

Minutes & Decisions

CABINET

Thursday, 23 March 2023

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



Decisions published on: 24 March 2023

Decisions come into effect from: 5pm, 31 March 2023

Cabinet Members Present:

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

Other Members Present:

Pete Curling
Stuart Mathers
Jan Sweeting
June Nelson
Scott Farley

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Eddie Lavery.

2. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

No interests were declared by Cabinet Members present.

3. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING

The decisions and minutes of the Cabinet meeting held on 16 February 2023 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 that the reports on the agenda, as marked public and private, would be considered as shown.

5. CONSULTATION ON THE HILLINGDON 0-19 YEARS CORE OFFER TO CHILDREN, YOUNG PEOPLE & THEIR FAMILIES

RESOLVED:

That the Cabinet:

- 1. Agrees that a public consultation be undertaken on the proposed Family Hub strategy and delivery model for Children and Young People aged 0 –19 (25 for SEND) and their families as set out in the report.**
- 2. Agrees that the public consultation should include a consultation on the future of the Council’s directly delivered childcare in the three early years nurseries as set out in the report.**
- 3. Agrees to delegate authority to the Executive Director of Adult Services & Health, in consultation with the Cabinet Member for Children, Families and Education to:**
 - a. Approve the commissioning of an independent provider to run both public consultations and,**
 - b. Review and approve the final consultation documents for publication.**
- 4. Agrees to receive a report back to consider the consultation responses and to make a decision on the strategy and delivery model for Family Hubs Services, informed by the findings of the consultation.**
- 5. Agrees to receive a report back to consider the consultation responses and to make a decision in relation to the delivery of childcare in the nurseries, informed by the findings of the consultation.**

Reasons for decision

Cabinet agreed to undertake a public consultation on proposals for a new family hub strategy and delivery model as a way of providing services for children and young people aged 0-19, to 25 years with SEND, and their families. Cabinet also agreed public consultation on potential options for the future of the Council’s directly provided childcare in early years nurseries. The Cabinet Member for Children, Families & Education noted that this would involve engaging with parents, carers, partners, organisations and all residents on their views and both consultations would take place over a 12-week period.

In respect of the proposals for family hubs, the Cabinet Member stated that Hillingdon had been an early adopter of this model, with the Uxbridge Family Hub currently in operation, which sought to provide one front door to a range of early intervention and prevention services for residents, accessible and available at the right time to meet their needs. It was noted that as part of the proposed delivery model, there were six geographical locations that could provide such services, accessible within a 30-minute walk or a one-and-a-half mile driving distance.

With regard to the proposal to consult on options for the Council’s three directly run nurseries, the Cabinet Member noted that the Council had a statutory duty to ensure sufficiency of child care so far as reasonably practicable, but that it was not a statutory requirement for the Council to directly deliver child care. The Cabinet Member explained that the Council wished to consult primarily on three options, firstly to maintain the current nurseries and review their charging structure, secondly to put one, two or all nurseries on the market as a going concern and thirdly, to close the nurseries and repurpose the assets whilst retaining a small core team supporting families with children who had complex needs. The Cabinet Member stated that the three proposed options were not exhaustive and any other options that arose as part of the consultation would be considered.

The Leader of the Council noted the uncertainty that followed any proposals for change, but he welcomed the bold ambition to review how the Council can extend the support it provided to families and younger people, whilst also delivering it in an accessible way to local neighbourhoods. He encouraged residents to find out more about the Uxbridge Family Hub, to give a helpful insight about how services can be shaped better.

Alternative options considered and rejected

Cabinet could have decided to not consult, but considered this would not be in the best interest of residents to ensure that the services the Council delivers meet the needs of its residents and communities as they change over time.

Relevant Select Committee	Children, Families & Education
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	These decisions can be called in by 5pm, Friday 31 March 2023
Officer(s) to action	Claire Fry
Directorate	Adult Services & Health
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. CONSULTATION ON HILLINGDON'S YOUTH OFFER & DELIVERY MODEL

RESOLVED:

That the Cabinet:

- 1. Agrees to progress to public consultation with the proposed Youth Offer Vision and delivery model for Hillingdon.**
- 2. Authorises the Executive Director of Children and Young People, in consultation with the Cabinet Member for Children, Families & Education, to approve the approach to consultation.**
- 3. Agrees to receive a report back to consider the consultation responses and the final Youth Offer Vision and delivery model for approval, informed by the findings of the consultation exercise.**

Reasons for decision

Cabinet agreed to public consultation on the Council's proposed Youth Offer and the delivery model. The Cabinet Member for Children, Families & Education noted that the proposed new integrated youth offer would align with the Council's wider early help and prevention arrangements which would support all young people to reach their potential.

It was explained that the proposed offer sought to deliver a modern, accessible, responsive and dynamic service to meet the ever-changing needs of young people in Hillingdon. The proposed service delivery model would be informed by data and delivered through a flexible locality-based approach, and in-line with what young people had told the Council, in particular, through the 2021 survey of young people, which had received a positive response rate.

The Cabinet Member noted that the proposed delivery model set out a range of settings and formats for youth services, including providing them in schools, sports facilities and community centres, along with outreach services where required and a digital offer. The Cabinet Member stated that there would be for a minimum 6-week consultation and welcomed the views of young people and residents on the proposals.

The Leader of the Council noted that the proposals seek to improve the service the Council provides and echoed the Cabinet Member's remarks encouraging young people and the public to engage in the consultation.

Alternative options considered and rejected

Cabinet could have considered approving implementation of the Youth Offer and Vision and delivery model without seeking further views, but considered this would miss potential opportunities to incorporate the views of residents and ensure the final Youth Offer and delivery model best met local needs.

Relevant Select Committee	Children, Families & Education
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	These decisions can be called in by 5pm, Friday 31 March 2023
Officer(s) to action	Kat Wyatt
Directorate	Children's 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>

7. MONTHLY COUNCIL BUDGET MONITORING REPORT: MONTH 10

RESOLVED:

That the Cabinet:

1. Note the budget monitoring position and treasury management update as at January 2023 (Month 10) as outlined in Part A of this report.
2. Approve the financial recommendations set out in Part B of this report set out below:
 - a) Approve the introduction from April 2023 of an enhanced housing management service charge for all HRA short life properties at £9.12 pw.
 - b) Approve the introduction from April 2023 of a furniture and furnishings service charge for all new HRA short life properties (bedsit £22.12pw; 1 bed 26.84pw; 2 bed £37.55pw; 3bed+ £45.68pw).
 - c) Accept a grant of £400k from Central and North West London NHS Foundation Trust for extension of the Mental Health Crisis Recovery House pilot to 31 March 2024.
 - d) Accept a grant of £340k from The Hillingdon Hospital NHS Foundation Trust to secure community support for virtual wards.
 - e) Accept a grant of £300k from North West London Integrated Care Board to contribute to hospital discharge related costs incurred by Adult Social Care in 2022/23.
 - f) Approve acceptance of gift funding in relation to a Planning Performance Agreement in accordance with the provisions of Section 93 of the Local Government Act 2003 for;
 - I. Ainscough Cranes - £32,000
 - II. 1 Vinyl Square (NMA) - £5,000
 - III. Bellmore Allotments - £32,000
 - IV. Austin Road - £32,000
 - V. Avondale Drive - £40,000
 - g) Agree a multi-activity Summer Holiday Programme for the provision of out of school activities in Summer 2023, with those in receipt of benefits-related free school meals eligible for free and agree to

- introduce a charge of £92 for a full week (equivalent to £18.40 per day), for children not currently in receipt of free school meals.
- h) **Accept a grant of £16,100 from the Department for Education for the financial years 2022/23 and 2023/24, for the Professional Development Programme for Early Years Practitioners.**
 - i) **Accept a grant of £907k from The Hillingdon Hospital NHS Foundation Trust to contribute to community costs for supporting hospital discharge; and delegates authority to Cabinet Member for Health and Social Care, in consultation with the Executive Director of Adult Services and Health, approval of the spending plan for the grant.**

Reasons for decision

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

The Cabinet Member for Finance noted that that the overall in-year position was stable, strong and predictable, with general balances predicted to be at £26.8m by year end. It was noted that the continuing pressures from Covid-19 were projected at £14.9m, and whilst lower than last year, would be absorbed within earmarked reserves.

The Cabinet Member explained the current national inflationary environment and the impact on the Council's costs, which were also being absorbed through earmarked reserves and to a degree, vindicated the Council's decision to factor in high inflation into the budget for next year. It was noted that the savings programme was on track and would be delivered. In respect of the capital programme, whilst this was £22m under budget to due delays on agreed projects, such spend would be re-phased into future years.

In respect of the Dedicated Schools Grant it was noted that this had also suffered from cost inflation in respect of high needs placements, particularly those out-of-borough, but that the year-end deficit was showing a further reduction and the Council's work to create additional special needs places was making good progress. It was also noted that the Department for Education had agreed to the Council's disapplication request to transfer funds to the high needs block. The Cabinet Member also updated Cabinet on the Housing Revenue Account.

Other financial recommendations approved by the Cabinet included the acceptance of range of Government or external grants, along with new fees for the Summer Holiday Programme in 2023, and new service charges for short-life properties in respect of housing management services and furniture and furnishings.

An addendum was tabled to update a recommendation relating to the virtual ward grants and in order make a decision on accepting a grant recently received to further support hospital discharge work.

Alternative options considered and rejected

None.

Relevant Select Committee	Finance & Corporate Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	These decisions can be called in by 5pm, Friday 31 March 2023
Officer(s) to action	Andy Evans
Directorate	Resources
Classification	Public <i>The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.</i>

8. 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 Leader encouraged residents to read it.

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>

9. GLL LEISURE CONTRACT VARIATION PROPOSAL

RESOLVED:

That the Cabinet:

1. Agree a 5-year extension to the Leisure Operating Contract and leases with Greenwich Leisure Limited (GLL) to 1st March 2035 which includes Hillingdon Sports and Leisure Complex, Botwell Green Sports and Leisure Centre, Highgrove Pool and Queensmead Sports Centre.
2. Agree to a contract variation to the Leisure Operator's base trading account that will provide the Council with a revised management fee until 1st March 2035.
3. Delegates the authority to the Corporate Director of Place and the Corporate Director of Finance to finalise the contract extension and variation with the engagement of a specialist advisor.
4. Agree, subject to a suitable financial proposal between the Council and Greenwich Leisure Ltd, the option to vary the contract and lease to include the planned new leisure centre in West Drayton delegating authority for any decision to the Leader of the Council and relevant Cabinet Members, in consultation with the Corporate Director of Finance and the Corporate Director of Place.

Reasons for decision

The Cabinet Member for Finance introduced the report, which Cabinet agreed, that sought to update contractual arrangements with the Council's leisure operator and ensure the recovery of the management fee to the Council, following financial support given to GLL during the Covid-19 pandemic to keep the leisure centres operational.

Alternative options considered and rejected

The Council could have decided to bring leisure services back in-house, or continue with the existing contractual arrangements, which it deemed would not be economically viable.

Relevant Select Committee	Finance & Corporate Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	These decisions can be called-in by 5pm, Friday 31 March 2023
Officer(s) to action	Nicky McDermott / Chris Mayo
Directorate	Place / Resources
Classification	Private - <i>Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the</i>

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).

10. SEMI-INDEPENDENT LIVING PROVISION CONTRACTS

RESOLVED:

That the Cabinet agree to extend the following contracts for semi-independent accommodation and support to looked after children and care experienced young people for a 2 year-period from 1 April 2023 to 31 March 2025:

- a) **The West London YMCA contract extension valued at £618,336.34 for 2023/24 and £636,886.43 for 2024/25 for semi-independent accommodation, support, and service charge and a floating support service.**
- b) **The People Potential Possibilities (P3) contract extension of £1,206,879.94 for 2023/24 and £1,243,086.33 for 2024/25 for semi-independent accommodation, support, and service charge.**

Reasons for decision

The Cabinet Member for Children, Families & Education introduced the report, which Cabinet agreed, to extend the semi-independent living contracts with two providers for young people in the Council's care and care experienced young people. The Cabinet Member noted the accommodation service provided also included assistance with financial management, mental health and wellbeing, education, future employment opportunities and development of social skills in preparation for independence.

Alternative options considered and rejected

Cabinet could have decided not to extend the contracts or re-tender the services, but considered this would result in higher costs or require a wider review of relevant housing pathways, respectively.

Relevant Select Committee	Children, Families & Education
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	These decisions can be called-in by 5pm, Friday 31 March 2023
Officer(s) to action	Emma Kavanagh / Julie Kelly
Directorate	Children's Services
Classification	Private - <i>Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter</i>

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).

11. SOCIAL CARE CATERING SERVICES CONTRACT

RESOLVED:

That the Cabinet:

1. Agree to exercise the last available 1-year extension option within the current contract with the provider Caterplus Services Ltd for the provision of Social Care Catering Services to the London Borough of Hillingdon. The one-year period is from 23 March 2023 to 22 March 2024 at the cost of up to £1,167,800.
2. Note that the contract value calculated is based on anticipated spend and that charges are based on a fixed charge and a variable element based on the number of meals provided.

Reasons for decision

The Cabinet Member for Health & Social Care introduced the report, which Cabinet agreed, to extend the Council's contract for Social Care Catering Services. It was noted that the service operated well during the pandemic and provided meals in various settings which were nutritious and supported residents' health and well-being.

Alternative options considered and rejected

Cabinet could have fully re-tendered the contract, but considered it not economically viable at this time.

Relevant Select Committee	Health & Social Care
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	These decisions can be called-in by 5pm, Friday 31 March 2023
Officer(s) to action	Claire Fry
Directorate	Adult Services & Health
Classification	Private - <i>Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in</i>

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).

12. FAMILY GROUP CONFERENCE SERVICE CONTRACT

RESOLVED:

That the Cabinet:

1. **Accept the tender from Your Family Matters for the provision of Family Group Conference (FGC) services to the London Borough of Hillingdon families for a three-year period from commencement estimated to be 14th July 2023 and at the value of £342,114 following a procurement exercise as set out in the Tender Appendix;**
2. **Furthermore, agrees that this includes the provision to extend the contract for a four-year period at the value of £456,152, delegating approval of any extension to the Leader of the Council and Cabinet Member for Children, Families & Education, in consultation with the Executive Director of Children and Young People's Services.**

Reasons for decision

The Cabinet Member for Children, Families & Education introduced the report, which Cabinet agreed, to accept a tender for Family Group Conference Services following a competitive procurement exercise. The Cabinet Member noted that such services supported families to find their own solutions to their problems in meeting the needs of children and themselves.

Alternative options considered and rejected

Cabinet could have decided to provide the services in-house or discontinue the service, but discounted these due to the risks highlighted in the report.

Relevant Select Committee	Children, Families & Education
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	These decisions can be called-in by 5pm, Friday 31 March 2023
Officer(s) to action	Valentin Danciu / Antony Madden
Directorate	Children's Services
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</i>

13. DISABLED FACILITIES GRANT & ADAPTATION WORKS CONTRACTS

RESOLVED:

That the Cabinet:

- 1. Approves the award to ARC Group London Ltd a contract to participate in LOT 1 (Area North) Aids & Adaptation Works schemes within private dwellings and the Council's Housing stock for 4 years with the option to extend for a further 2 years at the estimated cost of £1,077,516.90.**
- 2. Approves the award to Greyline Builders Ltd a contract to participate in LOT 2 (Area Central) Aids & Adaptation Works schemes within private dwellings and the Council's Housing stock for 4 years with the option to extend for a further 2 years at the estimated cost of £3,204,441.62.**
- 3. Approves the award to GM Builder UK LTD a contract to participate in LOT 3 (Area South) Aids & Adaptation Works schemes within private dwellings and the Council's Housing stock for 4 years with the option to extend for a further 2 years at the estimated cost of £4,427,189.03.**
- 4. Approves the award to PFL Electrical Ltd a contract to participate in LOT 4 (Back Up Contractor) Aids & Adaptation schemes within private dwellings and the Council's Housing stock for 4 years with the option to extend for a further 2 years at the estimated cost of £300,000.**
- 5. Approves the award to PROCare Shower & Bathroom Centre Ltd. a contract to participate in the Aids & Adaptation Works and provide the sanitary ware and specialist aids and adaptations materials to the above four works contractors for an estimated contract value of £1,446,728 but at no direct cost to the Council.**

Reasons for decision

The Cabinet Member for Property, Highways and Transport introduced the report, which Cabinet agreed, to accept a number of tenders for the provision of Aids & Adaptation services within Private Dwellings and Council's Housing Stock for residents with disabilities, including the vulnerable and older people. It was noted that this followed a competitive procurement exercise and works would be split on an area basis, with specialist support.

Alternative options considered and rejected

Cabinet could have decided to continue to tender small packages of works, but considered this not the best approach to provide such services in an efficient and effective way.

Relevant Select Committee	Property, Highways & Transport
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	These decisions can be called-in by 5pm, Friday 31 March 2023
Officer(s) to action	Sarah-Jane Bartlett
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>

14. ROUGH SLEEPER SERVICES CONTRACTS

RESOLVED:

That the Cabinet:

1. Accept the tender from Trinity Homeless Projects for the provision of the Floating Service (Lot 1) for Rough Sleepers to the London Borough of Hillingdon for a two-year period from 14th April 2023 and at the value of £235,821 following a procurement exercise as set out in the Tender Appendix;
2. Accept the tender from Thames Reach Charity Ltd (Lot 2) for the provision of an Outreach/Inreach Service for Rough Sleepers to the London Borough of Hillingdon for a two-year period from 14th April 2023 and at the value of £690,442 following a procurement exercise as set out in the Tender Appendix;
3. Furthermore, agrees that this includes the provision to extend one or both of the contracts (noting this depends on the future grant funding decisions as to whether both contracts can be extended) for up to a five-year period (seven years in total), delegating approval for any extension to the Leader of the Council and Cabinet Members for Residents' Services, in consultation with the Director of Housing.

4. Note that if the extension option is exercised, the price for Lot 1 with Trinity Homeless Projects will be an additional £598,265, with a total price for the seven years of £834,086, and that if the extension option is exercised the price for Lot 2 with Thames Reach Charity, this will be an additional £1,748,565, with a total price for seven years of £2,439,007.

Reasons for decision

The Leader of the Council introduced the report, which Cabinet agreed, to accept tenders for services to support rough sleepers, which included floating and outreach/inreach services. It was noted that these contracts had been recommended following substantive market testing.

Alternative options considered and rejected

The Council could have decided not to tender, but as funding was provided for such services via the Government, the Council had a duty to demonstrate value for money.

Relevant Select Committee	Residents' Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	These decisions can be called-in by 5pm, Friday 31 March 2023
Officer(s) to action	Mark Billings, Debbie Weller
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>

15. FRAMEWORK AGREEMENT FOR BUILDING & CONSTRUCTION CONSULTANCY SERVICES

RESOLVED:

That the Cabinet:

1. Approves the multi-lot Framework Agreement as set out in this report and Tender Appendix, in relation to building and construction consultancy services for a period of 4 years, noting that there are no direct costs to the Council for the creation of the Framework.

2. **Delegates authority to relevant Cabinet Members for any Council Call-Offs made under this Framework where the value exceeds £500k, providing for more flexible decision-making.**

Reasons for decision

Given the Council’s considerable programme of housing and construction works, the Cabinet Member for Property, Highways and Transport introduced a report, which Cabinet agreed, to establish a multi-lot Framework Agreement for building and construction related consultancy services to deliver value for money and swifter delivery of projects.

Alternative options considered and rejected

Cabinet could have decided not to create a framework agreement and undertake ad hoc tender exercises, but this was discounted for the various reasons set out in the report.

Relevant Select Committee	Finance & Corporate Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	These decisions can be called-in by 5pm, Friday 31 March 2023
Officer(s) to action	Paul Soward
Directorate	Resources 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>

16. TRANSLATION AND INTERPRETATION SERVICES CONTRACT

RESOLVED:

That Cabinet:

- 1) **Accepts the tender from “thebigword” Interpreting Services Ltd (The Big Word) for the provision of corporate translation and interpretation services to the London Borough of Hillingdon for a two-year period from April 2023 to April 2025;**
- 2) **Furthermore, agrees that this includes the provision to extend the contract for a one-year period (3 years in total) to April 2026, delegating approval of any extension to the Leader of the Council and Cabinet**

Member for Corporate Services, noting the indicative total value of the contract for three years of £599,410.

- 3) Notwithstanding the decisions above, instructs officers to explore further technology opportunities to provide efficient translation and interpretation services to seek to reduce future expenditure.**

Reasons for decision

The Cabinet Member for Corporate Services introduced the report, which Cabinet agreed, to accept a tender for translation and interpretation services following a competitive procurement exercise. The Cabinet Member noted that there continued to be a demand for this, particularly in relation to children’s services and to meet legal requirements. It was also explained that the Council would continue to explore new technological ways to deliver such services and achieve value-for-money going forward.

Alternative options considered and rejected

Cabinet could have continued with the current contract, but discounted this for the reasons set out in the report.

Relevant Select Committee	Finance & Corporate Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	These decisions can be called-in by 5pm, Friday 31 March 2023
Officer(s) to action	Tracey Taylor / Trudie Eldriny
Directorate	Central Services / Resources Directorates
Classification	Private - <i>Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).</i>

17. EXTENSION OF TRANSPORTATION ARRANGEMENTS FOR CHILDREN AND SOCIAL CARE CLIENTS

RESOLVED:

That the Cabinet agree to extend the current contracts with the providers set out in Appendix 1 for the Provision of Managed Transportation Services for Adults, Children, Looked After Children and Young People with Special Educational Needs and Adult Social Care Clients to the London Borough of Hillingdon for four months from 28 March 2023 to 28 July 2023 at a total cost of c.2.94m

Reasons for decision

The Cabinet Member for Children, Families & Education introduced the report, which Cabinet agreed, to extend the current transportation providers for home-to-school transport for a short period of time to minimise disruption to children this academic year and enable the new procurement arrangements to come into effect from the September 2023 term after the school holidays.

Alternative options considered and rejected

None, as there would have been disruption to the service impacting users, as the Council moved to the new procurement arrangements.

Relevant Select Committee	Children, Families & Education
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	These decisions can be called-in by 5pm, Friday 31 March 2023
Officer(s) to action	Jan Major
Directorate	Adult Services & Health
Classification	Private - <i>Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).</i>

18. OCCUPATIONAL THERAPY SERVICES CONTRACTS

RESOLVED:

That the Cabinet:

1. Accept the tender from Access Independent to provide 65% of the Council's Occupational Therapy Services provision for 4 years from April 2023 at the price of £1,426,280, with the option to extend for a further 3 years at the price of £1,069,710, subject to approval by the Leader of the Council and Cabinet Member for Health and Social Care.
2. Approve the award to The OT Practice a contract to provide 35% of the Council's Occupational Therapy Services provision for 4 years from April 2023 at the price of £951,500, with the option to extend for a further 3 years at the price of £713,625, subject to approval by the Leader of the Council and Cabinet Member for Health and Social Care.

3. **Approve the extension of the existing spot contracts with the incumbent providers: The OT Practice and Home Independence Services Ltd., on a rolling basis, until the new contracts are fully mobilised.**

Reasons for decision

The Cabinet Member for Health & Social Care introduced the report, which Cabinet agreed, to accept tenders for Occupational Therapy Services for adults and children to fulfil the Council's statutory obligations to provide assessments for adaptations that help people live as independently as possible. Cabinet noted that all due process had been followed during the procurement exercise.

Alternative options considered and rejected

Cabinet could have decided not to undertake a competitive tender exercise, but this was not recommended for the reason set out in the report.

Relevant Select Committee	Health & Social Care
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	These decisions can be called-in by 5pm, Friday 31 March 2023
Officer(s) to action	Claire Fry / Merrick Knight
Directorate	Adult Services & Health / 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>

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

No additional items were considered by the Cabinet.

The meeting closed at 7:30pm

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 above, which is:

5pm, Friday 31 March 2023

	<p>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.</p>
<p>Councillor scrutiny call-in of these decisions</p>	<p>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.</p> <p>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:</p> <p>Scrutiny Call-In - Power Apps (secure)</p>
<p>Notice</p>	<p>These decisions have been taken under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.</p> <p>This Cabinet meeting was also broadcast live on the Council's YouTube channel here for wider resident engagement.</p> <p>Please note that these minutes and decisions are the definitive record of proceedings by the Council of this meeting.</p> <p>If you would like further information about the decisions of the Cabinet, please contact the Council below:</p> <p>democratic@hillingdon.gov.uk Democratic Services: 01895 250636 Media enquiries: 01895 250403</p>