to green spaces, leisure activities, culture and arts</p> <p>This report supports our commitments to residents of: Thriving, Healthy Households</p>
Financial Cost	There are no direct financial implications arising from the recommendations set out in this report.

Relevant Select
Committee

Residents' Services

Wards

All

RECOMMENDATIONS

That the Cabinet:

- 1. Approves Hillingdon Library Service's draft Strategy 2023-27 in Appendix 1 for consultation;**
- 2. Agrees as part of this, to consult on new tiered library opening hours as set out in the report and;**
- 3. Agrees to receive the final Library Strategy 2023-2027 at a later meeting, informed by the findings from the proposed consultation process.**

Reasons for recommendation

The draft library service strategy sets out a clear vision for the service for the next five years, providing a direction of travel and improvement for all stakeholders. Approval is sought from Cabinet to approve the strategy for consultation, to ensure that residents and partners have the opportunity to consider and comment on the commitments.

Library opening hours have not returned to the permanent pre-COVID patterns and since coming out of lockdown libraries have operated on a set of temporary hours, reviewed throughout. The library service now wishes to adopt a new set of opening hours, based on the usage, busyness and location of each library. Libraries would be tiered into four bands (Flagship/Tier 1, and Tiers 2-4) with flagships offering the longest opening hours and Tier 4 branches offering the shortest opening hours, across the Borough, however, the libraries would offer comprehensive opening hours that also recognise the need to provide services efficiently.

The draft strategy is attached as Appendix 1 to this report.

Alternative options considered / risk management

Alternative is to have no strategy in place for the library service; however, it is important to set out the priorities and ambitions of the library service due to its role in the community and its ability to help deliver on Council Strategy objectives.

Democratic compliance

Cabinet is the relevant body in the Council's Constitution to propose consultation and make any decision in relation to such proposed changes to Council library services.

Select Committee comments

None at this stage, however, the Residents' Services Select Committee, as part of its important overview and scrutiny role, will consider the consultation on this strategy at a future meeting and may wish to comment on the matter, reporting back to Cabinet before any final decision.

SUPPORTING INFORMATION

1. Hillingdon Council continues to put residents first in everything it does. As a key, statutory universal service, libraries help the Council to achieve many of its goals including helping residents to live healthy, active and independent lives with access to culture and the arts; to achieve well in education with opportunities for learning at all ages; to feel safe and to thrive.
2. The Council's approach of strong leadership, sound financial management and transforming how it works will continue to ensure high-quality services and facilities residents expect are provided in the most efficient way.
3. The draft Library Service Strategy 2023-2027 builds on the successes of the library service to date and sets out 5 areas of ambition that meet all the objectives of a core service while extending this with a rich and varied programme of activities, outreach, promotions and community engagement that meets the needs of residents of all ages and extends to hard-to-reach residents.
4. The ambition statement and key areas of ambitions for libraries are:

Hillingdon libraries commit to building on and increasing the services they provide, so that as many people as possible can take advantage of the transformative power of libraries.

We will achieve this by pursuing ambitions in the following areas:

- *Reading, literacy and culture*
 - *Health and Wellbeing*
 - *Improving digital services and inclusion*
 - *Information and Learning*
 - *Sustainable Service Delivery*
5. The draft strategy (appendix 1) provides a comprehensive set of goals within each ambition with simultaneously acknowledging the success of the service to date and identifying steps needed to expand the offer to all residents.
 6. As part of Sustainable Service Delivery, a new permanent schedule of library opening hours is proposed on a Tiered Model which uses the data regarding location and busyness of each branch and provides a range of opening hours for 4 different levels of library, from flagship branches providing the greatest number of opening hours to level 4 branches offering the least. These hours recognise usage trends and provide excellent access to library service, while providing scope for rolling review as trends change and usage develops.

Consultation on proposed tiered opening hours are as follows: (also set out in Appendix 2)

Tier 1 / Flagship libraries (Botwell Green, Ruislip Manor, Uxbridge):

Mon, Tues, Thurs: 9am-7pm;
Weds, Fri, Sat – 9am-5pm;
Sun 10am-1pm (Ruislip Manor closed on Sun)

Tier 2 libraries (Manor Farm, Northwood, Oak Farm, Yeading, Yiewsley):

Mon, Thurs: 10am-7pm
Tues, Weds, Fri; 10am-5pm
Sat: 10am-4pm

Tier 3 libraries (Eastcote, Harlington*, Ickenham, Northwood Hills**, South Ruislip):

Mon or Weds: closed
Three weekdays: 10am-1pm and 2pm-5pm
One weekday: 10am-1pm and 2pm-7pm
Sat: 10am-4pm

Tier 4 libraries (Charville, Harefield, Hayes End, West Drayton):

Mon or Weds: closed
Four weekdays: 10am-1pm and 2pm-5pm
Sat: 10am-2pm

- **Harlington library subject to separate Cabinet report on the same agenda regarding decommissioning/public consultation*
- ***Northwood Hills library may open through lunchtime following rebuild, also set out on separate Cabinet report on the same agenda*

Financial Implications

There are no direct financial implications arising from the recommendations within this report. Should a decision following the consultation be to adopt a tiered operating model, this would be evaluated on a Library by Library basis with identified efficiencies contributing to the Council's Medium Term Financial Forecast.

RESIDENT BENEFIT & CONSULTATION

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

The five-year library service strategy presented in this report provides the aims and ambitions for Hillingdon library service, which act as a set of commitments to residents. The commitment to deliver on the Universal Offers, and to develop work supporting those most vulnerable in our communities, is drawn from our track record, the needs of residents and the best practice described by Libraries Connected. Residents can continue to expect excellent access to book stock that appeals to a broad range of interests, reliable information, enriching activities and opportunities for independent lifelong learning

The draft Library Strategy has been developed in line with the Council Strategy 2022-2026 and enables the library service to support the wider Council to achieve the goals set out in its strategy of putting residents first and meeting its commitment to residents:

- Safe and Strong Communities
- Thriving, Healthy Households
- A Green and Sustainable Borough
- A Thriving Economy
- A Digital-enabled, Modern, Well-Run Council

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

Consultation carried out or required

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

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed this report and concurs with the financial implications set out above, noting that there are no direct financial implications associated with this report, however, following consultation, a decision to approve the strategy will support the Council's delivery of efficiency savings identified in the Council's budget strategy.

Legal

The Council is required by section 7 of the Public Libraries and Museums Act 1964 to provide a "comprehensive and efficient" library service that is available to everyone who resides, works or studies in the borough. Statutory Guidance issued by the Secretary of State requires the Council to consult with its residents and service users before deciding the extent of library provision in the Borough, whilst taking into account the available resources. By undertaking this consultation, the Council will comply with this Statutory Guidance. Further, more detailed legal advice will be given as necessary (including any equalities issues) when Cabinet considers the consultation outcome at a future meeting.

Infrastructure / Asset Management

Asset Management has been consulted.

BACKGROUND PAPERS

NIL

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Library Service Strategy 2023-2027

Aims and ambitions



HILLINGDON
LONDON

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Executive summary

Welcome to Hillingdon library service's five-year strategy, a set of five key aims and ambitions that will build on existing successes and introduce new initiatives, while continuing to meet demand and be sustainable for the future.

Hillingdon's library service is a key council service that serves everyone in the community throughout its network of branches. They are uniquely placed to foster safe and strong communities, thriving healthy households and to seek opportunities to learn, work and live independently. As a free, universal service working with local partners and organisations, libraries provide a safe and welcoming space that links residents to their communities and to the wider world of literature and learning.

We are proud of our library service and want to go further and be more ambitious. The legacy of the COVID-19 pandemic, as well as other recent global events, has left us with challenging circumstances as well as exciting opportunities. Resources need to be deployed creatively at a time when free, accessible library services have never been more needed. For that reason, libraries will continue to be reviewed to ensure budgets stretch as far as possible, with hours that take usage and location into account. Three libraries – one in the north, south and centre of the borough – will act as flagship branches, offering the longest opening hours and largest stock collections. Through the life of this strategy, consideration will also be given to whether communities would benefit from libraries sharing buildings with other council and community services, by relocating or inviting others into their space.

Libraries are also looking for new ways to promote the service and attract new visitors. The service wants to reach beyond traditional library users so that everyone in the borough can benefit from what libraries provide, and new initiatives set up to respond to what residents need. That means retaining the elements of the service that are most valued and cherished, while keeping an eye on the future and making sure libraries can adapt to meet demands.

The cornerstones of a traditional library service remain: namely, books, computers and information. Over the years, libraries have extended their offer to include a diverse programme of events and activities, mostly free or low cost, to support residents in living fulfilling, healthy and informed lives. The activities include children's storytimes, dementia support sessions, older people's exercise classes, reading and writing groups, STEM (Science, Technology, Engineering and Mathematics) projects, author talks, coffee mornings and peer-led groups. The Home Library Service will continue to deliver books and information to those who are housebound, and the mobile library will make regular roadside stops to improve access for those with limited mobility and visit schools.

WiFi and computer access remains free, and the service will explore ways that public IT can improve as well as finding digital solutions to improve the customer experience and reduce transactional work for staff so they can devote more time to helping library users. We will also continue to invest in and develop our 24/7 online library.

This Library Service Strategy is aligned to the overall priorities of Hillingdon Council and provides a framework for library staff, the council and its partners. It is also a guide for residents on how we intend to deliver library services across the next five years. We recognise the significant economic and environmental challenges facing public services, but through flexible management of resources and budgets, and providing services in different ways we will ensure every single person who lives, works or studies in the borough finds a library service fit for the future and that they are proud to use.



**Cllr Eddie Lavery,
Cabinet Member for
Residents' Services**



CHILDREN'S



National supporting policies

- Universal Library Offer framework
- Libraries Deliver: Ambition for Public Libraries in England
- Legal framework and Public Libraries and Museums Act 1964

Local supporting policies

- Council Strategy 2022-2026
- Equalities and diversity
- Climate Action
- Digital Connectivity Strategy (digital council and digital inclusion)

Key challenges and framework for change

- Stakeholders and partners
- Funding challenges and asset review
- Pace of technological change
- The climate emergency – how libraries can support



Ambition statement

Hillingdon libraries commit to building on and increasing the services they provide, so that as many people as possible can take advantage of the transformative power of libraries.

We will achieve this by pursuing ambitions in the following areas:

- reading, literacy and culture
- health and wellbeing
- improving digital services and inclusion
- information and learning
- sustainable service delivery.



Aims/ambitions:

Reading, literacy and culture

However much libraries change and diversify, the cornerstone of the service is to provide reading material to those who live, work or study in the borough. You can rely on stock in a variety of formats for all levels and ages of interest and ability. Library books are drawn from a wide range of tastes and interests so that you can be challenged, excited, educated and comforted by the books you encounter.

Libraries are with readers and information seekers for life. The educational and wellbeing benefits of reading for pleasure are well known, and it's more vital than ever that children are given the best possible start in life. We offer weekly early years sessions in each of our libraries, delivered by trained staff, that help children and their grown-ups to bond over books.

We also host events and activities that celebrate culture and the arts, from writing workshops to author talks, live music and art exhibitions, for all ages and backgrounds to enjoy.

We will:

- support early language and literacy development to give every child the best start, through a rolling programme of activities in each library
- encourage children, young people and adults to enjoy reading for pleasure by providing a wide range of reading materials and an imaginative programme of activities and events
- provide an inclusive library service, meeting the diverse needs of all residents and library users
- remove barriers to borrowing items and using libraries
- facilitate access to cultural experiences
- provide access to an engaging and diverse range of reading materials.



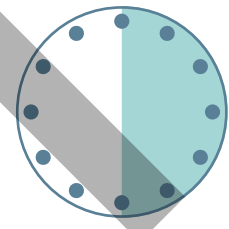
"My son really enjoys coming to Tiny Tales. He loves learning many new songs. He is learning to sit and listen to stories and songs. It is helping to support his speech and language."

Parent, Tiny Tales at Hayes End Library, November 2022

Sharing stories with young children helps to develop their speech, language and early literacy skills, encourages word association and helps them to learn about the world in which they live.

Association of Senior Children's and Education Librarians (ASCEL)

In 2022, more than **5,500** children joined the Summer Reading Challenge in Hillingdon libraries.



Adults who read for just 30 minutes a week are 20% more likely to report greater life satisfaction.

The Reading Agency



In 2022, **31** early years sessions a week ran in Hillingdon libraries, with attendance of more than **11,000** children and their grown-ups.

"Since losing my sight I have been unable to read print, so talking books are incredibly important to me. Reading takes you away from the humdrum of normal life, visiting situations and places you will never face or visit. We have a reading group at our local library and we read a different book every month, which introduces me to different authors. It's also a very sociable time and lets me meet other people and chat about books."

Gill, VIP Reading Group, Uxbridge Library

Reading matters because it can have a lifelong positive impact on a child, affecting their health and wellbeing, creativity and educational outcomes.

BookTrust

Aims/ambitions:

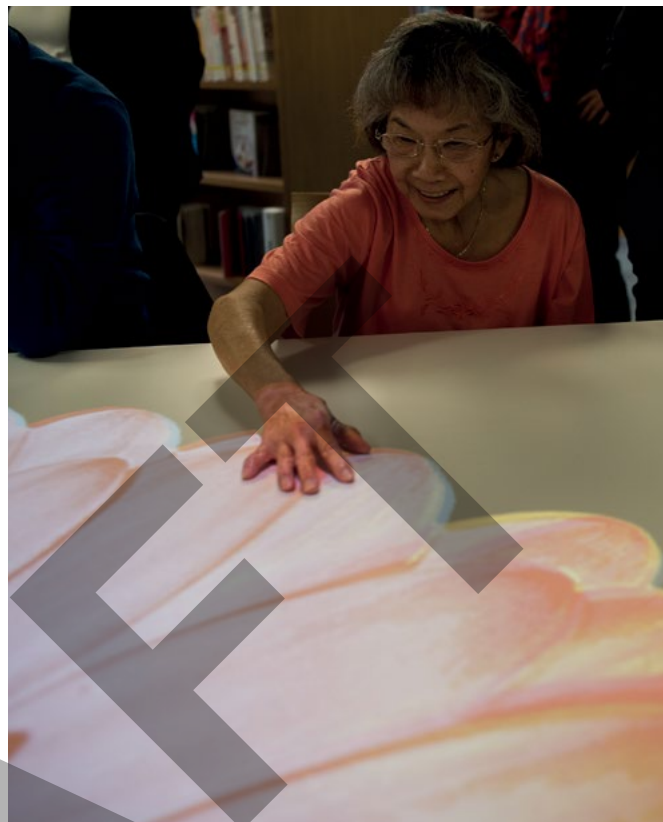
Health and wellbeing

Hillingdon libraries work closely with partners to bring health information and activities into the community. Our successful Heart Month initiative every February focuses on healthy eating, exercise and mindfulness, and has provided residents with the opportunity to learn ways they can improve their own mental and physical health. Many of our branches also host regular chairobics sessions for older people, and we've partnered with Sport England and others on Alive and Kicking, lending footballs and delivering coaching sessions to young people.

All our libraries are accredited as dementia friendly venues, with several branches offering regular sessions and activities for those living with dementia and their carers. Our book collections include the nationally recognised Reading Well range for children, teens and adults. And all of our libraries are free, welcoming spaces, meaning that while they are open, people are invited to interact with groups and events that reduce social isolation and foster friendships.

We will:

- reduce loneliness and social isolation by providing the space for people in the community to interact with each other and try new things
- improve health and wellbeing, and support prevention agendas through socially inclusive activities and targeted promotions
- hold stock and information in all libraries that provides access to high quality and reliable advice/guidance to support mental health/social/emotional and physical health and wellbeing
- continue to develop resources that support people living with dementia, and their carers
- work with external and internal partners to deliver a robust programme of healthy initiatives across our libraries.



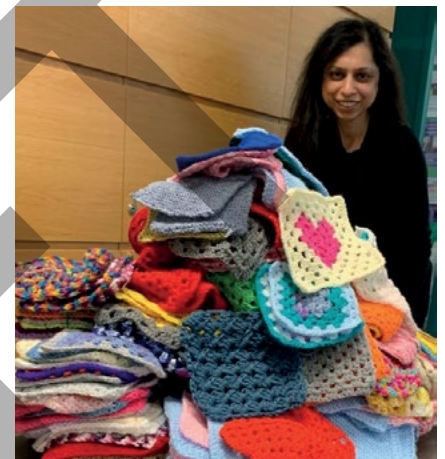


Reading for pleasure has many non-literacy benefits and can increase empathy, improve relationships with others, reduce the symptoms of depression and improve wellbeing throughout life.

The Reading Agency

Participation in shared reading groups is linked to enhanced relaxation, calmness, concentration, quality of life, confidence and self-esteem, as well as feelings of shared community and common purpose.

The Reading Agency



"I have been with the group for over six years, and made so many friends, I look forward to attending the sessions. I have fun, laugh, chat and party."

Dementia group attendee,
Yeading Library



Not only do you get the joy of reading, you also enjoy a spirited discussion that enables wide ranging thinking which would be impossible alone. Added to this are the mental health benefits of social interaction with members of our diverse community in Hayes.



Reading Friends Reading Group member,
Botwell Green Library, November 2022

Aims/ambitions:

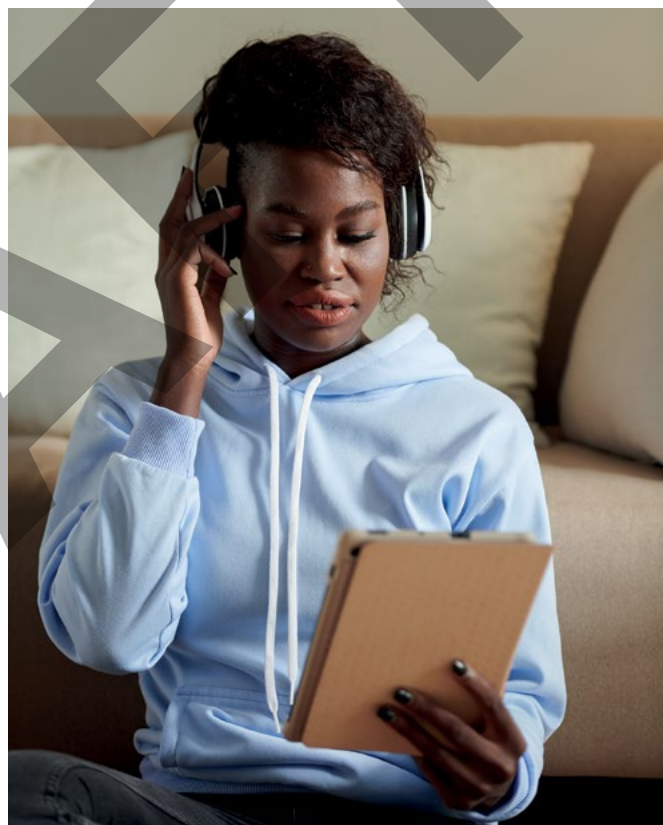
Improving digital services and inclusion

COVID-19 lockdowns showed us how natural it was for library services to continue delivering online, providing access to trusted information, ebooks and digital newspapers and magazines. But it also highlighted how cut off people can feel without the IT skills that were needed to stay in touch in lockdown. All our libraries offer free WiFi and public PCs, as well as help on how to get online. As more and more organisations encourage people to engage with them digitally, libraries play a key role in providing the up-to-date technology and the support you need.

We also recognise that STEM subjects (Science, Technology, Engineering and Mathematics) are key to the future of the country, and will build on our existing offer of code clubs, Lego clubs, and STEM kits young people can borrow free from the library to use at home.

We will:

- invest in public IT to improve the customer experience
- support people developing their digital skills and confidence so they can make the most of the opportunities afforded by digital
- provide access to quality online resources for reading, information and learning for adults, young people and children
- explore digital solutions that enhance the customer experience both remotely and in libraries, including self service options and investment in online resources
- develop STEM and STREAM (STEM plus Reading and the Arts) provision, open to all through the development of the offer.



Socially excluded groups tend to be the heaviest users of many government services, yet they are also less likely to be able to use online channels; 40% of benefit claimants have 'very low digital engagement'.

As measured by the Lloyds Bank UK Consumer Digital Index



1 in 20 UK households have no home internet access.

2 million UK households struggle to afford internet access

36% of workers lack essential digital skills for work

Good Things Foundation, Digital Nation 2022



I learned how to make a game today! I would recommend Code Club to my friends because it is very interesting.

9-year-old, Code Club, Uxbridge Library



Since 2019, the council has invested more than

£250,000

enhancing its digital library collection so that residents can access a wealth of online resources for free and from the comfort of their own homes.

"Everyone left with a working circuit and they were really happy."

"Children who finished quickly helped others that were struggling and all adults helped too."

Library staff – STEM activity



To date, the Hillingdon libraries app has been downloaded to **3,664** devices since its introduction in March 2020.

It was launched **35,323** times in the period from July 2021 to June 2022.

April 2021 to March 2022:

1,867 online memberships

204,802 digital newspapers and magazine issues read

58,850 digital book loans



"My child did not know she liked science until we came to this event!"

"Absolutely fabulous and lovely to see the young volunteers."

Parent, Botwell Green Library

Aims/ambitions:

Information and learning

The importance of providing trusted information from reliable sources cannot be overstated, and our libraries commit to ensuring the resources and signposting we offer are accurate and up to date. We also see our branches as spaces where everyone can come to improve their skills in a multitude of ways, from informal groups and IT support to providing an environment that encourages study and learning.

We will develop our support to those who live, work or study in the borough to learn workplace skills, offering work experience and Duke of Edinburgh's Award placements as well as bespoke placements for people with special educational needs and disabilities (SEND) and volunteer profiles that enhance the work done by library staff.

We will:

- provide welcoming and accessible services for people with physical, learning and developmental disabilities
- create opportunities for people with SEND to develop workplace skills
- support and provide work experience and volunteering opportunities to enrich the lives of young people and support them to move successfully into adulthood and be ready for work.
- create adult volunteer profiles and opportunities for peer-led groups that enhance the services delivered by staff
- provide access to reliable/curated information
- facilitate and deliver opportunities for learning.



“I would like to thank you for this great opportunity; I have really enjoyed organising the events throughout the year and have gained lots of skills from it. I hope the following year is just as productive and exciting for the next group of volunteers, as I think the events really improve the library service and are great for the children.”

Laila, aged 16, Reading Sparks volunteer



As a Project Search intern, I had the opportunity to do a 10-week work experience placement. If I had any questions, staff I worked with were all very helpful and supportive.

I improved my attention to detail, my verbal communication skills and my IT skills when assisting and observing colleagues. I found my overall experience very rewarding.

Gursagar, Project Search/HACS placement



“Volunteering has helped me to improve my confidence when talking to different people. It has also gave me some kind of responsibility.”

Lucy, aged 15

“Working in various Hillingdon libraries has improved my communication with customers, my confidence in my working environment and my problem-solving ability when supporting customers. I feel very happy with my improvement over the last 12 weeks and I know I would like to work in a library environment.”

Daniel, Project Search/HACS placement



Aims/ambitions:

Sustainable service delivery

National and world events have impacted public service budgets while increasing operational costs. Nevertheless, Hillingdon recognises the essential role libraries provide in communities and how valued the service is by residents. We are ambitious in our strategy because we are committed to its aims and confident in our track record of delivering.

We will manage our budgets and buildings carefully but imaginatively, ensuring each library offers a core service while also delivering enhancements based on the communities they serve, and being flexible in how the service is delivered. Opening hours will be set based on the busyness, size and location of branches and kept under rolling review – as trends and resourcing changes we will be flexible in our approach. Our buildings are open to partners whose aims and values match ours, increasing people's access to services. We will also contribute to the Climate Action plan, finding ways to make our libraries more energy efficient and offering opportunities to residents to learn more about the environment.

We will:

- deliver a core offer in all libraries comprising access to books, information, IT, and an early years activity. Enhanced offers will be built on community need and the tiers of libraries
- group libraries into four tiers to deliver the right level of offer based on demographics, busyness, size and location
- review use of all buildings to fully utilise assets – make the most of commercial opportunities, co-locating services within an existing library building, relocating a library to a new building, or remodelling a library to maximise its potential
- use budget and resources flexibly to set opening hours based on usage and demand
- retain home and mobile library services to reach isolated and housebound people in all parts of the borough

- have a responsive, trained and adaptive workforce across all libraries
- explore digital solutions to service delivery, increasing ways for residents to engage with the library service
- have closer partnerships with council services to improve access for residents
- review our processes and assets to reduce carbon emissions, and enable communities to respond to the challenge of the climate emergency.



Between April and October 2022, Hillingdon libraries recorded more than:

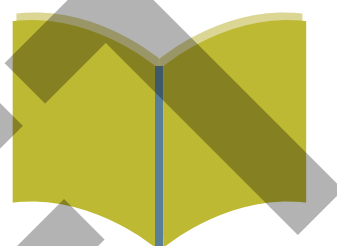
500,000 visits

500,000 physical book loans

125,000 digital book loans

60,000 PC bookings

8,500 new library members



The Home Library Service visits more than 100 people a month who are housebound and unable to visit a static library.



The busiest libraries in the borough are **Uxbridge**, **Ruislip Manor** and **Botwell Green** libraries, issuing the most books and welcoming the most visitors.

They account for around a third of all Hillingdon library visits, while the seven busiest branches account for nearly 60% of all library visits.



On average, the mobile library makes 28 roadside stops a week.

DRAFT

Appendix 2 - Tiered library opening hours

Background

Part of the Library Service Strategy is the aim for Sustainable Service Delivery, ensuring libraries in Hillingdon can continue to deliver services in a way that is effective and cost efficient.

Pre-Covid, Hillingdon libraries were open 937.5 hours per week and usage figures showed these hours were too high when compared to actual usage. Examples included libraries open until 8pm or 9pm but recording low footfall and book borrowing. When libraries began to reopen following the easing of restrictions, a decision was made in April 2022 to operate on reduced temporary hours rather than return to pre-Covid hours which were expensive to operate and not a good use of available resources. Since April 2022, Hillingdon libraries are open 731 hours per week.

The 3 busiest libraries provide the longest opening hours, with 9am openings, lunchtime opening and two 7pm closures per week. Two of these three libraries are also open 3 hours on Sunday.

Four other libraries are open through the lunch period and with one late night per week, based on their usage and busyness; Harlington library opens through lunchtime due to the school's requirements.

The remaining 9 libraries close at lunchtime Mon-Sat and are not open beyond 5pm Mon-Fri (4pm Sat).

Proposed Tiered Opening Hours

It is proposed that alongside the library service strategy, the Council consults on adopting a tiered set of library opening hours. These hours would total 678 hours per week across 17 libraries* and 4 Tiers, ensuring that the north, south and centre of the Borough have libraries available to visit on a range of hours that are mapped to location, size and busyness. This enables libraries to operate on a set of hours based on supporting data. While the Council intends to be flexible and keep usage under review to ensure library opening hours can continue to respond to demand, if it is agreed the Tiered hours would be initially implemented broadly as follows:

- **Tier 1 / Flagship Libraries** (3 libraries – Botwell Green, Ruislip Manor, Uxbridge): Mon 9-7, Tues 9-7, Weds 9-5, Thurs 9-7, Fri 9-5, Sat 9-5, Sun 10-1 (Ruislip Manor closed on Sun)
- **Tier 2** (5 libraries – Manor Farm, Northwood, Oak Farm, Yeading, Yiewsley): Mon 10-7, Tues 10-5, Weds 10-5, Thurs 10-7, Fri 10-5, Sat 10-4
- **Tier 3*** (5 libraries – Eastcote, Harlington, Ickenham, Northwood Hills, South Ruislip): Closed either Mon or Weds; open 3 weekdays 10-1 and 2-5pm; 1 weekday 10am-1pm and 2pm-7pm; Sat 10-4
- **Tier 4** (4 libraries – Charville, Harefield, Hayes End, West Drayton): Closed either Mon or Weds; open 4 weekdays 10am-1pm and 2-5pm, Sat 10am-2pm

**Tier 3 includes Harlington library, subject to consultation about its future/decommissioning of service. Also includes Northwood Hills library, proposed to open throughout lunchtime pending rebuild.*

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CONSULTATION ON THE FUTURE OF HARLINGTON LIBRARY

Cabinet Member(s)	Councillor Eddie Lavery
Cabinet Portfolio(s)	Cabinet Member for Residents' Services
Officer Contact(s)	Perry Scott - Place Darren Deeks – Libraries, Museums and Theatres
Papers with report	Equalities Impact Assessment

HEADLINES

<p>Summary</p>	<p>Hillingdon Council is committed to putting its residents first. Through strong leadership, sound financial management and transforming how it works, the Council will ensure it provides high-quality services residents expect in the most efficient way.</p> <p>The Council currently provides 17 static public library buildings. Harlington library is unique in that it sits within the grounds of Harlington School and while it is open as a public library, it predominantly serves as a school library. The Council does not own the building and pays lease costs for the library to be based within school grounds. A new facility is being built which would see the library move further into the school grounds. The library building will not be visible from the road to the general public.</p> <p>The Council wishes to consult of the decommissioning of Harlington library. Cabinet is asked to consider and approve the future of Harlington library going out to public consultation, and to agree to receive the findings of the consultation at a later meeting to consider prior to any decision.</p>
<p>Putting our Residents First</p> <p>Delivering on the Council Strategy 2022-2026</p>	<p>This report supports our ambition for residents / the Council of: Enjoy access to green spaces, leisure activities, culture and arts</p> <p>This report supports our commitments to residents of: Thriving, Healthy Households</p>
<p>Financial Cost</p>	<p>There are no direct financial implications arising from the recommendations set out in this report.</p> <p>2022-23 operating costs of Harlington Library are circa. £250k.</p>

Relevant Select
Committee

Residents' Services

Wards

Pinkwell

RECOMMENDATIONS

That Cabinet:

1. Approves for public consultation the proposal to decommission Harlington library;
2. Notes the equalities impact assessment and the measures proposed to mitigate the adverse effects of any decision to close the library;
3. Agrees to consider the findings of the consultation at a future Cabinet meeting in order to decide on the future of Harlington library and notes that a further equalities impact assessment will be commissioned ahead of any final decision.

Reasons for recommendation

Hillingdon Council offers 17 libraries, the largest number of static branches in London (joint with Enfield). It does this in recognition of the value of libraries to communities and the geographical size and shape of the Borough.

Of the 17 branches, only Harlington is based in the grounds of a school and data suggests this dissuades the general population from visiting. As a public library service, we are not attracting the general public to the branch, and data shows the single largest visitor type is students at Harlington school, while children 4-7, adults 18-59 and 60+ are significantly underrepresented. Book borrowing rates are also the lowest of any static library in the Borough. It is therefore appropriate to consider the decommissioning of the library so that the Council and taxpayer resources can be deployed better at the 16 static branches who are successfully delivering as a public library service.

As a statutory service, the Council has a duty to put this out to public consultation.

Alternative options considered / risk management

- Reduce library opening hours – this would still provide primarily for school students and not the wider public, which is the remit of a public library service.
- Volunteer-run library – Harlington would still need rental and caretaking costs as the space is leased by the school; a school-run facility for its students only could be operated either by paid school staff or volunteers but this would be a decision for the school faculty.
- Provide a library at an alternative location in the ward – at present, no suitable alternative assets owned by the Council have been highlighted or identified. Hillingdon will still offer more libraries than the majority of other London boroughs if the decision is to close Harlington, and there are alternative static branches and a Mobile Library that will continue to serve the needs of residents in Pinkwell.

Democratic compliance

Cabinet is the relevant body in the Council's Constitution to propose consultation and make any decision in relation to such proposed changes to Council library services.

Select Committee comments

None at this stage, however, the Residents' Services Select Committee, as part of its important overview and scrutiny role, will consider the consultation on the library at a future meeting and may wish to comment on the matter, reporting back to Cabinet before any final decision.

SUPPORTING INFORMATION

1. Hillingdon Council continues to put residents first in everything it does, and recognises libraries as a key service that benefits all who live, work or study in the Borough.
2. Data analysis of Harlington library performance was carried out as part of the Equalities Impact Assessment and appears in the EIA appendix to this report with fuller statistical information. Harlington library is well visited by students who attend the school, but has low usage among the wider population that a public library is intended to serve. Book borrowing from Harlington library is the lowest of any static library in Hillingdon, despite not being among the smallest branches in the borough. The majority of visits to the library are among students using it as a school library for computers and revision, during times set out for them to visit during school hours Mon-Fri. Visits on Saturdays are very low compared to weekdays due to the predominant use of the library being among the students at the school.
3. Between Oct 2021 and September 2022 the library service was in a period of COVID-19 recovery, with reduced opening hours and restrictions dissuading some residents from visiting. In this period, the stats appear to show Harlington library performing well (3rd out of 17 static libraries) but in a similar period (mid Oct 2021 to mid Oct 2022), book borrowing data shows Harlington 17th out of 17. This evidence clearly shows that most recorded visits at the library are from school students who are largely not borrowing books.
4. Between October 2021 and October 2022, only 3 libraries had lower active membership than Harlington library. However, those 3 libraries had better reach across the general population, with active membership more evenly distributed among the main user types (e.g. children aged 0-4, 5-7, 8-11; adults 18-59 and 60+) compared to Harlington, whose main active members are students aged 12-14.
5. More recent data collection shows that the above information is a good indication of visits, membership and borrowing at Harlington library. For example, December visit count checks for one week across all libraries show Harlington visits are highest at certain times between 10am-4pm Mon-Fri. Circa 400 visits per day were recorded Mon-Fri, but under 70 recorded for the Saturday when Harlington school students were not timetabled to use the library. The sample week in December 2022 shows that across the service there is a 22% drop in average visits on a Saturday, compared to weekdays. For Harlington, the drop is more than 84%. This demonstrates that without school students counting towards the footfall, Harlington performs below the service average.

6. An Equalities Impact Assessment has been conducted, attached to this report, that identifies a negative impact on the following equalities groups: Asian people (higher than average in the ward), Young people aged 12-17 (predominant users of the library), People with disabilities and Pregnancy/Maternity (who may have to travel further for a public library). Mitigation has been identified on the Equalities Impact Assessment, through the availability of alternative libraries accessible via public transport and the provision of the Mobile library service.
7. If the Council vacates the building on the Harlington school grounds, the school would have exclusive use of the building with new, state-of-the-art facilities. The Council intends to gift book stock and PCs purchased for the public library, for school students to use.
8. The library service is setting out an ambitious strategy which includes a review to put resources where they are most likely to be accessed by residents. The strategy, which will go out for public consultation, acknowledges the need to deliver services where they are needed in cost effective ways to resident that improve outcomes flexibly and responsively. Considering the long-term future of Harlington library does not detract from these aspirations. While it is acknowledged that the decommissioning of Harlington library may be inconvenient, the comprehensive offer of other static locations and a Mobile library will remain.
9. The Council wants to hear from residents, community groups, partners and businesses for their feedback on the future of Harlington library. Cabinet is, therefore, asked to agree that this question is subject to a consultation process to engage meaningfully with residents, the community and businesses to inform the final decision.

Financial Implications

There are no direct financial implications arising from the recommendations within this report. Should a decision following the consultation be to close Harlington Library, the subsequent restructure and removal of operating costs would contribute circa £250k to the Council's Medium Term Financial Forecast.

RESIDENT BENEFIT & CONSULTATION

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

Considering the long-term future of Harlington library and putting this question out via public consultation is part of the wider work of Hillingdon Council to responsibly manage services so that they represent value for money and make the most of the resources available to residents.

Hillingdon has one of the largest networks of public libraries in London, and residents in Pinkwell Ward have two other branches within two miles of Harlington library – Botwell Green library is 1.06 miles away and West Drayton library is 1.54 miles away. Statistics from these two libraries show better general population memberships while also being well used by those who have a student membership profile. Botwell Green library can be reached by the 278, 90 and U4 bus routes from Pinkwell Ward with a bus journey of under 10 minutes; West Drayton library requires two buses, the H98 and 222, and a predicted bus journey of under 20 minutes. Both libraries have

capacity for new visitors, should Harlington library be decommissioned. A Mobile library service will continue to visit locations across the Borough, including Pinkwell Ward, to reach those less able to travel to a static branch.

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

Consultation carried out or required

The report recommends Cabinet approves a consultation stage with residents, partner organisations, the school and businesses to seek views on the future of Harlington library to inform the final decision. The consultation will involve a structured survey available to all residents, promotion through a variety of channels, pro-active contact with partners and engagement with residents' associations. Additionally, Ward Councillors and the relevant Select Committee will be invited to participate in this.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed this report and concurs with the financial implications set out above, noting that there are no direct financial implications associated with this report, however, should a decision following consideration of the consultation be to close Harlington Library, it will support the Council's delivery of efficiency savings identified in the Council's budget strategy.

Legal

The provision of a library service is governed by the Public Libraries and Museums Act 1964. Under section 7, the Council is required to provide "a comprehensive and efficient library service" to anyone residing, working or studying in Hillingdon. Under section 1 the Secretary of State for Culture Media & Sport is responsible for "superintending" national library provision and has powers to intervene in the event that an authority fails to meet its statutory obligations.

In accordance with statutory guidance issued by the Secretary of State, any changes to library provision are required to be subject to public consultation and clear rationale needs to be demonstrated before changes are made. This guidance makes clear that local authorities are bound to consider their resources in deciding the level of service to be provided.

This report seeks Cabinet's approval to consult with service users and the public on the proposal to close Harlington Library. In addition, a separate consultation will be carried out with Harlington School because of the impact the closure will have on their pupils. This is particularly important given that the statutory guidance places emphasis on the role of the library service in promoting educational achievement. The outcome of both consultations will be reported back to Cabinet for consideration and further legal advice will be provided to Cabinet at this time.

Infrastructure / Asset Management

Asset Management has been consulted as part of this report.

BACKGROUND PAPERS

NIL



HILLINGDON
LONDON

Equality and Human Rights Impact Assessment

STEP A) Description of what is to be assessed and its relevance to equality

What is being assessed? Please tick ✓

Review of a service Staff restructure Decommissioning a service ✓

Changing a policy Tendering for a new service A strategy or plan

Proposed closure of Harlington Library

Who is accountable? E.g. Head of Service or Corporate Director

Perry Scott, Corporate Director of Place

Date assessment completed and approved by accountable person

3 February 2023

Names and job titles of people carrying out the assessment

Darren Deeks – Senior Service Manager: Libraries, Museums and Theatres
Vicky Trott – Equality Diversity and Inclusion Manager

A.1) What are the main aims and intended benefits of what you are assessing?

The intended benefits of closing the library are to make efficiency savings.

A.2) Who are the service users or staff affected by what you are assessing? What is their equality profile?

This link provides the equality profile of the borough within which the library is situated; Pinkwell Ward https://www.hillingdon.gov.uk/media/8542/Pinkwell-ward-profile/pdf/Pinkwell_Ward_Profile.pdf?m=1646207979503

The table below shows the equality profile of new and active library users. Please note that the Equality data only includes age, disability and sex, where available.

Harlington Library User Profiles	New Members	New Members as % of total	Active Users	Active Users as % of total
Residents aged 18-59	110	24.7%	264	19.8%
Residents aged 60+	8	1.8%	56	4.2%
Non Residents aged 18-59	3	0.7%	7	0.5%
Non Residents aged 60+		0.0%	2	0.2%
Preschool aged children		0.0%	34	2.6%
Childminder / Playgroups	37	8.3%		0.0%
Children aged 4-7 (Primary)		0.0%	166	12.5%
Children aged 8-11 (Primary)	55	12.3%	276	20.7%
Children aged 12-14 (Secondary)	55	12.3%	346	26.0%
Young Adults 15-17 (Secondary)	102	22.9%	117	8.8%
Refugees and Homeless	18	4.0%	36	2.7%
Day Centre card	56	12.6%		0.0%
Hillingdon Leisure Card		0.0%	2	0.2%
Library Staff		0.0%	9	0.7%
Users declaring disability (PWD)		0.0%	6	0.5%
Reading Groups		0.0%	4	0.3%
Other	2	0.4%	7	0.5%
TOTAL	446	100.0%	1332	100.0%

Data consulted in the compiling of this assessment set out as below:

- New members by user profile (whole service)
- Active members by user profile (whole service)
- Issues by user profile (whole service)
- Monthly library visits (whole service)
- Harlington hourly visitor counts
- Postcode/user map
- Active members by gender and postcode

A.3) Who are the stakeholders in this assessment and what is their interest in it?

Stakeholders	Interest
Pinkwell and Hillingdon Residents	<ul style="list-style-type: none"> • To ensure there is continued access to library services in a way that is convenient to them. • To ensure that no groups who share equality characteristics are disproportionately negatively affected by the proposals.
Harlington School Students	<ul style="list-style-type: none"> • To ensure there is continued access to library services in a way that is convenient to them. • To ensure that no groups who share equality characteristics are disproportionately negatively affected by the proposals.
Harlington School administration	<ul style="list-style-type: none"> • To ensure there is continued access to library services in a way that is convenient to students. • To ensure that no groups who share equality characteristics are disproportionately negatively affected by the proposals.
Harlington Library Branch staff	<ul style="list-style-type: none"> • That staff are supported in any redeployment and relocation requirements. • To ensure that no groups who share equality characteristics are disproportionately negatively affected by the proposals.
Head of Library Service	<ul style="list-style-type: none"> • To ensure the sufficiency of library services in line with Public Libraries and Museums Act 1964. • To ensure the library service is cost effective and efficiently run. • To ensure that users of this library are supported to find alternative provision. • To ensure that no groups who share equality characteristics are disproportionately negatively affected by the proposals.
Corporate Director of Place	<ul style="list-style-type: none"> • To ensure the sufficiency of library services in line with Public Libraries and Museums Act 1964.

	<ul style="list-style-type: none"> • To ensure the library service is cost effective and efficiently run. • To ensure that users of this library are supported to find alternative provision. • To ensure that no groups who share equality characteristics are disproportionately negatively affected by the proposals.
<p>Leader of the Council and Council Cabinet</p>	<ul style="list-style-type: none"> • To ensure the sufficiency of library services in line with Public Libraries and Museums Act 1964. • To ensure the library service is cost effective and efficiently run. • To ensure that users of this library are supported to find alternative provision. • To ensure that no groups who share equality characteristics are disproportionately negatively affected by the proposals.

A.4) Which protected characteristics or community issues are relevant to the assessment? ✓ in the box.

Age	✓	Sex	✓
Disability	✓	Sexual Orientation	
Gender reassignment			
Marriage or civil partnership		Carers	
Pregnancy or maternity	✓	Community Cohesion	
Race/Ethnicity	✓	Community Safety	
Religion or belief		Human Rights	

STEP B) Consideration of information; data, research, consultation, engagement

B.1) Consideration of information and data - what have you got and what is it telling you?

Harlington library operates within the school grounds of Harlington school and is predominantly used by secondary school students during termtime, Mon-Fri.

35.8% of active user profiles are for young people aged 12-17.

This shows that the main library use is among school students rather than the general residential population. Footfall figures also show the busiest periods aligning to the school day, with spikes in usage around the lunch period, sometimes more than doubling use compared to the previous hour. (It is worth noting that Harlington opens during the lunch period Mon-Fri, giving it longer opening hours than the majority of libraries in the borough).

If the school continues to deliver facilities to its students in the absence of a public library there would be minimal impact on most library users.

The majority of other active user profiles for age are significantly underrepresented at Harlington, including aged 60+, pre-school, residents aged 18-59, and primary aged children 4-7 profiles.

This also shows that the library is predominantly used by school students rather than the general residential population. Over the past year (Oct 21-Sept 22), visits

remained static in Harlington library while other libraries showed the effects of Covid recovery. This was due to students, a captive audience, utilising facilities, rather than the general public.

Postcode mapping shows that 54.3% of active members of Harlington library live in Pinkwell ward. Over a third of the total active membership in the Pinkwell ward is in the 12-14 and 15-17 age profiles, again suggesting the largest group of members attend Harlington school. (It is worth noting that active membership denotes the branch someone registered at, and not necessarily the branch they use.) The majority of active members not in Pinkwell ward live in neighbouring wards.

Usage of the library by non-school students is among the lowest in the borough, while book borrowing is the lowest of any static library (sample in data from Oct 21-Oct 22). This suggests that the closure of this site would not have as large an impact on residents compared to other locations in the borough.

Available data tells us 56.6% of active members of Harlington library are female, 39.2% are male and we do not have data for the remaining 4.2%. The gender split among school students 12-14 is more even, but other age profiles show more female than male library members. This shows the gender split among active members who are students is not representative of the general membership or population, and is perhaps more representative of school intake.

Whilst we do not collect the data for ethnicity on our library management system, we know from ward profiles and anecdotally that active users are broadly representative of the ward community in that the majority of users come from the ethnic groups Asian and Asian British. This group is potentially overrepresented when compared to the borough profile and therefore the proposals may have a disproportionately negative impact on this group. This group broadly intersects with the age ranges represented among active library users.

Consultation

B.2) Did you carry out any consultation or engagement as part of this assessment?

Please tick ✓ NO ✓ YES

No consultation was undertaken as part of this assessment; however a full public consultation will take place based on the proposed changes.

B.3) Provide any other information to consider as part of the assessment

Legal context

The council has a public duty to pay due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations (Equality Act 2010)

The council has a public duty to provide a comprehensive and efficient library service (Public Libraries and Museums Act 1964).

“It shall be the duty of every library authority to provide a comprehensive and efficient library service for all persons desiring to make use thereof,

Provided that although a library authority shall have power to make facilities for the borrowing of books and other materials available to any persons it shall not by virtue of this subsection be under a duty to make such facilities available to persons other than those whose residence or place of work is within the library area of the authority or who are undergoing full-time education within that area.”

[Public Libraries and Museums Act 1964 \(legislation.gov.uk\)](http://legislation.gov.uk)

Financial context - standard text

Since 2010, the Business Improvement Delivery (BID) Programme has driven transformation across the Council, reducing costs and improving efficiency to ensure that in an environment of increased expenditure from population growth and inflationary uplifts we continue to deliver high quality services that put residents first.

Hillingdon's approach to maintaining sound financial management ensures that our finances are in a robust position, and therefore the Council is well placed to respond to Government funding not increasing at the same pace as the combined impact of a growing demand for services and increased market forces. Our latest projections indicate that further savings of £35m will be required by 2026/27 to bridge the resulting budget gap.

C) Assessment

What did you find in B1? Who is affected? Is there, or likely to be, an impact on certain groups?

C.1) Describe any **NEGATIVE** impacts (actual or potential):

Equality Group	Impact on this group and actions you need to take
Asian people	<p>This library closure may have a potentially detrimental effect on Asian people who live in Pinkwell ward and may access the library, as they are overrepresented when compared to the overall borough population of Asian residents.</p> <p>In order to mitigate against this, the nearest alternative library will maintain 7 day a week opening and the Mobile library will continue to visit Pinkwell ward.</p>
Young people aged 12-17	<p>This library closure may have a potentially detrimental effect on secondary school aged children, 12-17, who are the main users of the library.</p> <p>In order to mitigate against this, the nearest alternative library will maintain 7 day a week opening and the Mobile library will continue to visit Pinkwell ward.</p>
People with disabilities	<p>This library closure may have a potentially detrimental effect on people with disabilities, who may have further to travel for a public library.</p> <p>In order to mitigate against this, the nearest alternative libraries can be reached via a regular bus service and the Mobile library will continue to visit Pinkwell ward. For people with mobility issues that make them housebound, a Home Library Service is available.</p>
Pregnancy/maternity	<p>This library closure may have a potentially detrimental effect on parents/carers, expectant parents and babies/small children as there will no longer be an early years offer provided by the library.</p> <p>In order to mitigate against this, all remaining Hillingdon libraries including the nearest alternative libraries will continue to provide early years activities, advice and support.</p>

C.2) Describe any **POSITIVE** impacts

Equality Group	Impact on this group and actions you need to take
N/A	N/A

D) Conclusions

We recognise that the removal of a public library affects those who visit it and work in it. In this case, the majority of users affected are not the general public but the students of the school.

If the school provide a library as a dedicated resource to their students, there should be no negative impact to the students, who are predominantly of Asian background.

We acknowledge that some users of Harlington library are from the general community, who are predominantly of Asian background, most likely using the branch after school hours and on Saturday.

The closure of the branch will be inconvenient to these users. However, usage data shows lower footfall outside of school/term times, and it is hoped residents make use of nearby libraries including Botwell Green and West Drayton.

The Mobile library will continue to visit the area, providing access to books for those who cannot travel.

Signed and dated: 3 February 2023

Name and position: *Perry Scott*
Corporate Director of Place

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CHANGES TO THE ADMISSIONS CRITERIA FOR COMMUNITY SCHOOLS - COTEFORD INFANT SCHOOL

Cabinet Member(s)	Councillor Susan O'Brien
Cabinet Portfolio(s)	Cabinet Member for Children, Families & Education
Officer Contact(s)	Vikram Hansrani – Executive Director of Education and SEND
Papers with report	None

HEADLINE INFORMATION

<p>Summary</p>	<p>Hillingdon Council has a statutory responsibility to secure sufficient early years and school places for children resident in Hillingdon. Over the last ten years the Council has worked closely with schools in Hillingdon to successfully deliver an ambitious programme of school expansion to ensure every child living in Hillingdon can be offered a school place as close to home as possible.</p> <p>Further to the Cabinet's agreement to consult on changes to Hillingdon Community school admission arrangements in October 2022, the Council has undertaken a consultation about the proposed changes relating to Coteford Infant School. This Cabinet report includes:</p> <ul style="list-style-type: none"> ● The outcome of the period of consultation with the relevant consultees. ● Recommendations for determining admissions arrangements for one Hillingdon Community school in the Borough. <p>Cabinet is therefore asked to consider implementing the proposed changes to the existing school admissions arrangements for this Community school to safeguard future access to school places.</p>
<p>Putting our Residents First</p> <p>Delivering on the Council Strategy 2022-2026</p>	<p>This report supports our ambition for residents / the Council of: An efficient, well-run, digital-enabled council working with partners to deliver services to improve the lives of all our residents</p> <p>This report supports our commitments to residents of: Thriving, Healthy Households</p>

Financial Cost	There are no direct financial implications from the recommendations contained in this report. However, schools with excess places above the local demand can experience part-empty classes which are not financially viable, stretching school budgets to cover the staffing levels and limiting resources available to all pupils. This can lead to an overall deficit and the school seeking a loan from the council for the Dedicated Schools Grant for maintained schools (community, foundation, and VA) or to their Academy Trust.
Relevant Select Committee	Children, Families & Education Select Committee
Ward(s) affected	All

RECOMMENDATIONS

That Cabinet:

1. **Note the outcome of the consultation findings, consider and give full regard to the outcome when making a decision on the proposal.**
2. **Consider the comments made by the Children, Families & Education Select Committee at their meeting on 4 January 2023 which considered the outcome of the consultation and endorsed the proposals.**
3. **Agree to implement the proposal to reduce the Published Admission Number for Coteford Infant School from 81 to 60 from September 2024, which will also reduce the distance priority radius from 1000m to 750m in line with the Council's admissions arrangements and note that in accordance with the School Admissions Code, Admissions Authorities must determine their admissions criteria by 28 February 2023.**
4. **Note that the Cabinet Member for Children, Families & Education, in consultation with the Executive Director of Education and SEND, supports the proposals submitted following formal consultation from the following non-community schools to reduce their Planned Admissions Numbers by 30 each as their consultations did not raise serious issues or objections:**
 - **Grange Park Infant and Nursery School from 120 to 90**
 - **Grange Park Junior School 120 to 90.**

Reasons for recommendation:

5. As part of the strategic education function of the Local Authority, Hillingdon Council has a statutory responsibility to secure sufficient early years and school places to meet the needs of children resident in the Borough. In October 2020 the School Placement and Admissions team consulted and made changes to the admissions criteria for community schools to take effect from 1 September 2021.
6. The Local Authority now recognise a need to reduce the published admission numbers in one community primary school, by 21 places. This is due to demographic changes leading to declining pupil rolls and Reception intakes. There would be no difference for current pupils after the proposed change takes effect from Reception 2024, and there would be sufficient places to meet future demand from their siblings and other local parents.
7. Following a consultation on the proposal, Officers seek Cabinet approval to determine the reduction in Published Admission Number for Coteford Infant School - from 81 to 60 from September 2024. All local residents will still be able to access places there. This reduction will also reduce the distance priority radius from **1000m to 750m** in line with our admissions arrangements.

Alternative options considered / risk management

8. The proposals presented in this report are intended to be reasonable, clear, objective, procedurally fair and comply with all relevant legislation to mitigate the potential future risk that a small number of children living in Hillingdon may not be guaranteed a school place as close to home as possible. Options have been considered to address this risk, some of which are specific to a location in the Borough. Where alternative options have been considered therefore, these are set out in the body of the report.
9. The proposals for reductions in PAN are to improve schools' ability to efficiently plan their staffing and educational provision and not reducing could lead to schools suffering financial pressures leading to deficits, which in the community schools could then require a loan, further adding to the deficit in the Dedicated Schools Grant.

Select Committee comments

10. The Children, Families & Education Select Committee was held on Wednesday 4 January and considered all the proposals and the outcome of the consultation and provided the following comments:

'The Committee supports the proposed changes for the Admissions Criteria and the PAN at Coteford Infant School. With an increasing number of primary schools in Hillingdon experiencing a fall in pupil numbers, the committee recognises the challenges this creates to school organisation and school budgets. It is therefore important that we continue to provide fair placement to all our children and that we consider cost effective proposals that benefits all our residents'.

SUPPORTING INFORMATION

Background

11. The purpose of the statutory School Admissions Code is to ensure that all school places for maintained schools (excluding maintained special schools) and academies are allocated in an open and fair way. The Code contains mandatory requirements. The admission arrangements to community schools are determined by the Local Authority as the 'admission authority'.
12. In drawing up the admission arrangements to schools, admission authorities must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated. All schools must have admission arrangements that clearly set out how children will be admitted. The admission authority for the school must also set out in the arrangements the oversubscription criteria against which places will be allocated at the school when there are more applications than places and the order in which the criteria will be applied.
13. To ensure that the criteria applied in prioritising access to community schools which are oversubscribed remains procedurally fair, objective and clear, a review of the criteria has been undertaken using four years of Hillingdon admissions data to primary school reception places. The focus of the review sought to identify any residual risk that the Council would not fulfil its statutory duty to ensure every child is offered a school place.

The review considered the following areas:

14. Ensure there are sufficient school places in Hillingdon and eliminate financial constraints where evidence shows a continued and sustained reduction in admissions.
15. Cabinet agreed in October 2022 for proposed changes to Hillingdon's community school admission arrangements relating to Coteford Infant School to be subject to consultation for an eight week period with the required consultees, including service users, stakeholders and the community.
16. In summary, the proposal was to ensure there are sufficient school places in Hillingdon and eliminate financial constraints where evidence shows a continued and sustained reduction in admissions.
17. An inclusive consultation programme has subsequently been delivered, including the following elements:
 - 'Have your say' via the Council website.
 - All Hillingdon schools were asked to include within their communications to parents i.e. newsletters and websites.

- Social media posts.
- All adjoining neighbouring local authorities were consulted.
- A questionnaire available on-line and in paper form (on request), with the additional option to contact the team to discuss.
- Invitations to submit a written response.

18. The consultation was widely advertised and had the potential to receive in excess of thousands of responses given the high number of children attending a school in Hillingdon. In excess of 50,000 children attend Hillingdon schools, 11,911 (as per the October Census 2022) of which attend mainstream community schools. There were 55 page views for the dedicated consultation web page. Given the relatively small number of responses and the high number of potential consultees it is assumed that there is consensus to implement the proposals.

Consultations on non-community schools.

In respect of the final recommendation in the report, Cabinet will recall in October 2022 that there were separately two non-community schools that were intending to consult on a reduction of 1 Form Entry: Grange Park Infant and Nursery School and Grange Park Junior School, with Planned Admissions Numbers for both from 120 to 90.

Following consultation on these proposals by the schools, officers advise that no serious issues or objections were raised and they are satisfied that there are sufficient places in the area. This change in numbers can be approved by their governing body, however, they must formally consult with the local authority and Cabinet is asked to note that the Cabinet Member and Executive Director have indicated that they no objections and support the proposal as advised by officers.

RESIDENT BENEFIT & CONSULTATION

What will be the effect of the recommendation?

19. The proposal set out in the consultation will help to mitigate the residual risk of Hillingdon children not securing access to a place at a local school close to where they live. This is in line with the Council's vision to put residents first.

Consultation Carried Out or Required

20. The School Admissions Code requires a minimum of a 6 week consultation period. Hillingdon's proposed changes were subject to consultation for 8 weeks. The consultation was designed to ensure that the following received notification of the consultation, in line with the Admissions Code:

- a) parents of children between the ages of two and eighteen;
- b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;

- c) all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
- d) whichever of the governing body and the local authority is not the admission authority;
- e) any adjoining neighbouring local authorities where the admission authority is the local authority; and
- f) in the case of schools designated with a religious character, the body or person representing the religion or religious denomination.

21. The consultation document was available from 24 October 2022 until 19 December 2022 on the Hillingdon Council website on the consultation page and the School Admissions Arrangements page. This included the Cabinet report, a brief outline of the proposed change and a questionnaire was also provided to obtain feedback in direct response to the proposal.

22. Information regarding the consultation was widely publicised to the following:

- 86 Hillingdon early years providers
- 68 Hillingdon primary schools
- 22 Hillingdon secondary schools
- 10 Academy Trusts

23. As Hillingdon Council also receives applications from residents who live outside of the Borough, the consultation was designed to be inclusive. Therefore, we contacted the following surrounding Local Authorities:

- London Borough of Ealing
- London Borough of Hounslow
- London Borough of Brent
- London Borough of Harrow
- Hertfordshire County Council
- Buckinghamshire County Council
- Slough Borough Council

Consultation Responses

Two responses were received in total during the consultation period. Both were submitted via the online questionnaire. A summary of responses is detailed below:

1. Two respondents stated that they had children under the age of 18 living in their household. Respondents were also given the opportunity to provide information on their interest in the proposals.

1. Parent/carer/guardian - 2

2. Respondents were invited to state which school(s) their child(ren) currently attend and the responses were as follows:

- Riverside Nursery, Windsor - 1
 - Did not specify - 1
3. Respondents were invited to state why they had chosen their child(ren)'s current school(s) and the responses were as follows (where a response was received):
- Performance of the school - 2
4. Two respondents gave contact details, neither of these respondents had made comments to which required further explanation. All responses have been given due consideration and have assisted with a review of additional improvements which can be implemented. Below are the responses to specific questions on each individual change proposed:

Do you agree with the proposed admission arrangements for Hillingdon Community Schools?

- Agree: 1
- Disagree: 1

The Local Authority is consulting to reduce the PAN for Coteford Infant School from 81 to 60 from September 2024. Do you agree with this proposed change to the above admissions criteria?

- Agree: 1
- Disagree: 1*

**The respondent who disagreed with the changes stated:*

1) that the reduction in PAN may disadvantage residents to access a preferred school.

- Do you think this proposed change will disadvantage any residents in Hillingdon?
 - Yes: 1
 - Don't know: 1

Improvements following consultation:

1. Subject to agreement from Cabinet to the proposed changes, an implementation plan will be prepared to ensure a smooth transition to the revised admissions criteria. This will include clear communications for parents and residents.

Financial Implications

2. The financial impacts of this report have been reviewed with confirmation that there are no direct financial implications arising from the recommended amendments to the school admissions criteria. Where delivery of school places requires investment on the part of the Council, this will be reflected in the Medium-Term Financial Forecast as appropriate.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed this report and concurs with the financial implications set out above.

Legal

The School Admissions Code

The Schools Admissions Code 2021 ["the Code"] came into force from 1 September 2021, having been issued under Section 84 of the School Standards and Framework Act 1998. It applies to all maintained schools in England. It is the responsibility of all admission authorities to ensure that admission arrangements are fully compliant with the Code.

The purpose of the Code, which has the force of law, is to ensure that all school places are allocated and offered in an open and fair way. In drawing up their admission arrangements, admission authorities must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. The intention is that parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated.

Admissions authorities must set out in their arrangements the criteria against which places will be allocated at the school where there are more applications than places and the order in which the criteria will be applied. Over subscription criteria, as it is known, must be reasonable, clear, objective, procedurally fair and comply with all relevant legislation, including human rights and equalities legislation.

Paragraph 1.9 of the Code provides that it is for admission authorities to formulate their own admission arrangements, but they must not take into account the 15 criteria which are listed in this paragraph.

The proposals for changes to the Council's admissions criteria, which the Cabinet has been invited to consider, do not fall within any of the "exempt" criteria referred to above and therefore, it was lawful for the Council to commence a consultation exercise in relation to these proposals.

The Select Committee was given an opportunity to comment on the draft admission arrangements and their comments are reported to Cabinet.

In line with Public Sector Equality Duties officers have taken due regard to this duty in the context of revising its school admissions arrangements. It was not deemed necessary to complete an equality impact assessment as there are no material changes that impact on equality.

Consultation

Where changes are proposed to admission arrangements, admission authorities must first publicly consult on those arrangements. The council have duly carried out a consultation exercise, the outcome of which is set out in the report.

It is with the upmost importance that Cabinet ensures that the consultation responses are consciously taken into account in making its decision.

BACKGROUND PAPERS

- [October 2022 Cabinet report to consult](#)
- [Community School's Proposed Admission Arrangements 2024-25](#)
- [Children, Families & Education Select Committee report, 4 January 2023](#)
- [School Admissions Code 2021](#)

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PUBLIC PREVIEW:

MATTERS TO BE CONSIDERED LATER IN PRIVATE

Cabinet Member(s)	As appropriate
Cabinet Portfolio(s)	As appropriate
Officer Contact(s)	Mark Braddock – Democratic Services
Papers with report	None

HEADLINES

Summary	<p>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.</p> <p>This will enable Cabinet Members to openly discuss such matters generally in public, and via the Council’s live broadcast of the meeting, without prejudicing their later consideration in private.</p>
<p>Putting our Residents First</p> <p>Delivering on the Council Strategy 2022-2026</p>	<p>This report supports our ambition for residents / the Council of: An efficient, well-run, digital-enabled council working with partners to deliver services to improve the lives of all our residents</p> <p>This report supports our commitments to residents of: A Digital-Enabled, Modern, Well-Run Council</p>
Financial Cost	As set out in the report.
Relevant Select Committee	As set out in this report under each item – however, this item is not for scrutiny call-in as it is information only.
Ward(s)	As set out in the report

RECOMMENDATION

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 recommendation

Why are certain reports considered in private?

As a transparent, democratic organisation, the Council's Cabinet will consider matters in public on Part 1 of this Cabinet agenda. However, there will inevitably be some reports that will need to be considered in private. These would generally relate to contracts, property transactions or commercially sensitive information, for example, tender bids from commercial organisations, which if made public, could prejudice the Council's ability secure value-for-money for resident taxpayers.

This information is also called 'exempt' information and is considered in Part 2 of any Cabinet agenda by applying the relevant section of the Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended), in that the report contains certain information and that the public interest in withholding that information outweighs the public interest in disclosing it.

How can the public find out more about the private reports?

To ensure maximum transparency when the Cabinet considers such private reports:

- 1) They are first given advance notice on the Cabinet's Forward Plan in summary form setting out the reason why they will be considered in private. The [Forward Plan](#) is a public document setting out all the expected decisions the Cabinet will make over the coming year, except those that are urgent, and is available on the Council's website to view;
- 2) This report provides a fuller public preview of the matters to be discussed in Part 2 of this Cabinet meeting and gives an opportunity for Cabinet Members to highlight issues of significance within and for public information purposes, without prejudicing their later fuller consideration in private. It also sets out the recommendations in general terms that are being proposed for a decision on.
- 3) Consideration of this report will also be broadcast live on the Council's YouTube channel: Hillingdon London, and available for viewing afterwards, for wider democratic engagement.
- 4) After these private reports are considered in Part 2 of this Cabinet meeting, Cabinet's full decisions on them will then be published on the Council's website the day after the Cabinet meeting, along with the decisions on the other matters already considered in public.

Alternative options considered

Cabinet could resolve to release any private report into the public domain in extraordinary or highly exceptional cases, where it considers the public interest in disclosing the information outweighs the public interest in withholding it. However, to ensure greater transparency on all private matters considered, this public preview item is advised as the most suitable way forward.

Legal comments

Such private matters are considered in accordance with Local Government Act 1972 (as amended) Access to Information provisions and also The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. This report enables such matters to be discussed in public as far as is possible under the relevant legislation.

SUPPORTING INFORMATION

Item 13 - Redevelopment and re-build of the Northwood Hills Library Site	
Relevant Cabinet Member(s)	Relevant Ward Select Committee
Councillor Jonathan Bianco Cabinet Member for Property, Highways & Transport	Northwood Hills Property, Highways and Transport Select Committee
Information	General recommendations
<p>The building where the Northwood Hills Library is situated, at Potter Street, Northwood, is nearing the end of its useful life. It has had several issues which potentially would be very costly to resolve as part of any refurbishment. It is a large site and close to local amenities and schools.</p> <p>Therefore, to make best use and secure best value of the Council's assets for residents, this report to Cabinet seeks to utilise the Council's property management company (Hillingdon First Limited) to re-develop the whole site and build a new replacement library along with high quality market housing, comprising 9 flats on the first and second floors, contributing to the Borough's housing targets.</p> <p>The proposed library will be on the ground floor and the re-build will see it 35% larger than the current library footprint. The new library will have level access throughout and be more welcoming and user friendly to residents, particularly those who are older and disabled. It will have a communal garden, reading spaces, improved ICT resources, an office, and lettable meeting rooms which can be used by other council services, voluntary and community groups.</p> <p>To progress this, Cabinet will consider the development proposal and the disposal of the site to Hillingdon First Limited. Cabinet will also consider buying back the library upon completion, so it remains in public ownership.</p>	<p>That the Cabinet:</p> <ol style="list-style-type: none"> 1. Considers the development proposals to rebuild the Northwood Hills Library site and the residential development. 2. Authorises the disposal of the site to Hillingdon First Ltd for the re-development of the site and considers whether the Council will buy back the new library.

Item 14 - Renewal of Microsoft Technologies & Licences	
Relevant Cabinet Member(s)	Relevant Ward Select Committee
Councillor Douglas Mills Cabinet Member for Corporate Services	Ward - N/A Finance and Corporate Services Select Committee
Information	General recommendations
<p>Cabinet will consider the renewal of the Council’s Microsoft licences and associated technologies to ensure access to all Microsoft 365 cloud services are maintained for use by staff and to support and transform services to residents.</p> <p>The Council migrated email and document storage from the Google workspace to Microsoft 365 during the pandemic. This has helped drive further service efficiencies.</p> <p>This renewal also enables the Council to take advantage of new and emerging technologies, including automation and data insight platforms to facilitate further service improvements and efficiencies, contributing to the Council’s modernisation.</p>	<p>That the Cabinet accept the tender for the provision of Microsoft Licences and associated technologies linked to Microsoft 365.</p>

Item 15 – Provision of Waste Weekends	
Relevant Cabinet Member(s)	Relevant Ward Select Committee
Cllr Eddie Lavery Cabinet Member for Residents' Services	All Wards / West Drayton Residents' Services Select Committee
Information	General recommendations
<p>The Council has a contract with Powerday PLC to deliver the popular waste weekend service at Tavistock Road, West Drayton. The frequency of these weekends increased from monthly to weekly in January 2020.</p> <p>This service ensures residents living in the south of the Borough, in particular, to continue to have easy access to a local site for the disposal of bulky waste and recycling.</p> <p>The contractor provides a complete solution which includes the site hire, labour, plant, equipment, traffic management, waste disposal and environmental compliance and licensing.</p> <p>During the current contract, Powerday PLC has introduced a re-use area at the site which is popular with residents. More than £30k has been raised via donations from residents taking items away from the site and giving them a second home, thereby reducing waste. These donations have gratefully been received by the Harlington Hospice Charity.</p> <p>This report to Cabinet seeks consideration of an extension to the current contract to continue the service.</p>	<p>That the Cabinet agree to extend the current contract with for the provision of 'Waste Weekends' at Tavistock Road, West Drayton.</p>

Item 16 – The provision of Section 12 Doctor Assessments and Best Interest Assessments	
Relevant Cabinet Member(s)	Relevant Ward Select Committee
Councillor Jane Palmer Cabinet Member for Health and Social Care	Wards – N/A Health & Social Care Select Committee
Information	General recommendations
<p>The Council is required to provide Deprivation of Liberty Safeguard assessments under the Mental Capacity Act (2005). This includes adults who are staying in a care home or hospital, are under continuous supervision and control, are not free to leave and lack mental capacity to consent to their care, support, and accommodation arrangements.</p> <p>These assessments are completed by Section 12 Doctors and Best Interest Assessors (BIAs). Whilst the Council provides the majority of BIAs in-house, it is necessary to have a contract in place for the provision of some of these and also all Section 12 Doctor Assessments.</p> <p>Cabinet will consider the extension of the current contract for the provision of these statutory services. The extension is also required for service cover, due to delays in The Liberty Protection Safeguards (LPS) regulation implementation nationally.</p>	<p>That the Cabinet agrees to extend the current contract for the provision of Section 12 Doctor Assessments and Best Interest Assessor Assessments to the London Borough of Hillingdon.</p>

<p>Item 17 - Former Brookfield Adult Education Centre, Park Road, Uxbridge</p>	
<p>Relevant Cabinet Member(s)</p>	<p>Relevant Ward Select Committee</p>
<p>Councillor Jonathan Bianco Cabinet Member for Property, Highways & Transport</p>	<p>Uxbridge Ward Property, Highways and Transport Select Committee</p>
<p>Information</p>	<p>General recommendations</p>
<p>In this report, Cabinet will consider whether to dispose of the former Brookfield Adult Education Centre, Park Road, Uxbridge subject to the existing lease in place.</p> <p>The Adult Education and Learning Service or 'Learn Hillingdon' is now operating successfully from new facilities at the Civic Centre.</p> <p>Any sale of the site will generate a capital receipt which will support the Council's funding strategy for the Dedicated Schools Grant (DSG) safety valve recovery plan and transformation programme.</p>	<p>That Cabinet considers the site surplus to requirements and agrees its sale.</p>

Item 18 – Parenting Support and Development Programme Contract	
Relevant Cabinet Member(s)	Relevant Ward Select Committee
Councillor Susan O'Brien Cabinet Member for Children, Families & Education	Ward – N/A Children, Families and Education Select Committee
Information	General recommendations
<p>Cabinet will consider the award of a contract for the parenting support and development service the Council provides.</p> <p>This contract will ensure that the Council can continue to support local families with courses which include parenting techniques that will enable them to deal with behaviour which is challenging in their children, from toddler to teenager. This is regarded as an early intervention service for families, which aims not only to help parents, but also to transform the confidence and well-being of their child.</p> <p>A competitive open tender process was run to ensure the Council's compliance with legislation and to ensure the recommended provider to Cabinet provides best value for public money.</p>	<p>That the Cabinet accept the tender for the provision of a parenting support and development programme to the London Borough of Hillingdon.</p>

Item 19 - Battle of Britain Bunker Phase 2 – Water Ingress Contract	
Relevant Cabinet Member(s)	Relevant Ward Select Committee
Councillor Jonathan Bianco Cabinet Member for Property, Highways & Transport	Hillingdon West Ward Property, Highways and Transport Select Committee
Information	General recommendations
<p>The Battle of Britain Bunker, a Grade 1 listed building, is located in St Andrews Park, Uxbridge and requires works to address water ingress issues.</p> <p>Cabinet will consider a report to appoint a contractor to undertake remedial works to prevent further water ingress alongside restoration works to the areas already affected. Cabinet will also consider releasing the necessary funds for this work. Works are being undertaken in consultation with Historic England.</p> <p>The Battle of Britain Bunker is an underground operations room at the former RAF Uxbridge and formerly used by No. 11 Group Fighter Command during the Second World War. Fighter aircraft operations were controlled from there throughout the War, but most notably during the Battle of Britain and on D-Day. Completing these works will ensure residents and visitors can continue to access this site of national historic importance.</p>	That the Cabinet approves the tender for the works and the capital funding for them.

Item 20 – Community Equipment Service Contract Award	
Relevant Cabinet Member(s)	Relevant Ward Select Committee
Councillor Jane Palmer – Cabinet Member for Health and Social Care	Ward – N/A Health and Social Care Select Committee
Information	General recommendations
<p>Cabinet will consider a report to appoint a contractor for the Community Equipment Service following a competitive tender exercise across London, managed by the Royal Borough of Kensington and Chelsea.</p> <p>This critical service supports the independence of Hillingdon residents living with disabilities through the provision of equipment to help with daily living activities which includes:</p> <ul style="list-style-type: none"> • <i>Equipment loans service (ELS):</i> This service supplies equipment ranging from raised toilet seats to electric profiling beds and hoists. With this service the equipment remains the property of the Council and is returned once the resident no longer requires it. It is then recycled (subject to infection control requirements) at no additional charge; • <i>Minor adaptations:</i> This provides adaptations to residents' homes, e.g., grab rails by a door or a toilet and/or bath; and • <i>Door entry systems:</i> These facilitate authorised access to the homes of residents where the resident is unable to directly open their front door because of a disability. <p>The scope of the contract will include the supply, delivery fitting/installation, adjustment, servicing/testing, collection, refurbishment, recycling and disposal of items of equipment.</p>	<p>That Cabinet accepts a tender for the provision of a Community Equipment Service to the London Borough of Hillingdon and agrees to continue its membership of the London Community Equipment Consortium, led by the Royal Borough of Kensington and Chelsea.</p>

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Agenda Item 13

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Agenda Item 19

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