



HILLINGDON  
LONDON



# CABINET

## To all Members of the Cabinet:

**Date:** THURSDAY, 12 OCTOBER  
2023

Ian Edwards, Leader of the Council  
(Chairman)

**Time:** 7.00 PM

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

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

Martin Goddard, Cabinet Member for  
Finance

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

Douglas Mills, Cabinet Member for  
Corporate Services

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

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](http://www.hillingdon.gov.uk) or use a smart  
phone camera and scan the code below:



## Published:

Wednesday, 4 October 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.

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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.

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# 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:

*12 October 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**

4 October 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 - 16
- 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 Annual Report Of Adult and Child Safeguarding Arrangements (Cllr Susan O'Brien & Cllr Jane Palmer) 17 - 88
  - 6 Sheltered Housing Schemes - Yiewsley Court and The Gouldings (Cllr Eddie Lavery) 89 - 118
  - 7 Consultation on school admissions arrangements - Whitehall Infant and Junior Schools (Cllr Susan O'Brien) 119 - 126
  - 8 TfL Local Implementation Plan Spending Submission (Cllr Jonathan Bianco) 127 - 134
  - 9 School Capital Programme Update (Cllr Susan O'Brien & Cllr Jonathan Bianco) 135 - 144
  - 10 Monthly Council Budget Monitoring Report (Cllr Martin Goddard)
- TO FOLLOW***
- 11 Public Preview of matters to be considered in private (All Cabinet Members) 145 - 152

## **Cabinet Reports - Part 2 (Private and Not for Publication)**

<b>12</b>	Highways Term Services Contract (Cllr Jonathan Bianco)	153 - 162
<b>13</b>	Street Lighting Term Contract (Cllr Jonathan Bianco)	163 - 174
<b>14</b>	Energy Procurement 2024 - 2028 (Cllr Martin Goddard)	175 - 186
<b>15</b>	Veterinary Services contract at the Imported Food Office (Cllr Eddie Lavery)	187 - 192
<b>16</b>	The Supply and Delivery of Refuse & Recycling Bags (Cllr Eddie Lavery)	193 - 198
<b>17</b>	Disposal of garage sites and garden land (Cllr Jonathan Bianco)	199 - 208

*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.*

**18** Any other items the Chairman agrees are relevant or urgent

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## Minutes & Decisions

### CABINET

Thursday, 14 September 2023

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



Decisions published on: 15 September 2023

Decisions come into effect from: 5pm, Friday 22 September 2023

#### **Cabinet Members Present:**

Ian Edwards (Chairman)  
Jonathan Bianco (Vice-Chairman)  
Martin Goddard  
Douglas Mills  
Jane Palmer

#### **Members also Present:**

Stuart Mathers  
Scott Farley  
June Nelson  
Sital Punja  
Jan Sweeting

#### **1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Susan O'Brien and 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 27 July 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. HILLINGDON'S 0-19 YRS CORE OFFER TO CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES**

**RESOLVED:**

**That the Cabinet:**

- 1. Notes the findings, considers the responses from the comprehensive public consultation and has due regard to the Equalities Impact Assessments which have informed the proposed final Family Hubs strategy;**
- 2. Notes the findings, considers the responses from the comprehensive public consultation and has due regard to the Equalities Impact Assessments which have informed the proposed option for the delivery of childcare in the early years nurseries;**
- 3. Agrees the Family Hub Strategy as set out in Appendix A for implementation from October 2023;**
- 4. Agrees the use of council assets for the delivery of Family Hub services as set out in Table 1 of the report and agrees the children's centre sites that are surplus to requirements and will close with no reduction in service as set out in Table 2 of the report;**
- 5. Agrees to enable the continued delivery of childcare at Nestles Avenue, South Ruislip and Uxbridge Early Years Centres by securing an alternative provider(s) from the childcare market, as set out in this report;**
- 6. Agrees to receive a further report back to determine future provision for the nurseries;**
- 7. Agrees to support the development of the childcare market in Hillingdon to manage sufficiency in line with the new Early Education entitlements effective April 2024.**

**Reasons for decision**

In March 2023, Cabinet had agreed to commence a 12-week public consultation on the draft Family Hub Strategy and the future of the children centres, along with a second public consultation to seek residents' views on options for the delivery of childcare in the Council's early years nurseries.

On the proposed new Family Hub delivery model, the Leader of the Council outlined the rationale for establishing them, referencing the experience of the Council's first family hub at the Civic Centre which was opened a year or so ago.

It was remarked that families wanted to be able to access integrated help early and locally, and that it was important for public services to identify early needs to prevent



such needs escalating and also to be able to sign-post families to a broader support services.

The findings of the independent review of children's social care in 2022 and an Ofsted thematic inspection were noted, along with Government policy which was to establish family hubs in each local authority area to deliver the start for life and healthy child programmes. It was noted that the Council was ahead of Government policy on this, having already established a family hub.

The Leader explained that the new family hubs would provide a single point of access, would be grounded in local communities and would provide a range of core and flexible services through a hub-and-spoke model, with the expected provision of a broader range of professional services than presently provided by the current children's centres. It was noted that the consultation on the new model of family hub provision was undertaken by an independent organisation, and whilst a number of respondents had opposed the closure of the children's centres identified in the report, the consultation also showed strong support for the overall idea of family hubs and the range of proposed services to be delivered from them, particularly by families with children with special education needs or disabilities.

The Leader affirmed the Council's commitment to deliver the new hubs and to monitor this, invited a request by the Children, Families and Education Select Committee to review its implementation in 2024/25.

In respect of the public consultation on the future of the Council's three early years centres, it was noted that since the matter had previously been considered by Cabinet, the Government had announced the expansion of the entitlement to free nursery places, which was expected to increase demand. As the scale of demand of this was unknown, the Leader explained that it would not be appropriate to close the centres at this time and that the best route forward would be to seek alternative providers to continue nursery provision at the centres and that a further report would be brought back to Cabinet to make a decision on this.

Cabinet duly considered the responses to the two consultations, their findings and also the equalities impact assessments undertaken and in considering all relevant factors, agreed to approve the recommendations in the report.

### **Alternative options considered and rejected**

Cabinet could have decided to maintain the current model of children centre service delivery, but considered that this would not be in the best interests of residents, not responsive to their changing needs or reflect national policy.

On the early years centres, the Leader of the Council explained that another option would have been to increase the fees for them, but that it was considered for the Council to deliver a full cost recovery model and remove the current subsidy, parental fees would need to be increased substantially which would have resulted in them being higher than the market rate.

<b>Relevant Select Committee</b>	Children, Families & Education
<b>Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)</b>	5pm, Friday 22 September 2023
<b>Officer(s) to action</b>	Claire Fry / Sandra Taylor
<b>Directorate</b>	Adult Services & Health
<b>Classification</b>	<b>Public</b> - <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. OLDER PEOPLE'S PLAN UPDATE

### RESOLVED:

**That the Cabinet notes the activities underway across services and with partners to support older people in Hillingdon.**

### Reasons for decision

Cabinet received an update on its activity to support for older people, noting the adoption of a new Council Strategy in 2022 which had now embedded this work within its aims and objectives.

The Cabinet Member for Health and Social Care welcomed the Council's engagement with older residents and organisations, in particular through the Older People's Assembly.

Some of the key activities were outlined, in particular the success of the falls prevention and education programme for strength and balance, where over 170 residents had attended workshops and over 2500 toolkits distributed. The Cabinet Member also noted the popular tea dances, the telecareline service which would be developed digitally further, advice to older people which had enabled them to claim £1.3m in benefits and the continued work to be a dementia friendly borough.

The Cabinet Member stressed the mission to ensure older people are listened to support is given so they can live healthy and active lives. Thanks were paid to the Health and Social Care Select Committee who had also reviewed the report.

### Alternative options considered and rejected

None.

<b>Relevant Select Committee</b>	Health & Social Care
<b>Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)</b>	N/A for noting only
<b>Officer(s) to action</b>	John Wheatley
<b>Directorate</b>	Central Services

**Classification**

**Public** - 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.

**7. HILLINGDON'S YOUTH OFFER & DELIVERY MODEL****RESOLVED:****That the Cabinet:**

- 1. Considers the findings and overall positive response from the consultation which has informed the final proposed Youth Offer for Hillingdon.**
- 2. Agrees to the implementation of a new Youth Offer and delivery model in Hillingdon as detailed in the Youth Offer Vision (Appendix 1).**

**Reasons for decision**

Following Cabinet's decision in March 2023 to consult on a new Youth Offer and the way it was delivered across the Borough, Cabinet noted the positive findings from the consultation.

The Leader of the Council remarked how the existing provision through built youth centres had become increasingly dated with attendance of young people between 10 and 19 years at a low.

It was explained that the new youth offer proposed was to take activities out of the purpose built buildings into the community, as requested by young people, and delivered in a range of facilities and spaces, including open spaces, libraries and community buildings. The aim of which was to expand accessibility and improve the range of activities on offer and to increase the number of people using the service. It was further noted that the current delivery by two teams would be merged into a single team under streamlined management in-line with the Council's operating model.

Cabinet, therefore agreed the new Youth Offer. Cabinet also agreed to the delivery of it through the repurpose of existing facilities, use of new sites and locations, and the closure of existing static youth centre sites as set out in the report.

**Alternative options considered and rejected**

Cabinet considered that continuing with the existing model of youth service provision in Hillingdon was not a viable option to meet its statutory responsibilities or to provide more accessible services to young people and the right support to them.

<b>Relevant Select Committee</b>	Children, Families & Education
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<b>Expiry date for any scrutiny call-in / date</b>	5pm, Friday 22 September 2023
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<b>decision can be implemented (if no call-in)</b>	
<b>Officer(s) to action</b>	Kathryn Wyatt / Julie Kelly
<b>Directorate</b>	Children's Services
<b>Classification</b>	<b>Public</b> - <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. OPTIONS FOR THE FUTURE OWNERSHIP AND OPERATIONS OF UXBRIDGE GOLF COURSE AND HASTE HILL GOLF COURSE \***

**RESOLVED:**

**That the Cabinet authorises the Corporate Director of Place to consider options for the future ownership and operations of the Uxbridge Golf Course and Haste Hill Golf Course, to be undertaken by officers of the Property Services Team, and to bring forward a report to a future Cabinet meeting to consider these and any recommendations for a decision.**

**Reasons for decision**

Cabinet received a report regarding both Uxbridge Golf Course and Haste Hill Golf Course. The Cabinet Member for Property, Highways and Transport explained that both courses were currently operating at a substantial loss and considered it was not appropriate for residents to continue to subsidise the sport, a point supported by the Leader of the Council. Furthermore, to enhance the golf offer further and to remain competitive, a significant capital investment by the Council would be needed to bring them up to standard.

The Cabinet Member clarified that no decision would be made at this time on the future of the courses, and that Cabinet would await a fuller report to make a decision on the matter at a subsequent meeting.

**Alternative options considered and rejected**

None at this stage, and whilst general options were put to Cabinet, it was agreed to receive a further report on the matter to a subsequent meeting.

<b>Relevant Select Committee</b>	Property, Highways and Transport
<b>Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)</b>	5pm, Friday 22 September 2023
<b>Officer(s) to action</b>	James Raven / Perry Scott
<b>Directorate</b>	Place
<b>Classification</b>	<b>Public</b> - <i>The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.</i>

**\*Urgency** - *In accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the Chairman of the Property, Highways and Transport Select Committee was notified under Rule 15 of the Rules on Access to Information in the Constitution (General Exception to give advance notice of key decision) that it was impracticable to give public notice of this matter on the Forward Plan.*

## 9. PROPOSALS FOR COMMISSIONING OF SERVICES FROM THE VOLUNTARY SECTOR

### RESOLVED:

#### That the Cabinet:

1. Agrees to the direct award of the Integrated Carers Support Contract to the Hillingdon Carers Consortium for a period of up to 18 months from 1st October 2023 at a total cost of £1,114,548.50 with a further £19,000 from the Integrated Care Board for 24/25 being under review.
2. Notes the update confirming that 3 organisations will receive their final payment for 23/24 as set out in paragraph 14.
3. Notes the transfer of the responsibility of the service provision of 2 organisations to the Council's Place Directorate as set out in paragraph 16.
4. Agrees, in principle, that to protect service delivery during the transition that contracts be commissioned via a direct award for a period of up to 12 months for the groups set out in paragraph 17 below from 1st April 2024 to 31st March 2025. That specifications and contract payments be developed in discussion with relevant internal and external stakeholders.
5. Agrees to a series of fully open and competitive tenders to follow the periods of direct award contracts set out in recommendation 4. The tenders will result in longer term contracts which reflect identified service needs and opportunities for collaboration and transformation.
6. Delegates approval of contract awards to organisations, once the specifications and contract values are known, to the Leader of the Council and relevant Cabinet Member (Health and Social Care or Children, Families & Education) as appropriate or the Corporate Director of Adult Services and Health where in accordance with the Council's Procurement Standing Orders.

#### Reasons for decision

The Cabinet Member for Corporate Services introduced the report, which marked exciting development in the partnership between the Council and the established voluntary sector in Hillingdon. The Cabinet Member explained the change to a commissioning approach with such organisations, which would better channel the Council's investment to a wider group of residents.

As part of the transition to this, the Cabinet Member proposed the extension of Integrated Carers Support Contract to build upon the work already established, along with a 12-month period for the other organisations listed in the report to develop their partnership with the Council.

The Leader of the Council welcomed that this would open new doors for the voluntary sector to expand support services. Cabinet, therefore, agreed to progress a commissioning model and, as part of the move to this, approved an interim contractual arrangements for relevant voluntary organisations.

### Alternative options considered and rejected

Cabinet could have continued with the historic approach to direct grant funding, but considered this would lead to reduced support for residents and a likely increase in demand on Council services.

<b>Relevant Select Committee</b>	Finance & Corporate Services
<b>Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)</b>	5pm, Friday 22 September 2023
<b>Officer(s) to action</b>	Sarah Baker
<b>Directorate</b>	Transformation
<b>Classification</b>	<b>Public</b> - <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>

## 10. HOUSING FORWARD INVESTMENT PROGRAMME 2023/24 - INTERIM REPORT

### RESOLVED:

That the Cabinet:

- 1) Agree the HRA Works to Stock Programme and specific planned works to the housing stock for the remainder of the 2023/24 financial year, as set out in the report.
- 2) Delegate to the Corporate Director of Place, the authority to:
  - a) Utilise existing internal or external framework agreements or develop new LBH framework agreements for Cabinet approval, to enable the effective delivery of appropriate works, tenders and contracts.
  - b) Approve project specific works completed using an approved LBH Framework or Term contract.
  - c) Release capital funds for the specific works, as set out in the programme and strictly within approved budgets;

- d) Agree minor variations to specific projects within the programme, subject to agreement from the Cabinet Member for Property, Highways and Transport;
  - e) Make any other operational decisions required to implement the works agreed by the Cabinet.
- 3) Agree that relevant portfolio Cabinet Members receive quarterly summary updates, on progress delivering the programme providing capital releases and also capital spend to-date for monitoring purposes. Furthermore, any contracts entered into by the Corporate Director, via framework agreement, exceeding £500k be reported to Cabinet for information as part of the budget monitoring report.
  - 4) Agree, that any variations to the overall programme or approved programme budget be reported to Cabinet for approval in the first instance.
  - 5) Agree to receive a similar report annually in March to agree the forward HRA programme of works for the ensuing financial year and also to review works delivered from the previous financial year.

#### Reasons for recommendations

The Cabinet Member for Finance introduced the report, which sought to address governance and control arrangements for the Works to Stock Programme for council housing valued at £29m, to both upgrade tenants' homes, make them more energy efficient and deal with other priorities such as the removal of damp.

Cabinet agreed special delegated authority to the relevant Corporate Director in order to streamline the delivery of these operational works, authorise their capital spend and to agree contractual matters within approved Framework Agreements and term contracts, subject to oversight by Cabinet Members.

Cabinet, therefore, agreed the work programme for the remained of the financial year and also agreed to receive a report in March annually, to look-back at delivering the previous year's programme and agree the ensuing year's.

#### Alternative options considered and rejected

Cabinet could have decided to keep the status quo with the current level of delegated authority or could have amended the specific works programme of works.

<b>Relevant Select Committee</b>	Property, Highways and Transport
<b>Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)</b>	5pm, Friday 22 September 2023
<b>Officer(s) to action</b>	Gary Penticost
<b>Directorate</b>	Place
<b>Classification</b>	<b>Public</b> - <i>The report and any background papers relating</i>

## 12. MONTHLY COUNCIL BUDGET MONITORING REPORT: MONTH 3

### RESOLVED:

#### That the Cabinet:

1. Note the budget monitoring position and treasury management update as at June 2023 (Month 3) as outlined in Part A of this report.
2. Approve the financial recommendations set out below:
  - a) Approve acceptance of £50k additional grant funding from Transport of London for a comprehensive study of the London Borough of Hillingdon's Cycle Infrastructure.
  - b) Approve acceptance of £78k grant funding from the Department for Environment, Food, and Rural Affairs (Defra) for costs associated with the delivery of new post-Brexit port health authority functions at the Heathrow Imported Food Office.

#### Reasons for decision

Cabinet was informed of the forecast revenue, capital and treasury position for the current year 2023/24 to ensure the Council achieved its budgetary and service objectives.

The Cabinet Member for Finance updated Cabinet on the national economic position, which he noted had created a challenging environment for local authorities, citing the recent bankruptcy of Birmingham City Council. Whilst inflation had fallen, it had had a damaging impact on the economy and had stayed longer than originally forecast, whilst central Government funding to local government had been reduced in real terms.

In respect of Hillingdon's budget position, the Cabinet Member considered it to be realistic and robust through managing costs via budgetary controls and maintaining debt at sustainable levels, so the Council was resilient to financial pressures. It was noted that the budget had adapted to absorb staff pay awards, and along with other pressures, and the projected of use earmarked reserves, the Council was projecting a position of £41.3m of total reserves by the end of the financial year. It was the Council's objective to retain and build the Council's reserves, notwithstanding economic pressures and the Council's programme of savings would assist in this direction.

The Cabinet Member informed Cabinet of the position of the capital programme which was indicating an underspend largely due to capacity constraints in the construction centre causing delays in delivery of key projects. It was further noted there was no change in the Dedicated Schools Budget from the last monitoring report.



Cabinet received an update on the Housing Revenue Account and made a number of other financial related decisions including the acceptance of grants for a study into the Borough's cycle infrastructure and post-Brexit functions at the Imported Food Office at Heathrow Airport.

The Leader of the Council thanked the Cabinet Member for his stewardship of the Council's finances.

### Alternative options considered and rejected

None.

<b>Relevant Select Committee</b>	Finance & Corporate Services
<b>Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)</b>	Decisions 2 a-b can be called-in by 5pm, Friday 22 September 2023.
<b>Officer(s) to action</b>	Andy Evans
<b>Directorate</b>	Finance
<b>Classification</b>	<b>Public</b> - <i>The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.</i>

## 11. OUTCOME OF CONSULTATION ON RE-BANDING OF PARKING PENALTY CHARGE NOTICES

### RESOLVED:

That the Cabinet:

1. Considers the consultation responses received;
2. Authorises the Corporate Director of Place to submit an application to London Councils, the Mayor of London and the Secretary of State for Transport, to change the parking Penalty Charge Notice (PCN) tariff from Band B to Band A;
3. Delegates authority to the Corporate Director of Place, in consultation with the Cabinet Member for Residents' Services, to make any further necessary decisions to implement the change in PCN Banding if the consent of the Secretary of State is granted.

### Reasons for decision

Cabinet noted that in April 2023, the Council had launched a consultation on plans to tackle an increase in parking non-compliance in the Borough by increasing the deterrent effect of penalty charge notices (PCN) and moving them from Band B to A.

The Leader of the Council explained the proposal to move to Band A, noting that in the period prior to after Covid-19, the number of penalty charge notices issued by

the Council had increased by 29%, which, in many ways, demonstrated that the lower charge was not acting as a sufficient deterrent.

The Leader remarked on the outcome of the consultation and whilst noting that there were objections to the proposed band change, regarded that there was a wider public interest in maintaining safe highways and the free flow of traffic which was why the Council was recommending the change. Cabinet, therefore agreed the proposal and noted the necessary submissions that would need to be made, and further acknowledged that an upcoming wider London review of the charging bands could in fact, negate the need for the Council's application altogether.

### Alternative options considered and rejected

Cabinet could have decided not to apply to change the PCN banding.

<b>Relevant Select Committee</b>	Residents' Services
<b>Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)</b>	5pm, Friday 22 September 2023
<b>Officer(s) to action</b>	Beth Rutherford / Richard Webb
<b>Directorate</b>	Place
<b>Classification</b>	<b>Public</b> - <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>

## 13. 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.

### Alternative options considered and rejected

These were set out in the public Cabinet report.

<b>Relevant Select Committee</b>	As set out in the report
<b>Expiry date for any scrutiny call-in / date decision can be</b>	This matter is not for call-in, as noting only.

<b>implemented (if no call-in)</b>	
<b>Officer(s) to action</b>	Mark Braddock
<b>Directorate</b>	Central Services
<b>Classification</b>	<b>Public</b> - <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>

**14. PROPERTY AT THE GRANGE, RICKMANSWORTH ROAD, NORTHWOOD**

**RESOLVED:**

**That the Cabinet:**

- 1. Declares that The Grange, Rickmansworth Road, Northwood HA6 2RB is surplus to requirements, the Property is shown edged red on Plan A.**
- 2. Authorises the sale of the freehold interest in The Grange to the current tenant at the value and terms as detailed in the report.**
- 3. Delegates all future decisions regarding this disposal to the Cabinet Member for Property, Highways & Transport, in conjunction with the Corporate Director of Place.**

**Reasons for decision**

Cabinet agreed to the disposal and sale of The Grange Country House, Rickmansworth Road, Northwood, a Grade II listed building which was currently let on a commercial lease for use as a wedding venue.

**Alternative options considered and rejected**

Cabinet considered the alternative options as set out in the confidential report.

<b>Relevant Select Committee</b>	Property, Highways and Transport
<b>Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)</b>	5pm, Friday 22 September 2023
<b>Officer(s) to action</b>	
<b>Directorate</b>	
<b>Classification</b>	<b>Private</b> - <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. **PROPERTY AT ARUNDEL ROAD & WALLINGFORD ROAD, UXBRIDGE**

**RESOLVED:**

That the Cabinet:

***Arundel Road:***

- 1) Declares that the land at Arundel Road Uxbridge UB8 2RP is surplus to requirements, the Property is shown shaded orange on Plan A.
- 2) Authorises the sale of the freehold interest in the land at Arundel Road.
- 3) Authorises the sale of the Property on the open market.

***Wallingford Road:***

- 4) Declares that the land at Wallingford Road Uxbridge UB8 2FG is surplus to requirements, the Property is shown shaded red on Plan B.
- 5) Authorises the sale of the freehold interest in the land at Wallingford Road.
- 6) Authorises the sale of the Property on the open market.

***For both sites***

- 7) Delegates all future decisions regarding this disposal to the Cabinet Member for Property, Highways & Transport, in conjunction with the Corporate Director of Place.

**Reasons for decision**

Cabinet agreed the disposal and sale of two sites at Arundel Road and Wallingford Road in Uxbridge, which were both are on industrial estate land and semi-redundant in use.

**Alternative options considered and rejected**

Cabinet considered the alternative options as set out in the confidential report.

<b>Relevant Select Committee</b>	Property, Highways and Transport
<b>Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)</b>	5pm, Friday 22 September 2023
<b>Officer(s) to action</b>	
<b>Directorate</b>	
<b>Classification</b>	<b>Private</b> - 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).*

**16. ANY OTHER ITEMS THE CHAIRMAN AGREES ARE RELEVANT OR URGENT**

No additional items were considered by the Cabinet.

The meeting closed at 7:39pm.

**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 22 September 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](mailto:democratic@hillington.gov.uk)

Democratic Services: 01895 250636

Media enquiries: 01895 250403

## SAFEGUARDING PARTNERSHIP ANNUAL REPORT 2022-2023

<b>Cabinet Member(s)</b>	Cllr Susan O'Brien Cllr Jane Palmer
<b>Cabinet Portfolio(s)</b>	Cabinet Member for Children, Education & Families Cabinet Member for Health and Social Care
<b>Officer Contact(s)</b>	Suzi Gladish, Safeguarding Partnership and Quality Assurance
<b>Papers with report</b>	Hillingdon Safeguarding Partnership Annual Report Easy Read Annual Report Children and Young People's Annual Report

### HEADLINES

<b>Summary</b>	<p>The Safeguarding Annual Report summarises the work undertaken by Hillingdon Safeguarding Partnership to support and safeguard Hillingdon's residents: adults with support and care needs and vulnerable children and their families.</p> <p>The report provides assurance that the actions taken across the local partnership to prevent abuse, neglect and self-neglect have been effective in the year 2022-2023 and that we have discharged our statutory duties to ensure that we learn from serious incidents and provide strategic leadership for safeguarding.</p>
<p><b>Putting our Residents First</b></p> <p><b>Delivering on the Council Strategy 2022-2026</b></p>	<p>This report supports our ambition for residents / the Council of: Be / feel safe from harm</p> <p>This report supports our commitments to residents of: Safe and Strong Communities</p>
<b>Financial Cost</b>	There are no direct financial implications arising from this report.
<b>Relevant Select Committee</b>	Children, Families & Education Health and Social Care
<b>Relevant Ward(s)</b>	N/A

## RECOMMENDATIONS

**That the Cabinet:**

- 1. Notes the Annual Report and is assured that the partnership continues to provide leadership and scrutiny of the safeguarding arrangements for Hillingdon residents.**
- 2. Notes the way in which the partnership has responded to the challenges posed by changing local, national and international contexts.**
- 3. Notes the strategic priorities for safeguarding for 2023-24.**

### **Reasons for recommendation**

To inform the Cabinet of the way in which safeguarding partnership performed the year before and which are the safeguarding priorities for the year ahead.

### **Alternative options considered / risk management**

None.

### **Select Committee comments**

Both the Children, Families & Education and the Health & Social Care Select Committees have considered the Annual Report as part of their monitoring role of Council services.

## SUPPORTING INFORMATION

1. In September 2019 the Hillingdon Safeguarding Partnership arrangements were launched in line with the statutory requirements set out in the Children and Social Work Act 2017 and Working Together to Safeguard Children 2018. The Local Authority now shares equal responsibility with our statutory partners, the NHS Hillingdon Clinical Commissioning Group and Metropolitan Police, to safeguard children and young people.
2. The Care Act 2014 placed a statutory duty on each Safeguarding Adults Board to produce an Annual Report, outlining the work undertaken to achieve its strategic objectives, the work of each member to implement the Safeguarding Adults Boards' strategy and detailing the findings of any Safeguarding Adult Reviews and subsequent required actions.
3. In promoting this joint approach, both boards are now scrutinised and held to account through the multiagency Executive Leadership Group. The group is chaired by a member of the NHS Northwest London Integrated Care Board and attended by the senior representatives of the safeguarding partners (Police and Local Authority).
4. The joint approach to safeguarding children and adults has been reinforced by the implementation of shared chairing arrangements across the three strategic Boards, with responsibility rotating through the three statutory partners on an annual basis.



5. The report provides an overview of the actions taken across the local partnership to prevent and respond to abuse, neglect, and self-neglect in the year 2022-2023. It sets out how we have discharged our duties to ensure that we learn from serious safeguarding incidents and provide strategic leadership that strives to continuously develop safeguarding practice.
6. There is shared and equal responsibility for safeguarding between the three statutory partners, the Local Authority, Metropolitan Police Service and NHS North West London Integrated Care Board. This approach is reinforced by the rotation of chairing responsibility across the three senior strategic Boards, the Executive Leadership Group, Safeguarding Adults Board and Safeguarding Children Partnership Board.
7. Safeguarding practice does not take place in a vacuum, it is helpful to understand the wider context for this report. In 2022-2023 services locally, and nationally, continued to face additional pressures with a sustained increase in demand across all agencies to meet the safeguarding needs of residents. This is not a Hillingdon specific issue and is replicated nationally. The health, social and economic ramifications of the pandemic have been further exacerbated by the cost-of-living crisis, with widespread strain on public, voluntary and safeguarding services.
8. The Report sets out how the multiagency strategic partnership contributes to safeguarding practice in the Borough, outlining the progress made against the agreed priorities of the Safeguarding Partnership. Each priority has a dedicated subgroup, with an agreed plan of work that, broadly, seeks to develop practice using a framework of prevention, identification, and response.
9. Our approach to learning from practice through quality assurance, reflective and statutory review ensures that we focus on practice and system development to reduce the risks of serious harm to adults or children. This includes direct engagement with frontline practitioners across the Partnership.
10. Identified learning informs our training provision with a diverse offer of newsletters, practice briefings, webinars, learning events and commissioned training available. In the reporting period the number of sessions of continuous professional development attended increased by over 40%. This is largely due to improved accessibility through focussed and targeted webinars.
11. In the last year the Partnership further highlighted the importance of directly consulting with adults and children with lived experience of safeguarding services, ensuring that their voices are sought and amplified. The main Report is supported by the publication of an Easy Read version, and the coproduction of our first Children and Young People's Annual Report.
12. Strategic priorities for safeguarding for 2023-2024

The Safeguarding Children Partnership has identified the following priority areas for 2023-24:

- Stronger Families
- Child Sexual Abuse
- Contextual Safeguarding
- Education Safeguarding

13. The Safeguarding Adult Board has identified the following priority areas:

- Neglect
- Safeguarding Adults Review Panel

14. Shared strategic priorities amongst the Council and partners are:

- Practice Development Forum,
- Joint Strategic Safeguarding and Trafficking

### **Financial Implications**

This report details the work being undertaken by the Hillingdon Safeguarding Partnership and has no direct financial implications. The costs of the Safeguarding function delivering the work are contained within existing resources.

## **RESIDENT BENEFIT & CONSULTATION**

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

Hillingdon adults with care and support needs, vulnerable children and their families and carers remain safe and the safeguarding partnership continues to respond effectively and efficiently to the needs of residents.

### **Consultation carried out or required:**

The Annual Report has been endorsed by the Safeguarding Children Partnership Board, The Safeguarding Adults Board, and the Executive Leadership Group.

## **CORPORATE CONSIDERATIONS**

### **Corporate Finance**

Corporate Finance have reviewed this report and concur with the Financial Implications set out above, noting that there are no direct financial implications associated with the recommendations in this report.

### **Legal**

Legal Services confirm that the legal implications are included in the body of the report.

## Comments from other relevant service areas

Comments and updates from various agencies with a role in safeguarding residents are included in the appended report.

## BACKGROUND PAPERS

The Care and Support Statutory Guidance, Department of Health and Social Care, October 2018 <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

The Care Act 2014 - <http://www.legislation.gov.uk/ukpga/2014/23/section/43/enacted>

Working together to safeguard children, Department of Education, 2018  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

The Children and Social Work Act 2017  
<https://www.legislation.gov.uk/ukpga/2017/16/contents/enacted>

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**Hillingdon Safeguarding  
Partnership**



# Annual Report

## 2022-2023



*The vision of the Safeguarding Children Partnership is for every child and young person to be and feel safe, enjoy good physical, emotional and mental health, have pride in their unique identities, feel that they belong and have opportunities to thrive.*

*The Safeguarding Adults Board's vision is for Hillingdon citizens, irrespective of age, race, gender, culture, religion, disability, or sexual orientation to be able to live with their rights protected, in safety, free from abuse and the fear of abuse.*

## Table of Contents

1	Impact Statement	3
2	Hillingdon Safeguarding Partnership: Safeguarding Arrangements	5
3	The Voice of the Person	6
4	Safeguarding Priorities	9
4.1	Children’s Priorities	9
4.2	Shared Priorities	11
4.3	Adult Priorities	13
5	Learning from Practice	14
5.1	Safeguarding Learning Events	16
6	Quality Assurance	18
7	Training Programme	20
8	London Borough of Hillingdon – Children and Young People Services	22
9	London Borough of Hillingdon Adult’s Services	28
10	NHS North West London Integrated Care Board	31
11	Metropolitan Police Service (MPS)	33
12	Agency Contributions	37
12.1	Central and North West London NHS Foundation Trust (CNWL)	37
12.2	Local Authority's Designated Officer (LADO) and Education Safeguarding	41
12.3	Children’s Rights and Participation Service	43
12.4	The Hillingdon Hospital	44
12.5	Stronger Communities and Prevent – London Borough of Hillingdon	46
12.6	Harlington Hospice – Psychological and Emotional Support Service	47
13	Priorities for 2023-2024	47
14	Appendices	49

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## 1 Impact Statement

Hillingdon Safeguarding Partnership has continued to strive towards achieving our vision for residents to be and feel safe and to meet their full potential. This year we have focussed on understanding the impact of our strategic safeguarding arrangements on front line practice. Alan Caton OBE, our Independent Scrutineer, analysed the effectiveness of safeguarding practice in respect of extrafamilial harm for children and of the Adult Multi Agency Safeguarding Hub and concluded that:

*'...there are, in my view, many strengths to the safeguarding arrangements for children and adults across Hillingdon. I have found a strong partnership that is open to scrutiny and challenge and one that strives to continually learn and improve practice. I have not come across any areas of poor practice or weaknesses in the adult MASH, or service provision for adolescents at risk of harm.*

*There is strong leadership from the Executive Leadership Group and a clear sense of joint and equal responsibility from the three safeguarding partners. The partnership is one that is built on high support, high challenge and where difficult conversations are encouraged.'*

Safeguarding practice does not take place in a vacuum, it is helpful to understand the wider context for this report. In 2022-2023 services locally, and nationally, continued to face additional pressures with a sustained increase in demand across all agencies to meet the safeguarding needs of residents. This is not a Hillingdon specific issue and is replicated nationally. The health, social and economic ramifications of the pandemic have been further exacerbated by the cost-of-living crisis, with widespread strain on public, voluntary and safeguarding services.

This year there have been several high-profile safeguarding reviews published, including those in respect of Child Q, and the national reviews in respect of the tragic deaths of Arthur Labinjo-Hughes and Star Hobson, and regarding safeguarding children with disabilities in residential settings. We have also seen the publication of independent reviews that set out systemic challenges within partner agencies. As a local partnership we continue to monitor closely the legislative response from central government and to identify address any local ramifications, ensuring that whilst any necessary difficult conversations are held that we do not overlook building on the strengths that can bolster our resilience.

To further our understanding of local practice a robust quality assurance schedule was implemented, with the support and expertise of safeguarding leads across the partnership. The schedule was designed to be broad, with topics ranging from self-assessment of agency compliance with the Children and Family Act, to targeted reviews of the Stronger Families approach, and the role of community multi-agency risk assessment conferences (MARAC) in safeguarding adults who self-

neglect through hoarding. The purpose of multiagency audit is to provide us with important information about our areas for development, in addition to recognising our strengths in practice.

The views and experience of frontline practitioners have been sought, with their knowledge contributing directly to the development of the Safeguarding Partnership Contextual Safeguarding Strategy. As a partnership we have engaged directly with residents who have lived experience of safeguarding services, co-producing a review tool that enabled us to explore practice from the perspective of those most impacted.

We also supported our children and young people to produce their own Annual Report, a summary of which is incorporated into this report.



## 2 Hillingdon Safeguarding Partnership: Safeguarding Arrangements

This report provides an overview of the activity of Hillingdon's Safeguarding Partnership. The report seeks to provide assurance around the effectiveness of our local safeguarding arrangements, and to evidence the impact of these arrangements in ensuring the safety of Hillingdon residents irrespective of age.

The Safeguarding Partnership Implementation Unit provides support and drive to both the Adult's and Children's Partnerships. A key focus of the team is to facilitate, develop and maintain links between the Safeguarding Children Partnership and The Safeguarding Adults Board. The team also seeks to develop links and coordinate activity and delivery with the other relevant strategic boards across Hillingdon and Pan-London.

The main engine of the safeguarding arrangements for children is the Safeguarding Children Partnership Board and, for adults, the Safeguarding Adults Board. The Boards have oversight of safeguarding practice and performance, resolving issues as they arise. Where this is not possible, the issue will be escalated to the relevant organisation(s) via the Implementation Unit and if the individual organisation(s) still cannot resolve the matter, it is escalated to the Executive Leadership Group.

To ensure the success, coordination, and impact of the shared arrangements we have a joint Executive Leadership Group (ELG) that provides governance, leadership, oversight and challenge to both Boards. The ELG consists of the Local Authority's Chief Executive, the Chief Nurse of Hillingdon NHS Integrated Care Partnership, and the Metropolitan Police Service Borough Commander. This group has joint and equal responsibility for safeguarding in Hillingdon. Each partner is subject to internal scrutiny in accordance with their internal governance structures. In addition to this, the ELG has commissioned regular independent scrutiny of our safeguarding arrangements for both children and adults to provide reassurance of the effectiveness of the arrangements and independent critical challenge and appraisal that supports learning and future development.

To reflect the vision of joint and equal responsibility the Boards are chaired on a yearly rotating basis by a representative of the three statutory partners. From September 2022 responsibility for chairing the Executive Leadership Group passed to the Integrated Care Partnership, for the Children's Partnership Board to the Metropolitan Police Service, and for the Safeguarding Adults Board to the Local Authority. The Boards steer learning and development for the safeguarding environment across the London Borough of Hillingdon, and are informed by independent scrutiny, quality assurance activities, and subgroups.

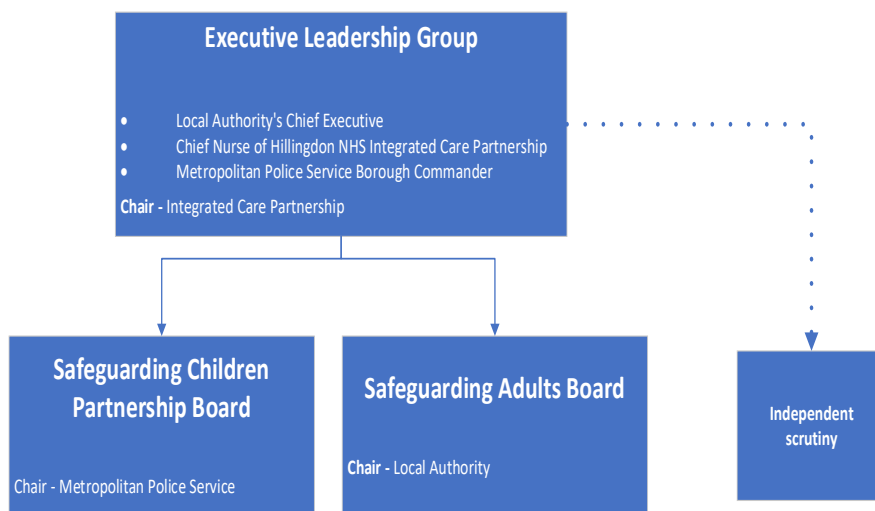


Fig 1 – Safeguarding arrangements governance structure

### 3 The Voice of the Person

In 2022 our Communication and Engagement Strategy was agreed. This document sets out how the Safeguarding Partnership interacts with individuals in receipt of services, the wider community, and professionals. One of the cornerstones of our local arrangements is an emphasis on understanding the lived experience of children, adults, their families, and carers. This ensures that we understand the impact of our work and provides a steer for future areas of priority and focus. To achieve this, we have proactively sought to recruit to the pan London Safeguarding Voices initiative, working with Healthwatch and attending the Older People’s Assembly to raise awareness of the role of the Safeguarding Partnership. We have also worked with the Local Authority Project Search team to quality assure our easy read products.



Adults and children with lived experience of safeguarding support were supported to co-produce the audit tool used for our ‘Voice of the Person Review’. Adults and children were consulted using a short, structured interview format. Overall, the findings paint a positive picture that most of the adults and children felt listened to by professionals. Most also felt they had received the support they needed to facilitate their communication with professionals. The positive accounts relate to encounters across the professional network: social care, health professionals, and police officers as well as direct providers of care and support.

Areas for further development include ensuring that the nuance of a person’s situation is reflected in written reports, and that reports are in plain language and are shared with the subject adult/child. There were some accounts of people struggling to contact professionals, and feeling unsure of which

professional should be helping with their specific situation. Some carers and adult's representatives felt that their knowledge and experience was not given sufficient weight, and they struggled to navigate the safeguarding network.

We asked children and adults what good listening means, with their responses condensed into four key aspects of practice:

- Making dedicated time and space
- Tailoring communication to individuals and families
- Relationship and rapport building
- Acting on what people say and communicating what is being done.

There is an overarching theme of care and compassion, when people felt that professionals genuinely cared about their situation, often at times of crisis in their lives, they felt more listened to. How effectively professionals conveyed this was impacted by whether they had made dedicated time and space to listen, whether they made efforts to find ways to communicate meaningfully, and whether they acted on what was said.

A member of the Safeguarding Partnership team separately met with the various children's consultation and engagement groups coordinated by the Local Authority. Thirty-six children with lived experience of safeguarding were consulted. These children are from a range of ethnicities, gender identities, cultures, religions, countries, and some had disabilities and neurodiversity needs. Their views were sought about their interactions with the wide range of professionals that have supported them, and their families and peers. With support Hillingdon's children and young people have produced an annual report, this is available as a standalone document with a summary of key points below:



**Hillingdon Safeguarding Partnership**



The Safeguarding Partnership is all the people that help and support us. Our social workers, doctors, carers, mental health workers, nurses, police officers, GPs, housing officers, mentors, support workers and many more.


# Children's Voice



## 4 Safeguarding Priorities

This section outlines the highlights of multiagency working in the last year. To reflect our ethos of shared and equal responsibility for safeguarding we have continued to encourage partner agencies to chair subgroups. This has been less successful in the last year due to increasing pressures on operational services, in consequence most subgroups are chaired by the Local Authority, or a member of the Implementation Unit. Subgroups are generally well attended across all aspects of partnership work, statutory partners are represented in all, with relevant agencies attending according to the focus of the subgroup. There have been some challenges in securing the engagement of education representatives.

Children's  
Priorities



### 4.1 Children's Priorities

The **Strategic High-Risk Panel** is usually co-chaired by the Metropolitan Police and Children and Young People's Services. Due to changes in local senior policing in practice this subgroup has largely been chaired by the Local Authority representative. The focus of the subgroup is to develop a collaborative strategic response to children at risk of extrafamilial harm. The overarching objective is to prevent, intervene and disrupt child exploitation. The panel collates and scrutinises information from a variety of sources and partners to identify trends and themes. This facilitates multiagency solution-focussed discussions to determine the best way to strategically address the identified needs and priorities.

In the last year the Panel completed a review that considered the early identification of children at risk of extrafamilial harm. This highlighted the need for the Education Inclusion Toolkit for Schools to be finalised, with agreement and publication in September 2022. The review further identified a need for increased awareness of the concept of 'adultification', which recognises that children who are from a global majority ethnic group are more likely to be treated as older than they are, and therefore less in need of protection. Most recently the Panel identified a need for year 6 children to have access to age-appropriate information about exploitation, resulting in workshops being offered to all Hillingdon primary schools by the Local Authority Adolescent Development Service.

In March 2023 the subgroup agreed the **Hillingdon Contextual Safeguarding Strategy**, with a plan to undertake a pilot of the approach in the Hayes area of the Borough.

The Contextual Safeguarding Approach recognises that children can experience harm outside of their families and provides a framework for

professionals to intervene in the contexts in which harm takes place – for example in schools, neighbourhoods and parks. The Safeguarding Partnership has made a successful bid for funding to support the pilot and developed a framework for locality assessments.

The **Child Sexual Abuse** subgroup formed in December 2021. The remit is to raise awareness of all forms of child sexual abuse in the community and across the partnership, to develop strategies that improve practitioner capacity to identify sexual abuse, increasing knowledge and confidence and to develop the partnership response where a child sexual abuse concern is identified. The subgroup considers issues of equality and diversity, including the additional risks and vulnerabilities faced by children with disabilities. Over the last year the subgroup has continued to work closely with the Centre of Expertise for Child Sexual Abuse, developing a bespoke resource for schools to improve the response to child-on-child sexual abuse. Training needs have been identified, and met, through the creation of subject specific briefings, and piloting a new course in respect of children with disabilities. A range of useful resources for practitioners have been collated and made available on the Safeguarding Partnership Website.

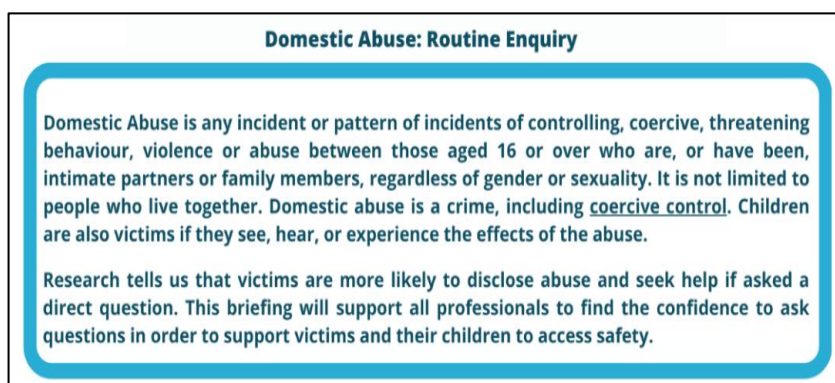
In August 2021 the Local Authority launched the **Stronger Families** approach to early help services in Hillingdon. This is a locality-based approach with three hubs, each developing networks to support children and families in the local community. In 2022-23 the subgroup has continued to provide scrutiny and strategic vision for the approach, enabling direct feedback from partners to identify and address any implementation issues, and to share information and updates about the progression of services. The subgroup concluded a multiagency review of the service highlighting strengths and opportunities for further development. The review found that the Stronger Families approach was



well embedded across the partnership, with positive feedback from families. As with any system change there were some early challenges, however these have largely been resolved within the subgroup and the focus is now on widening multiagency participation and ownership of plans for children, ensuring that support is provided by the right person, at the right time.

#### 4.2 Shared Priorities

The **Domestic Abuse** Subgroup reported to the Domestic Abuse Steering Executive in addition to the Safeguarding Adults Board and Safeguarding Children Partnership. In 2022 the subgroup concluded, with almost all identified areas of work progressed, excluding the development of a domestic abuse dataset as this is now being progressed by the Domestic Abuse Steering Executive. The impact of the subgroup was evident in disseminating the learning from the Domestic Homicide Review O, the development of, easy read guides to accessing support and practice briefings around routine enquiry in domestic abuse. The subgroup also achieved assurance around multiagency practice in respect of domestic abuse where there is a safeguarding element. Whilst the subgroup has ceased meeting there continues to be an ongoing link directly into the Domestic Abuse Steering Executive to ensure that safeguarding needs of victims, their children, and adults with care and support needs remain a priority.



The **Joint Strategic Safeguarding and Trafficking** Subgroup is a multi-agency subgroup of the Hillingdon Safeguarding Partnership. To date the group has been co-chaired by Border Force and the Safeguarding Partnership Team. The subgroup works to improve practice around the identification, prevention and response of all trafficking and safeguarding issues concerning children and adults arriving at or travelling through Heathrow Airport.

Over time significant achievements have been made in increasing and embedding awareness, understanding and partnership working around safeguarding adults and children at the airport. Ongoing police and Border Force operations are embedding and sustaining awareness of how to recognise and respond effectively to safeguarding issues, amongst all the people who work in the airport – including staff in all capacities. Modern Slavery Practice Guidance, currently in draft, will help solidify best practice across the entire professional network, including all stakeholders at Heathrow Airport. The membership and scope of the group is under review by key members, considering the extensive achievements so far, and ongoing areas of complexity.

The focus of the **Practice Development Forum (PDF)** is to ensure that learning from any statutory or non-statutory review, local or national, is disseminated across the safeguarding partnership as required. The Practice Development Forum also considers learning from audits and other statutory reviews. The group has a core membership across both partnerships, in recognition that learning from practice usually has applicability across both sectors. This year there have been four affiliated Task & Finish groups: Child Learning from Practice; Adult Learning from Practice; Female Genital Mutilation, Safeguarding and the Cost of Living.

During the year, to help disseminate and share information in different ways, we continued to publish and disseminate our Partnership Newsletter which continues to provide professionals with an accessible and practical overview of key practice developments, resources and learning from practice.

We believe that in addition to good information sharing, learning activities and good communication, quality assurance plays an important role in assessing and evaluating the impact of various activities and the effectiveness of the safeguarding arrangements. A coherent structure to the quality assurance activities of the partnership and an analytical approach is now being provided through the annual 2022-23 multiagency quality assurance schedule that is further explored later in this report.

The Safeguarding Partnership proactively raises awareness of **safeguarding themes and issues** throughout the year to continuously reinforce knowledge and increase alertness to issues of abuse and neglect. Through doing so it contributes to a community of residents and professionals who are well informed to prevent harm before it occurs and know how to seek help when needed.

This year the Partnership has promoted:

- Anti-Slavery Day
- Safeguarding Adults Week
- Mental Health Awareness Week
- International Men's Day
- Safer Internet Day
- Child Exploitation Awareness Day
- World Suicide Prevention Day

**Safeguarding Adults Is Everyone's Business**

Hillingdon safeguarding adults board

Frank depends on his daughter. He has to wait all day for personal care whilst she is at work. She won't allow anyone to help. She says it will cost too much.

**Neglect is a Safeguarding Concern**

Do you know a vulnerable person who may be suffering abuse, neglect or self neglect?

Report to Social Care Direct  
 Call: 01895 556633  
 Email: [socialcaredirect@hillington.gov.uk](mailto:socialcaredirect@hillington.gov.uk)  
 Complete: [online form](#)

Scan this QR Code to complete the form





Tools and resources are developed in advance and shared across the professional network in addition to being available on our websites. Input from expert leads across the partnership is sought where required, both in the development of resources, and in ensuring that

the target audience is reached. There is evidence to support direct impact on safeguarding practice, and positive feedback from safeguarding partners about the usefulness of the resources.

#### 4.3 Adult Priorities

The **Making Safeguarding Personal (MSP)** subgroup has been operational since March 2020, concluding in December 2022. The subgroup led on the strategic development of the MSP agenda in Hillingdon, ensuring that adult safeguarding services are person-led, and outcome focused through quality assuring existing practice and procedures and raising the profile of MSP throughout safeguarding agencies. Over the course of operation, the subgroup undertook a multiagency audit of practice, with learning shared widely via webinar. In response to identified need the subgroup also produced a range of practice briefings including guidance around use of interpreters, access to justice and the promotion of best practice in safeguarding enquiries. There has been positive feedback regarding the impact of briefings on practice, with the Hillingdon Hospital reporting routine use of the access to justice briefing to support health professionals to better know when to contact the police and thereby safeguard adults with care and support needs.

##### Key Messages For Practice

###### **Timely and appropriate reporting to police promotes access to justice**

People with care and support needs can face particular challenges in accessing protection from crime, exercising their rights and accessing justice when they have been a victim of crime.

###### **Only the police can investigate crimes, NOT any other professionals or employers**

Employers and other practitioners often start investigating alleged crimes before reporting to the police. This makes successful prosecution much less likely. It is not appropriate for safeguarding enquiries or complaint responses to amount to an investigation of crimes.

###### **You do NOT need proof that a crime has taken place before you report it**

A reasonable suspicion is all you need. You do not need to be certain.

###### **Early involvement of police can increase access to justice**

This optimises the ability of the police to gather evidence and increase safety of the adult at risk

###### **Sometimes reports to police should be made without a victim's consent**

Reporting crimes to the police can protect other people, can protect life, and can prevent future crimes. There are some circumstances where you should report alleged crimes regardless of the victim's consent.

The **Mental Health and Safeguarding** subgroup formed in August 2021, with work concluding in February 2023. It has fulfilled its stated purpose:

- to identify and share local and national learning from serious cases and expert practice knowledge from subgroup members and embed that in systems and practice across the partnership to reduce the risks of abuse and neglect and self-neglect for adults with mental health problems, and

- to improve outcomes and quality of life in cases of abuse, neglect and self-neglect for adults with mental health problems.

The subgroup established links with health led strategic fora to avoid duplication and to ensure that areas of work were progressed in the most appropriate forum. The subgroup established the need for focussed practice development, delivering a multiagency webinar that continues to be available to the Partnership and producing practice briefings. The subgroup scrutinised local quality assurance processes, highlighting a need for clinical focussed auditing to incorporate the identification of and response to social care needs or safeguarding concerns. The Local Authority also introduced an AMHP (Approved Mental Health Professional) focussed quality assurance programme to address the same need. There continues to be a direct link between the Safeguarding Partnership and Suicide Prevention Steering Group and Learning from Suspected Suicides Panel.

The **self-neglect** subgroup is led by the Head of Service for Safeguarding in Adult Social Care. In the last year the subgroup has progressed through the strategic objectives to raise awareness of self-neglect, to improve practitioner knowledge, capacity and confidence and to develop the multiagency safeguarding response. One key area of work has been the quality assurance of processes where an adult is self-neglecting and there are concerns about hoarding behaviour that may also pose a risk to others, for example through clutter posing a fire hazard. This area of practice has crossover with those more focussed on community, rather than individual, safety. In consequence the audit considered the intersection between adult safeguarding and community multi-agency risk assessment conferences.

The audit considered barriers to best practice, interagency working and information sharing and identifying good practice. Actions taken in response to the audit have included raising awareness of referral pathways, increasing practitioner knowledge of the Clutter Image Rating Scale, and practice development around the implementation of the Mental Capacity Act.

## 5 Learning from Practice



It is acknowledged that learning can be gained from recognising good practice but also from those circumstances where we, as a partnership, could have responded differently to a child or adult's circumstances. Systemic learning and practice improvement is not only based on local experience but includes that which stems from regional and national research, policy, and practice. This approach seeks to ensure that safeguarding practice in Hillingdon is research informed and evidence

based and that our residents receive services that are of a high standard delivered by a partnership that strives to continuously improve.

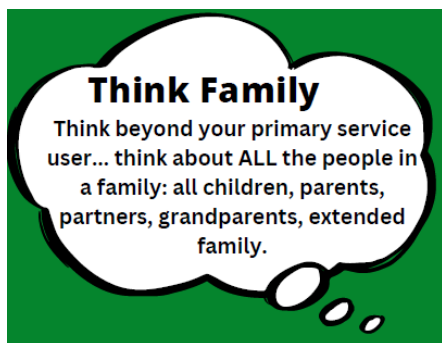
A fundamental duty of both the Safeguarding Children Partnership and Safeguarding Adults Board is to review those cases that may meet the criteria for a statutory review of practice. This review process is undertaken in line with the statutory guidance set out in Working Together to Safeguard Children 2018 and the Care and Support Statutory Guidance 2014.

A notification to the Child Safeguarding Practice Review Panel (the National Panel) is made when a child has suffered serious harm, and that abuse and/or neglect is known or suspected. For each serious incident notification, a multiagency Rapid Review is convened to bring together and consider information known about the child by all agencies involved and to identify any areas of learning. The Rapid Review is held within 15 working days of the notification, with a report detailing the circumstances of the child, the actions of involved agencies, any learning identified and a decision around Local or National Child Safeguarding Practice Review. In the last year two Rapid Reviews have been convened, both concluding with recommendation for a Child Safeguarding Practice Review.

The Hillingdon Safeguarding Adult Review Panel is chaired by a Metropolitan Police Detective Superintendent with responsibility for safeguarding. It has a core membership of senior representatives from key agencies, with others mandated to attend according to the specific requirement of the case. The purpose of the Panel is to review circumstances that may meet the criteria for a Safeguarding Adult Review (SAR) as specified in the Care Act 2014. In 2022-23 the Panel considered 7 referrals, concluded two Safeguarding Adults Reviews, with a third currently in progress.

**Learning from Practice Frameworks** have been implemented to promote the continuous improvement of safeguarding practice in both adult and child services. The Task and Finish Groups have a broad remit that includes undertaking non-statutory learning reviews, progressing actions, and identifying any thematic barriers to good practice.

In the last year 4 learning reviews have been completed, these provide an opportunity to proactively analyse and reflect on practice. Each learning review considers the implications of the circumstances for wider safeguarding practice with children and adults. Learning is addressed and disseminated using a variety of methods according to need. This includes direct engagement with frontline practitioners and managers, through changes to policies and procedures, and through the development of practice briefings or inclusion in the Safeguarding Partnership Newsletter that is widely circulated. Overarching themes identified in the last year include:



- The importance of a Think Family approach, ensuring that practitioners consider the needs of all family members.
- Recognising and responding to neglect of children and adults, and support for carers.
- Understanding the lived experience of children and adults and ensuring that this is central to practice.

### 5.1 Safeguarding Learning Events

Hillingdon Safeguarding Partnership delivered a webinar on the 27th of September 2022 to disseminate learning from two **Safeguarding Adults Reviews (SARs)**. The webinar was open to all practitioners across the safeguarding network: police, NHS staff, social care, private and voluntary sector care and support providers, housing staff and anyone else with contact with adults with care and support needs. Invitations to register for attendance were circulated via the Safeguarding Partnership Newsletter, and through distribution to members of the Safeguarding Adults Board and Safeguarding Children Partnership.



The Learning Event sought to highlight key aspects of learning from the Safeguarding Adults Reviews with a direct contribution from the family of one of the adults concerned. The event focussed on four key elements of practice:

- Understanding the lived experience of adults
- The impact of coercive and controlling behaviour
- The role of diagnostic overshadowing for adults with mental health difficulties and physical health needs
- The application of the Mental Capacity Act in safeguarding practice

In total 88 practitioners attended, with representatives from a range of services including the voluntary sector, care providers, acute and community health services, children's social care, adult social care and the Integrated Care Board.

Each attendee was asked to complete a feedback form focussed upon the impact of the Learning Event, with all rating the webinar as being good or excellent, and all finding the resources shared to be useful. Examples of impact on practice are outlined below:

*'The critical importance of using professional curiosity and critical thinking - e.g., by focusing on needs & experiences of the person rather than relying on carers views/ abusers perspectives, building*

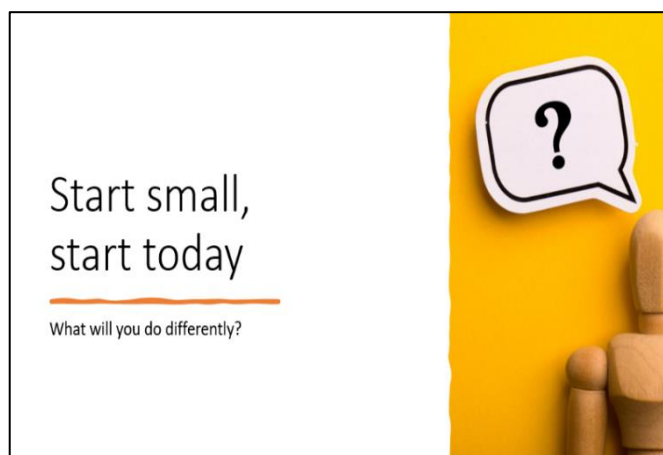
*relationships, remaining committed to ethical, legal & evidence-based practices, and being aware of disguised compliance and diagnostic overshadowing, demonstrating the sensitive and competent management of evolving risks/complexities and challenge obstructive notions/attitudes from families, LPAs or other professionals.'*

*'Even if support has been refused, this does not stop you from sharing information in order to continue to safeguard' \* A person with an LPA does not always have the last say regarding safeguarding in the best interest of the service user'.*

*'I am from Children's Services, but thinking about the adults' own needs, rather than just the needs of the child - reading and using the resources in team meetings and reflective supervision'.*

In March 2023 a Learning Event and Workshop was held to share the findings of our **Serious Youth Violence Reflective Review**, and to launch the Contextual Safeguarding Strategy. The event was aimed at practitioners, managers and strategic leads across the Safeguarding Children Partnership, with invitations extended to key individuals in the Metropolitan Police Service, Central and North West London NHS Foundation Trust, The Hillingdon Hospital, Children and Young People Services, Voluntary and Community Organisations, and the Integrated Care Partnership. The event was held in person, over two sessions, with 52 professionals attending.

At each session the key findings of the review were shared, with practice themes for the Safeguarding Partnership identified and attendees supported to think critically in the application of these to their roles as individual professionals, and the contribution of their agency to reducing the risk of extrafamilial harm using the contextual safeguarding approach.



#### **Relationship Based Practice:**

- *'Promote a relationship-based approach across my schools and colleges'.*
- *'Listen and ensure the child's voice is heard to understand more about their life... and how I can support them from a health point of view'.*
- *'...taking a child first approach, listen to children's views and understand that their behaviour or actions may be triggered by a past event in their lives'*

#### **Early Help and Support:**

- *'Being more alert to risk factors and supporting practitioners to think about younger siblings – not waiting for an incident to happen'.*
- *'Identify SEN issues as early as possible'.*

- *'To take note early on when a child is struggling in terms of any undiagnosed or unmet health needs – follow up thoroughly.'*

#### **Professional Curiosity:**

- *'Be more curious and question, if in doubt, more than once! Share information'*
- *'Continue to challenge perceptions and be curious.'*
- *'Follow up regularly and in an appropriate timeframe – question!'*

#### **Practice Development:**

- *'Share knowledge from today... talk about it and how we can disseminate across the organisation'*
- *'Promote understanding of the contextual safeguarding approach and strategy across services'*
- *'Consider location more 'think context!'*

#### **Partnership Working:**

- *'Think about how therapy services are working with children's social care in collaboration to identify, assess and support harder to reach children and families.'*
- *'Look at how our communities/third sector and faith groups can support the review implementation'*
- *'Have the wider conversation... think about how we can widen the links and connections... conversations!'*

## **6 Quality Assurance**

One of the core functions of the Safeguarding Partnership is to seek assurance about practice in Hillingdon. To this aim we have undertaken a wide range of auditing activity in the last year:

- |   |  |
|---|--|
| - Compliance with s11 of the Children and Families Act, 2004                    | - Children's Multi Agency Safeguarding Hub   |
| - Education Safeguarding (s175/157 The Education Act)                           | - Stronger Families Review   |
| - Safeguarding Adults Partnership Audit Tool (SAPAT)                            | - Children's Strategy Discussions  |
| - Community Multi Agency Risk Assessment Conference (Self-Neglect and Hoarding) | - Thematic Review of risk of extrafamilial harm for 11–14-year-olds                |
|   | - The impact of the Graded Care Profile Tool in safeguarding children from neglect |
|   | - The Voice of the Person  |



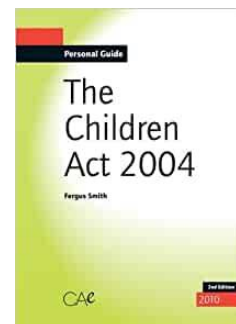
Each audit has been completed with the support and expertise of representatives across the multiagency group, with methodology adjusted according to the nature and matter under review. Methods used include self-assessment, file audits, roundtable discussions and the development of bespoke review tools.

Where reviews considered the quality of safeguarding practice the outcomes were largely positive, providing assurance about the impact of multiagency safeguarding

arrangements on practice in Hillingdon. Where a summary of the audit/review has not been provided elsewhere in this report a brief overview is provided in this section.

The findings, analysis and recommendations of each review have been communicated to the relevant subgroup and Safeguarding Board, with a standalone report produced for each area of focus. The engagement of safeguarding partners with the review process has been generally positive, however it was not possible to conclude the generic adult safeguarding audit (SAPAT) due to a low response rate. The review seeking to establish the impact of the Graded Care Profile 2 on practice with children suffering neglect found that it is the exception for the tool to be used, therefore the focus shifted to understanding the barriers to implementation, and highlighted the need for Safeguarding Partners to ensure that there is adherence to strategic approaches that have been agreed.

**Section 11 of the Children Act 2004** places duties on a range of organisations and individuals to ensure their functions, and those of any services that they contract out to others or license, are discharged having regard to the need to safeguard and promote the welfare of children. The application of this duty varies according to the nature of each agency and its functions. The audit findings provided assurance that the organisations that completed the self-assessment are, in the vast majority, discharging their duties with regards to the welfare of children. The areas of strength for the partnership are leadership and accountability, safer recruitment, information sharing, complaints and whistleblowing. There are opportunities for development around listening to the voice of the child, management of allegations against people in positions of trust relating to their conduct outside of their work, ongoing monitoring of Disclosure and Barring Service checks, and ongoing monitoring of training compliance. There is also an opportunity to enhance the child safeguarding components of local licensing processes.



The purpose of the **section 157/175 Education Audit** is to enable the Local Authority to assure themselves that providers across Hillingdon are discharging their statutory responsibilities and following guidance relating to the safeguarding of children and young people. The audit also contained questions in respect of good practice and the priorities of the Safeguarding Children's Partnership. Key findings were that, of those settings that responded, statutory safeguarding requirements appear to be met, with some evidence of excellent practice. Due to variations in application of the review tool between settings the reviewers assessed that the audit did not provide the level of assurance desired. In consequence an Education Safeguarding Subgroup will be created, and tasked with coproducing an audit tool with schools, and revisiting the findings of this audit.



The **Stronger Families: MASH Review** found that all the children's files reviewed had a clearly recorded analysis that considered the child and family history, factors that may affect parenting capacity, the child's lived experience with a clear risk assessment and rationale for the recommended outcome. The Review highlighted the need for clarity around arrangements for consent when making MASH checks, and to standardise a core group of agencies to contribute to MASH assessments, with a need to revisit the MASH Standard Operating Procedure to ensure that there is a shared and accurate understanding of processes and protocols. The Review also highlighted that, in the sample group, there was no evidence of contact with key men in the children's lives, with this issue being highlighted to frontline practitioners.

**The Strategy Discussion Review** found that thresholds for strategy discussions were consistent, with consideration of individual needs when there were varying complexities within the family. There was evidence of information sharing by the multiagency partners with positive engagement and attendance identified specifically from education services. Areas for development included that strategy discussions had been held in the absence of police representation, and the need to ensure that there is appropriate representation from Health professionals.

## 7 Training Programme

The purpose of the Safeguarding Partnership training programme is to ensure that practitioners have the most relevant and up to date opportunities for ongoing professional development. To promote accessibility training is delivered through a range of methods, including online, face to face and via webinar. Training by our children and young people is delivered in person. Over the last year we have continued to diversify the training offer, to include a greater range of subject areas with focus upon the areas of priority identified by the Safeguarding Partnership.

The Safeguarding Partnership also benefitted considerably from a comprehensive training programme undertaken as part of the **Female Genital Mutilation Project**, with 175 professionals attending sessions on Female Genital Mutilation, Breast Flattening and Child Abuse linked to Faith or Belief. The impact of this project on professional development is significant, with a programme of awareness raising workshops arranged monthly throughout the year to ensure the sustainability of the project, and a bespoke eLearning module developed.

Our informal partnership with the **Centre for Expertise in Child Sexual Abuse** enabled the following professional development opportunities across the Borough:



- 104 Education professionals attended workshops to design and pilot a guide for professionals supporting children following incidents of harmful sexual behaviour. This included an overview of the signs and indicators of Child Sexual Abuse.
- 19 practitioners attended pilot training focussed on CSA and Safeguarding for Youth Justice professionals.
- 34 practitioners attended pilot training 'Making it matter, changing our practice in response to sexual abuse of disabled children'. Attendees included LADO, GP, Education, Social Workers, and Support Workers.
- 36 practitioners attended the Pan London training: Multiagency intra-familial child sexual abuse.

In recognition of the pressures faced by frontline practitioners the Safeguarding Partnership has also implemented a programme of **webinars**. These are sharply focussed, last around 90 minutes and address a specific topic or area of practice. All webinars are made available on the Safeguarding Partnership websites and can be accessed using a password that is shared with Hillingdon Practitioners.

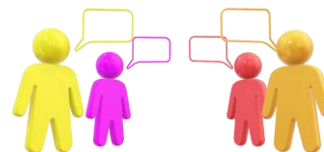
Webinar	Attendees
AXIS, Mobile and Detached Youth Services - early identification of vulnerability to exploitation	74
Safeguarding Adults with Mental Health Needs	56
Modern Slavery and Human Trafficking Awareness	48
Making Safeguarding Personal	96
Safeguarding Learning Event: Learning from Safeguarding Adults Reviews	65
Total:	339

Following attendance delegates are asked to complete a feedback form, this enables the Partnership to monitor the **effectiveness and impact** of sessions.

#### Core Training Offer Feedback:

- 98% of delegates rated their understanding of the topic after training as very good to excellent.
- 96% rated the quality of the training as very good to excellent.
- 96% of delegates agreed or strongly agreed that they could apply learning from the training to their practice area.
- 98% of delegates reported that their confidence in the subject area was improved.

*Housing Officer: Learning from SARs 'I feel I have a good understanding of safeguarding, having worked in social care for over 20 years and having personal experience with a disabled relative. I have just moved into a role in housing, so the webinar reminded it me it is not just people with social care needs that can be subject to/have safeguarding needs.'*



*Adult Social Care: Self-Neglect 'I work in a locality team and often receive allocation of people who self-neglect. This was a refresher and help me to consider my practice with this service users.'*

*Early Years' Service: Contextual Safeguarding Workshop 'I work with under 5's but some of my families have siblings that may require support, I would be able to sign post them.'*

*Education: LADO, Managing Allegations 'To be more observant of colleagues with whom I work so I can identify issues that relate to safeguarding and knowing how to proceed'.*

*Education: Adultification Bias 'made me personally aware of how students may feel, and to make me question how I respond and react to incidents and ensure I am not judgemental'*

*Children and Young People's Services: Domestic Abuse 'In my role as a social worker I have worked with families that domestic abuse has deeply affected the relationship of the parents and has had a tremendous impact on the children. As a child's social worker, this... has enhanced my knowledge and makes me feel more confident in my approach'.*

1713 sessions of professional development have been facilitated by the Safeguarding Partnership in 2022-23, this is a 43% increase on 2021-22 (1191) and speaks to the impact of the webinar programme, Safeguarding Learning Events, and the positive effect of building relationships with key sector leads. This total does not include training delivered through the Local Authority's FGM Project.

## 8 London Borough of Hillingdon – Children and Young People Services

Children and Young People Services provides support to children, families, and carers where there are welfare or safeguarding concerns. There is evidence to support the effectiveness of our **Stronger Families** approach with the Hub responding to over 26,000 contacts. Out of these contacts over 11000 were received via the Early Help Assessment which can be accessed and completed anywhere and at any time by all professionals. Almost 1,500 children



have been referred to our Stronger Families Localities Teams, ensuring that their needs are assessed, and proportionate support is provided to all who need it at the earliest possible stage. This empowers our families to address their needs and utilise the resources available to them in their communities and extended networks and it also reduces the need for statutory social work intervention in the life of the family.

Where statutory assessment is required, it is provided promptly and during the year, 4000 child and family assessments were completed, with over 5000 individual children being supported and protected through statutory plans, either child in need or child protection.



During this financial year the government has mandated the National Transfer Scheme for **unaccompanied asylum-seeking children**. We welcomed this as we believe that children who seek asylum in the country will have their needs best met by a fairer distribution across the country. We work

with national and regional forums to facilitate swift moves to the other identified areas to minimise the inevitable impact further disruption would have to these children's lives through breaking links built in Hillingdon.

In Hillingdon, this new initiative had a significant impact on the numbers of children in our care with the total number at the end of the year being 364 as opposed to 463 at the end of the last financial year. The percentage of asylum-seeking children has also decreased from 34% to 27% but it remains significantly above the England average of 7%. Children and Young People's Services continue to work closely with partners in Border Force, Home Office, National Transfer Scheme and the wider professional network to safeguard children who seek asylum.

During the year another notable transformation has seen strengthened governance arrangements around education and SEND provision by reintegrating SEND and Education services within Children's Services, under the leadership of the Executive Director of Children's Services. A new Director of Education & SEND is starting in May 2023, and a Head of Virtual Schools and Vulnerable Cohorts already in place providing strong leadership, drive and vision to the service moving forward.

Our strengths-based model of practice and focus on **contextual safeguarding** has led to a reduction of need for child protection plans with sustainable change achieved through greater collaboration with children, parents and professionals. Where possible children are supported to choose their own

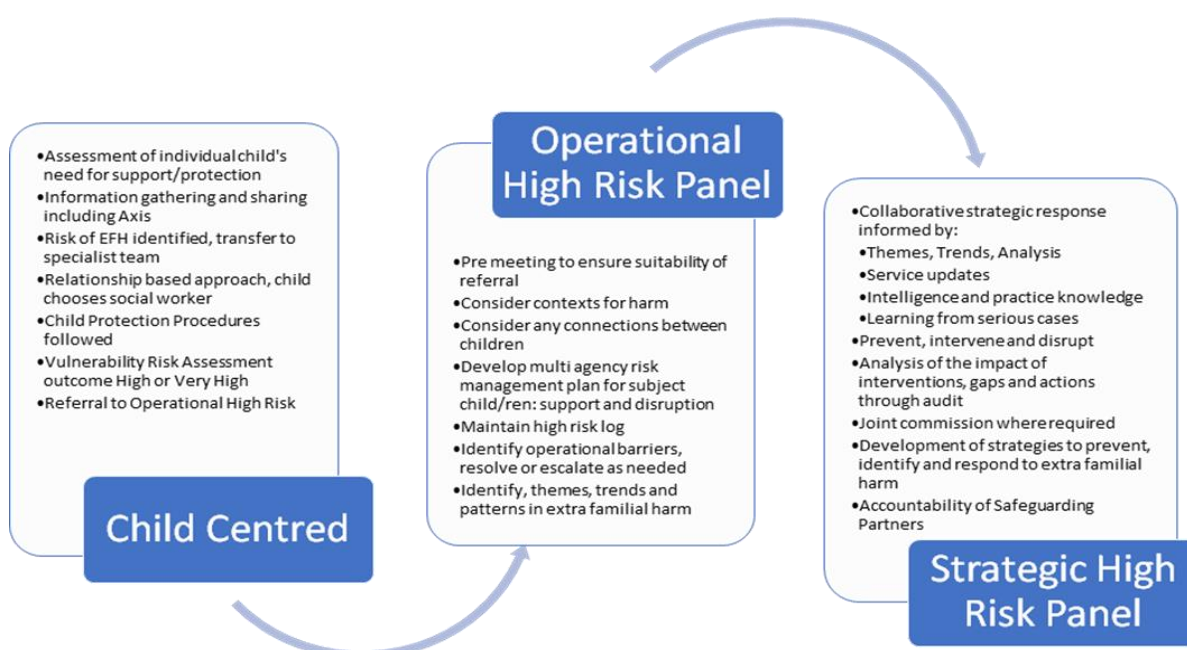
social worker, with devolved budgets enabling frontline staff to make decisions and implement support identified with families with reduction in delay and bureaucracy. There has been a positive outcome to our pilot Your Choice Programme and the progress made in Hillingdon by the program is recognised across London. This approach utilises Cognitive Behavioural Therapy (CBT) principles in engaging young people and their families, achieving measurable and sustainable change.

This year our practice in respect of extrafamilial harm was the subject of independent scrutiny. The independent scrutineer met with frontline practitioners from our social work team, youth justice service and AXIS and made positive findings in respect of safeguarding practice with vulnerable adolescents, with areas of consideration that will further develop our approach to this complex area of practice.



Whilst we know that we are meeting the needs of individual children, we recognise that where there is a risk of extrafamilial harm, there is a need for a broader approach that considers the risks faced by children in the wider social environment. To this end we welcome the development of the Safeguarding Partnership Contextual Safeguarding Strategy.

As co-chairs of the Strategic High Risk Panel we aim to develop a collaborative strategic response to children at risk of contextual risk factors outside of the family home. The overarching objectives are to prevent, intervene and disrupt child exploitation. The panel collates and scrutinises information from a variety of sources and partners to identify trends and themes. This facilitates multiagency solution-focussed discussions to determine the best way to strategically address the identified needs and priorities.



In August 2021 we launched our **stronger families** programme to promote early identification of need and to develop wrap around support in the communities before the needs of the families reach a level where statutory intervention is required. We monitor the progress of the Stronger Families implementation jointly with our safeguarding partners through the Stronger Families Partnership Group which is a sub-group of the Safeguarding Partnership Board. The group is co-chaired by a Local Authority Head of Service and by an Assistant Director in ICB. The group is well attended by police, schools (primary and secondary), Health, Social Care, CAMHS and safer communities and domestic abuse leads providing constructive scrutiny and multifaceted challenges and solutions.

The vision of Stronger Families is that “Hillingdon families are empowered to be and feel strong, safe and healthy through the provision of early and targeted support to reach their full potential”. This approach is underpinned by several components which work well together to support our children, families and communities. The services are accessed through the 24/7 Stronger Families Hub that includes an online interface, one email address, one telephone number and one online form. Locality services are provided through three locality teams which are in key areas of the borough and through our multi-agency Family Hub (Uxbridge Family Centre).

The Stronger families Hub operates 24 hours, 7 days a week to promote a timely, dynamic, and responsive service at the point of need. The 24/7 model allows practitioners to have the required time to make informed, evidenced based decisions in real time rather than being confined to office hours and ‘traditional’ working practices. Out of Hours Service continues to provide seamless cover from 17:00 – 09:00 and during these hours two



triage officers, a Senior Practitioner and a Social Worker are available to assist in addition to a senior manager on call. Additionally, there 24 hours Approved Mental Health Professional (AMHP) Service works alongside the Stronger Families Hub for out of hours adult related matters. These include statutory mental health act assessments and support for people with learning disabilities, older people, and vulnerable adults. Through this approach we are ambitious in seeking to maximise access to support out of traditional office hours and we aim to be flexible and responsive to families’ needs, including parents and carers who are working as well as families who experience difficulties out of office hours.

The Stronger Families Hub and the electronic portal are accessed via the council’s website by all professionals. The referral is directly linked to the child’s electronic record and facilitates access to a wide range of support services including key working locality teams, SEND, SENDIASS, Portage, Participation Team, Adolescent Development Services as well as statutory support and protection

services. These services are accessed through the completion of an Early Help Assessment which serves the dual purpose of assessment of children with additional needs as well as referral to statutory support services for children who may require this.

Joint, locality work is at the centre of the way in which we work with then partnership to identify needs early and to support our families to identify their support networks and to build resilience without the need for statutory intervention. To make this aspiration a reality, our three locality-based key working teams cover three defined areas and provide holistic partnership working with statutory (health, education, police, children’s centres) and voluntary sector partners. In addition to working with individual families, the offer to our families in the localities also includes regular multiagency surgeries for families and professionals where they can explore, discuss, and review emerging issues and the services and support available or needed to address any emerging pressures. To address identified and emerging needs, we continue to provide a comprehensive training offer to our colleagues and all staff across the whole of the Stronger Families workforce received training in evidence-based approaches such as the Parenting Apart intervention.

To respond to the families’ needs and to support them in accessing the right universal support we are pleased to work closely with our Supporting Families Employment Advisor who is an experienced practitioner with a good understanding of the Universal services and who can bridge the gap in enabling families to have access to holistic support such as in housing, unemployment, mental health, benefits, and neglect. In addition to providing information and consultation, the Supporting Families Employment Advisor is invited, with the consent of families, to attend CIN and Core Group meetings thus enabling professionals and families to access to expert advice and to navigate the benefits system and debt management support services.

Here in Hillingdon, we opened our first multi-agency Family Hub: Uxbridge Family Centre. The modern and easily accessible hub created a unique opportunity for the co-location and coordinated delivery of a variety of services for children and families such as children’s contact, the Youth Justice Service, the Multi Agency Psychology Service and Children’s Centre services and a range of health services from antenatal care for mothers to sexual health for adolescents.



To support evaluation and development of the **Stronger Families** model following 12 months of operation three separate strands of review have been completed. The multiagency MASH review was led by the Safeguarding Partnership and considered the learning from the Solihull Joint Targeted Area Inspection, a review within the Stronger Families Subgroup, and an Internal Audit that considered the quality of information received, recording and decision making. Positively all three found that the approach is effective, and increasingly well embedded. We will triangulate areas of good practice and areas for further development in the coming year. We also routinely seek feedback from the children and families that are supported, with a sample highlighted below:

*"I really benefited from going on the Domestic Abuse and Parenting programmes and feel more empowered and confident in parenting, which has also reduced stress."*

*"She made us feel very comfortable, was non-judgemental and accepting of us and understanding/sensitive to our circumstances. Never once intrusive! So very respectful! She just knew how to strike the perfect balance. I could go on and on singing her praises. The service has now come an end and we will miss her dearly. We would like to let you know she had such a significant and positive impact on our lives and helping us get back to normality after so much adversity. This will never be forgotten."*

*"I felt like I could say anything. I felt quite comfortable. She gave us ideas on how to bring ourselves closer in the family. I have started having a closer relationship with my Mum and I am attempting to build one with my dad. My Key Worker was very understanding, and we connected fast."*



The MASH continues to function well alongside our partners, and they screen and progress those contacts and referrals where there is a need for statutory intervention on the families. Both the SF Hub and MASH will use a BRAG (Blue/Red/Amber/Green) rating mechanism to determine the level of risk and need each contact will have. From the information and advice being provided for those contacts assessed as Blue to the immediate action and request for a strategy discussion for those who are assessed as Red, the Hub and MASH work effectively together and with all the other partners to provide the right response to the contacts received, at the right time, focussing on the families' strengths but also providing a comprehensive and accurate assessment of risk.

All **domestic abuse** referrals received are risk rated every day by a Police Sergeant in the MASH and the MASH work closely with our in-house Hillingdon Independent Domestic Abuse Advocacy Service (HIDVA). The service has direct access and communication with colleagues from various areas of the council and other agencies including children's social care, adult's social care, housing, community safety team, etc. this approach supports multiagency working and relationship-based practice which is at the centre of our wider approach.

As a service we are committed to tackling the lasting harms caused by **child sexual abuse** in all forms. Our targeted youth services have engaged with schools to raise awareness of online risks with a view to reducing the risk of children being exposed to harmful content/abuse online. Our frontline practitioners accessed specialist training delivered by the Centre of Expertise for Child Sexual Abuse. This was particularly beneficial for those practitioners working with our most vulnerable children with disabilities. The youth justice service and AXIS team assisted in the pilot of specialist training, providing feedback to the Centre of Expertise.

We know that children can also engage in sexually harmful behaviour towards their peers, this is a complex and sensitive area of safeguarding practice and necessitates the ability to balance the needs of the child, with the imperative to protect other children. The AIM2 assessment tool provides an evidence-based framework for understanding sexually harmful behaviours and assessing and managing risk. In the last year we have trained 6 social workers and youth justice service practitioners and managers in the use of the tool.

The AXIS team has continued to proactively raise awareness of the signs and symptoms of child sexual exploitation, with routine inclusion in the monthly newsletters, and a leading contribution to Child Exploitation Awareness Day, undertaking direct work with young people to increase awareness and reduce risk.

## 9 London Borough of Hillingdon Adult's Services

The significant increase in the number of Safeguarding Adult referrals reported in 2021/22 has been maintained during 2022/23 with a further increase in the overall number of referrals being made. Up to April 2023 there were a total of 14789 safeguarding adults' referrals received over the year, in contrast to 12938 in the previous year. This equates to a further 13% increase in referrals to the service. This increase has seen a significant pressure across the service in managing this volume of activity.



During the same timeframe, the total number of referrals that progressed to a Section 42 Adult Safeguarding enquiry reduced by 50% to 1793 enquiries up to April 2023. This change has occurred due to the intervention of Adult Social Care MASH in undertaking activity on a number of referrals by understanding and mitigating risk resulting in not progressing to the formal enquiry stage.

Safeguarding concerns have continued from a broad range of referrers. It is of note that referrals from Primary Health and GP's have increased over the year. There is a significant increase in the last quarter of the year of referrals from Secondary Health settings which will be monitored into next year. Police Merlin's have remained the highest source of referrals with the number remaining steady in each quarter of the year. Other referrers have remained fairly static over the year with a similar number of referrals being made each quarter.

The type of abuse identified has been recorded for all the completed section 42 enquiries. It is of note that previously the outcome of type of abuse could have been recorded multiply times if more than one issue was identified, this has now been modified to include just one. This change in recording may have affected some of the current data and trends. Neglect has been identified as the most common type of abuse recorded and significantly higher than all other categories. Self-neglect, emotional and financial abuse are also regularly identified as a confirmed type of abuse. Domestic Violence has appeared to have decreased in completed section 42 enquiries, but this may be due to the recording of a single category only. The sub-group around Domestic Violence has now concluded its work in this area.

**Adult MASH** activity continues with partners to focus on risks, to minimise the risk of abuse occurring and ensure our responses to concerns were timely, robust and effective. This approach has seen a reduction in the number of referrals resulting in section 42 enquiries and improved timeliness on outcomes and mitigation of risks following referral.

Once referrals have progressed to a section 42 safeguarding enquiry, the process for completion is led by Adult Social Care to the point of closure of the enquiry. This year has seen a focus on the improvement of the timeliness of completion of section 42 enquiries. This is monitored through identification of those enquiries which have taken more than 50 days to complete. There has been significant improvement in performance across adult social care in this area. In March 2022, 77 section 42 enquiries were ongoing beyond 50 days and the longest being open for 479 days. At the end of March 23 there were 52 enquiries ongoing with the longest open for 304 days. This is a 32% reduction in the number of enquiries taking longer than 50 days to complete.

The length of time to close a section 42 has reduced due to the MASH team undertaking some of the enquiry work. There are times where it takes longer for the s42 enquiries to be concluded once its allocated to other service areas, such as when there is ongoing police investigation, awaiting information from partners i.e., conduction of Serious Incident Investigations, provider concern process, allocation of advocates or where family members are out of the country and would like to be part of the process



The LBH safeguarding referral form has been developed for compliance purposes and is in line with Care Act 2014. It has been rolled out to all ASC and partners, this will ensure that risks are mitigated more swiftly by ensuring the welfare of vulnerable adults and family as a whole.

Adult Social Care continue to be dedicated to working collaboratively with partners around the issues in safeguarding against **self-neglect**. The self-neglect subgroup led by Adult Social Care has concluded with a range of effective actions and outcomes being completed as described earlier in this report. The learning from the SAR's on self-neglect has been shared and disseminated through the teams with the intention of imbedding the learning across the service as a whole.

The identification of **neglect** as a lead category for completed section 42 enquiries is noted from the data of completed section 42 enquiries. Following this neglect will become a key priority within the SAB and across the service in this next year. Neglect concerns are often linked to providers of services/care to individuals and groups (Table 7). The Provider Risk Panel and Care Governance processes are robust in identifying, supporting and taking action with providers when concerns are raised. The Quality Assurance service monitor and assess the safety around provisions and this monitoring is often linked to the Section 42 Enquiry for a particular individual.

This year has seen the complete end of Covid 19 restrictions which have had a significant impact on care and support at home and in the community over the previous two years. The increase in safeguarding activity across Adult Social Care attributed in part to the Covid 19 situation has been maintained across all areas of Adult Social Care in the past year. The return to normal life has not resulted in pre pandemic numbers of activity across Adult Social Care.

Independent scrutiny of the safeguarding arrangements in Hillingdon takes place annually. The report this year overall was very positive and outlines a range of activities and developments made across Adult Social Care to improve safeguarding and outcomes.

Going forward into the next year a further transformation of Adult Safeguarding services is likely to occur, currently there is active planning and preparation being undertaken to ensure that any changes are effective and enhance the current offer and activity into the next year.



Planning of work on themes and practice will continue this year with a continued focus on **domestic abuse** and understanding data on this. Work is ongoing to promote a greater alignment with police colleagues and reduce/end calls to 101. Training will remain a key feature within the service promoting and providing training both for internal staff and internal staff of partners. Finally, there will be a review of incoming concerns and information to the public on how to safeguard themselves and others with greater information being made available and shared.

## 10 NHS North West London Integrated Care Board

**Child Safeguarding:** The North West London Integrated Care Board (ICB) has worked to progress the safeguarding priorities as agreed by the Hillingdon Safeguarding Children Partnership; contextual Safeguarding, child sexual abuse, stronger families.



The ICB safeguarding team has contributed and supported the development of the **contextual safeguarding** strategy. This approach has been used to better understand the incidents of serious youth violence in the borough. The ICB safeguarding team and commissioners have been fully engaged with the work of the child sexual abuse subgroup. **CSA** services for children and young people in northwest London are in the process of a service development programme with the aim to provide a local Child Sexual Abuse Hub. Children and young people will benefit from a local service providing a multi-agency holistic approach to care.

The TigerLight (Barnardo's) services will continue to provide psychological support to children and young people who have experienced sexual abuse.

The Stronger Families model of care and access to services has been fully supported by the ICB and shared with primary care at GP Forums.

We have implemented '**learning from practice**' through a comprehensive training offer to ICB staff and the wider health workforce and bespoke training for primary care via the GP Forums. GP forums have included the learning from both local reviews and national reports. In addition, speakers from Hillingdon Local Authority have attended to outline models of care and referral pathways. The ICB

training offer has included the learning from the LCSPR Child Q and the complexities of identifying and meeting the health needs of asylum seekers – training delivered by the Helen Bamber Foundation.

The ICB has worked to deliver a consistent approach designed to consolidate and share learning from **domestic abuse** related reviews and investigations across the health network. It has disseminated key information to partners across different settings, including primary and secondary care, to ensure the issue remains on the agenda of key forums.

A challenge for the ICB has been that of vacancies which have been covered with interim staff, however both the Hillingdon designated nurse safeguarding children and the designated nurse looked after children posts have now been successfully recruited to.

The ICB has in place a comprehensive training programme for designated professionals (level 4/5) and supervision offer so meeting professional standards as outlined in both statutory and intercollegiate guidance. The ICB has extended this training offer to the wider workforce.

The ICB has worked to engage primary care with the HSCP training offer by circulating the training programme and encouraging attendance. In January 2023 two GPs took advantage of specialist training hosted by HSCP from the Centre of Expertise on Child Sexual Abuse.

Primary care services (GP Practices) took part in the HSCP Section 11 Audit. The response rate was extremely good with 29 practices submitted and the majority self-assessing as over 80% compliant with safeguarding standards.

There are several Home Office commissioned Interim Accommodation Sites, managed by an accommodation provider, housing asylum seeking individuals and families. The ICB has worked closely with primary care and health providers to understand and meet the health needs of asylum seekers placed the accommodation sites in Hillingdon which has led to the development of a model of onsite health services and co-ordination on-site rapid responses to health needs by teams such as the roving immunisation teams.

**Adult Safeguarding:** The North West London Integrated Care Board (ICB) has been making progress towards the four priority areas: making Safeguarding Personal, addressing financial and material abuse, promoting mental health, and safeguarding, and tackling self-neglect.

The ICB continues to promote a systemwide person-led approach to how partners respond to safeguarding concerns which includes a consistent approach toward the Mental Capacity Act and other relevant policy areas. The ICB has also provided joint training and learning opportunities to

promote awareness of safeguarding best practices and has also worked with partners to address financial and material abuse and improve mental health outcomes.

The ICB remains committed to driving a pilot project with the local authority learning disability service to improve annual health checks for people with learning disabilities as part of the wider **mental health** transformation workstream.

The ICB continues to participate in the multi-agency suicide prevention panel and self-neglect subgroup and ensures all relevant learning is shared across channels including informal briefings and key forums so that partners remain up-to-date on all safeguarding matters.

The ICB continues to take part in the **JSSAT** Subgroup and has ensured that vital information and learning has been disseminated across North West London. It has also increased awareness among health partners of interconnected issues like human trafficking and sexual slavery, and enhanced knowledge and awareness of partners responsibilities and options for further support.

## 11 Metropolitan Police Service (MPS)

The Public Protection service manage investigations into allegations of domestic abuse and stalking, sexual abuse and child abuse. The portfolio also has a team of Police Conference Liaison Officers, who work with children who are being supported through Child Protection plans. The strand also manages referrals into the BCU and external referrals to partners through the Multi Agency Safeguarding Hub (MASH) and Child Abuse Investigation Team referrals desk. In addition, the Public Protection Teams have strand ownership of mental health and missing people as well as Child Sexual Exploitation (CSE) and online images of children. Public Protection will also contribute to statutory reviews of safeguarding practice.



In March 2022 the MPS went through His Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) Peel Inspection, a further review was conducted that placed the MPS into an Engage Monitoring Phase with a comprehensive action plan. This occurred in March 2023, there has also recently been a Baroness Casey report in reflection of various challenges around Public Protection. These challenges are being addressed corporately.

Further to this Operation Aegis, our central public protection inspection and improvement team, visited the BCU to complete regular checks which have varying results. The learning from this has being addressed at a local level throughout the Public Protection portfolio, the larger challenges are being picked up in Organisational Learning Governance Board.

West Area Borough Command Unit continue to support the application of **making safeguarding personal (MSP)** principles in day-to-day activity, with the core elements included in training, supervision, and continuous professional development. In almost every interaction police officers have with the public, there is a focus on engagement, inclusion, choice, and control, with the individual's views sought as to what they would like the outcome to be. Whilst this cannot always be achieved, the individual is asked, and their voice heard. Police have a variety of mechanisms to ensure MSP is at the forefront of our work, our training includes the Mental Capacity Act with officers encouraged to understand how to support people's understanding of their choices and whether they can understand these and weigh them up. There are a range of practical measures in place including provision for video recorded interviews for those in the community who may be eligible to give their accounts in this way, rather than by written statement; provision of wider special measures within the court arena; use of intermediaries for vulnerable and intimidated witnesses, use of advocates, including IDVA's, ISVA's and appropriate adults. We follow the Victim's Code of Practice, which aims to empower victims, by providing support and information they need, setting out services and information that victims are entitled to. It also sets out the level of contact they can expect from police, their entitlements and choices and gives entitlements to specialist support.

Referrals to Multi Agency Risk Assessment Conference (MARAC) for high-risk victims of domestic abuse also play an important role in MSP. Across West Area, MARAC referrals average around 1500 - 1800 per year. MARAC is another mechanism to ensure the safety of vulnerable victims of abuse and importantly, their voice can be represented by an IDVA, who represents the victim's views and wishes and ensures the victim's safety remains the focus of the meeting. The MASH plays a key role in MSP, identifying people's views and outcomes from an early stage, achieving a clear understanding of risk and promoting a joined-up approach.

West Area are regarded as one of leading mental health teams in London, in terms of assessing and managing risks relating to vulnerability. 2021 saw the introduction of the 'Risk Management and Demand Reduction' (RMDR) protocol. This protocol allows the team to capture all risk/demand information that comes into the team; assess the risks and collaborate with internal and external partners to ensure there is an approved and proportionate joint response. In Hillingdon alone, over 522 individuals have entered the RMDR assessment process, 36 of which were considered at highest risk of causing harm to themselves or others.

In 2022, data held by the MH team shows that in Hillingdon there were 14 suicides, 169 near suicides and over 250 people were detained under s136 Mental Health Act, compared to around 300+ in 2021. In addition, 329 people were voluntarily taken to the Emergency Department by police for care, this

is up 100 since the previous year. Police used the Mental Capacity Act in over 13 cases down from 45 in 2021.

Our CAIT team continue to be one of the busiest teams in the Met, with the fourth highest volume across London. In April 2022 to May 2023, the team dealt with over 1284 offences, all of which would have been initially reviewed by our Referrals Team. Of this number, around 683 were then allocated to the Investigation team. Just over a third of all investigations concern allegations of neglect and child cruelty and around 56% concerns allegations of assault, with the remainder largely comprising of allegations of sexual abuse. This breakdown is consistent with other BCU's across the Met. Victims of child abuse are more concentrated in older children with those aged 12-17 accounting for 44% of cases, followed by those aged 6-11, who accounted for 36% of all cases. Those children aged 0-5 year accounted for 18% of cases, and the remaining cases concerned adults who had reported non-recent abuse.

CAIT officers undertake the Specialist Child Abuse Investigation Development Programme, which is an accredited course focussing on child development in the context of abuse, understanding sexual offending behaviour, investigating child abuse, multi-agency working, attachment and development, trauma and offences. In addition to this mandated training, there continues to be an investment in CPD, with training masterclasses offered for CAIT and CAIT referrals to undertake. This features topics such as NAI.

In 2022, the MPS jointly launched the revised **London Child Exploitation Protocol**. This followed on from the London Child Sexual Exploitation (CSE) protocol but expanded the focus from just sexual exploitation to all forms of child exploitation. In doing so it opened the door for local authorities and partners to refer in concerns about children at risk of and being exploited in a range of ways. In West Area, the Child Exploitation Team work alongside other policing teams, including our Gangs Unit and Missing Persons, as well as working closely with external partners. The team engage with partners at the Operational High-Risk Panel which provides tactical oversight of child exploitation across the borough and all key stakeholders. Support for victims and families is an intrinsic part of every investigation strategy. In 2022 the team investigated 200 reports of exploitation up from 130 in 2021.

Of the 200 reports reviewed, 82 were referrals from Hillingdon. Of the Hillingdon reports there has been 2 Child Abduction Warning Notices served, and several interventions and visits to local hotels of concern under Operation Makesafe. The 82 referrals are broken down into 28 for CSE, 40 for where Child Criminal Exploitation (CCE) is present and 4 showed an overlap of both CSE & CCE. 7 of these reports were transferred to other forces. Referral pathways for reporting child exploitation are varied and include from Children's Services, calls made to police or through police directly coming across

cases of exploitation, with the remaining referrals coming from colleagues in education and online reporting or third party reports.

2022 has continued to be a busy year from our OCSAE team (Online Child Sexual Abuse and Exploitation), which saw nearly 250 crimes being referred to West Area, with 73 relating to Hillingdon, this was a decrease from the year before when 105 were recorded. (Crimes which involve online indecent images of children). The demands placed on the investigation team are significant, both in terms of volume, but also in terms of the impact such crime types can have on their own welfare. Despite the challenges, they face, the team have secured some excellent results.

Hillingdon, like many other London boroughs, has seen increases in recorded domestic abuse crime – a crime we know disproportionately affects women. WA BCU has continued to see the highest volume of both domestic abuse incidents and domestic abuse offences across the Met, with over 17,573 incidents /offences over the past year – which equates to 12% respectively of the Met’s total overall volume. In Hillingdon alone there has been 5235 Offences/Incidents of Domestic Abuse. Calls to domestic abuse incidents and offences accounts for 20% of total I grade (immediate response), and S grade (response within 60 minutes) calls responded to by Emergency Response Policing Team (ERPT) colleagues.

The volume of crime coming into our Community Safety Units (CSU) has brought some real challenges in recent months and we have bolstered team strengths with colleagues from other Units to ensure our operating levels remain satisfactory. The Met has recently undertaken a complete review of Public Protection and it has been recognised that additional permanent resource is required longer term to ensure our teams remain able to deliver high standards of victim care and importantly, bring offenders to justice. Supporting the work of our Emergency Response colleagues and Community Safety investigators, West Area also has a strong risk management approach, with an experienced MARAC team and Stalking Protection Order officer.

In 2022, WA BCU secured the most Stalking Protection Orders (SPO) of any other BCU thanks to the efforts of our dedicated SPO officer (31 SPO’s). We absolutely recognise the importance of these orders to keep victims safe, some of whom will have been subjected to unwanted, fixated and obsessive conduct for many months.

We also participated in the 16 Days of Activism which took place from 25th November to 10th December 2022. This was a great opportunity to amplify what goes on in WA throughout the year; to arrest perpetrators and protect victims of domestic abuse. Surge activity over the 16 days saw collaboration with the Prison Intelligence Unit, Digital Operations, Met Intelligence, and Economic



Crime Team to locate and arrest offenders. Within WA BCU, the Met's 'Engagement Bus' was also deployed, allowing officers to speak with women around under-reporting and raise awareness of domestic abuse in the community. The results of this Operation led to over 74 arrests, 20 charges, several separate Domestic Violence Protection Notices to ensure women experiencing abuse were safer within the community.

## 12 Agency Contributions

### 12.1 Central and North West London NHS Foundation Trust (CNWL)

CNWL provides NHS services throughout a person's life, in physical and mental health and everything in between, at GPs and hospitals to the community and in their own home. CNWL provide a wide range of adult and children services in Hillingdon, which include the 0-19 Service, Child Integrated Therapy Services, Child Development Service, Community Adult and Children Nursing, Community Physical Health Services, Addiction Support Services and Mental Health Services for Adults and Children.

CNWL has maintained its position as a core member of both the SAB and SCP, including contributions to the Independent Scrutiny Process. CNWL is a fully engaged member of the Safeguarding Partnership. Our regulator, the CQC, have not inspected any children's services this year. The CQC undertook Mental Health Act visits to all acute wards, with a positive outcome and no regulation actions identified.

CNWL responded to the Section 11 Safeguarding Partnership audit which ensures that we are discharging our functions to safeguard and promote the welfare of children. No concerns were raised for CNWL, but an area for strengthening will be capturing and recording the Voice of the Child / Lived experience of children at all contacts. Our next steps will be to discuss this with children's managers with a view to updating our recording systems.



Our **Child and Adolescent Mental Health Services (CAMHS)** have embedded safeguarding champions within services; these champions provide support and advice to mental health professionals. We have extended our Early Help offer to include Mental Health Support Teams who work with children and

families in 5 Hillingdon schools. Our services for children under the age of 5 are in development, as part of our wider commitment to early help. CAMHS seek children's views through a patient feedback group. CAMHS is represented on strategic subgroups where required, in recognition of the increased need for support for those children impacted by exploitation we have introduced a prioritisation pathway.

The Multi Agency Psychological Support Service (MAPS) works with children in care, and the professionals that support them. MAPS provides consultation for professionals, and trauma focused interventions for care experienced children. We also have a dedicated clinical nurse specialist embedded in the Youth Justice Service, offering professional consultation and assessing those children who meet the CAMHS threshold for emotional wellbeing needs.

We have launched **Year of the Child**; a programme that will celebrate and promote CNWL's large portfolio of children's services. We want to showcase our expertise in this area, working with families, carers and young people to gain insight into their experiences. This campaign will run a monthly calendar of wellbeing sessions and educational workshops, spotlighting our service lines, sharing the work and achievements in the children and young people space. Available for CNWL teams and staff, as well as parents, families, carers, schools and others, the sessions will promote a variety of specialist health topics. The programme will culminate in a conference that brings together teams from across the organisation to explore neurodiversity pathways.

CNWL recognises the importance of the multi-agency response needed to prevent children suffering **extra-familial harm**. CNWLs Safeguarding Children Team have been a core contributor to the Education Toolkit, which is now in place across Hillingdon, to assist schools in supporting children to access health services for unmet health needs that may present early on and, if left unassessed, may lead to persistent disruptive behaviour and in the long term lost education. Children out of education are at greater risk of contextual safeguarding.

CNWLs Safeguarding Children Team are core members who work in Partnership with the Local Authority and other agencies who attend the High-Risk Panel for children at risk of contextual safeguarding. CNWL are committed to supporting the **Contextual Safeguarding** strategy that has recently been launched by the Partnership, in line with the Serious Violence Duty.

The CNWL Safeguarding Children Team have provided the 0-19 service with workshops on **Child Sexual Abuse** to increase awareness and knowledge of this priority area. These staff are seeing children regularly and may observe behaviours that indicate a risk of Child Sexual Abuse. The Safeguarding Children Team attended Child Sexual Abuse Partnership subgroup meetings and shared

good practice within CNWL through training delivered to children's teams and acknowledged areas of improvement such as the voice of the child in every contact with particular relevance to Child Sexual Abuse. CNWL offer Trust wide Level 3 safeguarding children training on Child Sexual Abuse and online harm. CNWL have made Child Sexual Abuse a priority for the Trust in the coming year and will be enhancing resources for staff for identifying children at risk of Child Sexual Abuse.

CNWL attend the Safeguarding Partnership **Stronger Families** subgroup and support the Early Help model in place for families to access the right help at the right time. CNWL refer families in for Early Help assessments and the Multi Agency Safeguarding Hub (MASH) Health Practitioner sits within Stronger Families, and works alongside a range of professionals who respond to referrals made into Stronger Families. The increasing demand from MASH is noted by the Trust.

In response to the **Making Safeguarding Personal** agenda CNWL expects that, where a safeguarding concern arises for an adult, patients are asked what they would like to happen. Gaining the patient's consent is a key aspect of Making Safeguarding Personal and therefore it is vital that this is asked on each occasion. If the patient does not give consent, a SA referral will not be made to LBH, unless there are reasons to override this consent e.g., public, or vital interest. For any patients lacking the capacity to consent to the referral, a best interest decision will be made on their behalf. Family members will be involved in the decision if the patient is happy with this. The referral form asks staff to document that the person has the mental capacity to understand and has given consent for the concern to be raised, which ensures staff have asked the question.

A representative of CNWL participated in the SAB **self-neglect** sub-group. This is the most common type of abuse raised by physical health services in 2022-23, indicating that practitioners can recognise and respond to this form of harm. We disseminated widely the self-neglect practice tool developed within the subgroup. Our Safeguarding Adults and Mental Capacity Act Specialist is available to provide advice and support as needed.

We recognise that adults with **mental health** needs are particularly vulnerable to abuse and neglect, with data highlighting domestic abuse as the most common cause of concern raised by mental health services. Where there is a safeguarding referral made by mental health services, this is copied to the Safeguarding Adults and MCA specialist to liaise with the Local Authority MASH and ensure that outcomes are understood.

CNWL held our 5th Annual **Domestic Abuse** (DA) conference in the year with the theme; "The Domestic Abuse Act – has it gone far enough?" Over 600 attended the conference, comprising of staff and a growing network of people with lived experience, who are aiding CNWLs development of service

provision. Our DA Prevention Co-ordinator supports the development of the DA Network, MARAC representatives' meetings, facilitates extensive training and supports the drive to forward our DA agenda. Advanced DA training to become an ambassador takes place every 2 months as do DA Ambassador Forums. CNWL continue to facilitate quarterly round table DA webinars, which in 2022/23 included: parent to child DA, intersectionality and sibling abuse. A DA audit has been completed over a 3-month period to assess the quality and quantity of recording around DA and the learning will be disseminated in 2023/24. Over the past 18 months we have implemented Routine Enquiry of all women entering CNWL services to record this information systemically. The CNWL DA policy has been refreshed this year and is available to all staff to support the identification and support of DA and supports recognition, response and support needed for families impacted by DA.

**Learning from practice** is shared in a variety of ways across CNWL. There is a dedicated section within the Trust's intranet site which is regularly updated with any new developments and guidance pertinent to safeguarding. Learning is also shared within supervision and training sessions. 7 minute briefings are also utilised to give professionals focussed learning from a case or incident. These are used in team meetings and supervision to embed learning and change practice. We have also introduced a Safeguarding Calendar of events for staff which provides further learning opportunities throughout the year.

The Trust also publishes a weekly 'Clinical Message of the Week', which is regularly used to disseminate information pertinent to safeguarding. Safeguarding themes in 2022/23 have covered the following: "Sexual abuse and sexual violence awareness week", "Cost of living Crisis", "Clearly documenting Safeguarding issues is essential for safe care", "Safeguarding node" (our database alert system for safeguarding concerns), "How do you determine if an injury to a child is non-accidental or neglectful" and "Child & Adult safeguarding escalation procedure". The Clinical Message of the Week is circulated to all CNWL staff.

CNWL have introduced SCARF (Safe, Compassionate, Accountable, Reflective and Fair) principles to create a workplace where we feel enabled, supported and empowered to see situations as opportunities to learn and opportunities to grow. These principles are used to underpin a responsive and respectful learning culture.

The Heads of Children and Adult Safeguarding continue to facilitate a Safeguarding Children and Adults Forum enabling both safeguarding teams to have a reflective learning space on joint safeguarding issues. Topics discussed in 2022/23 have included: Perinatal and Substance Use interface, Adult Mental Health and Children and Families interface, FGM, Domestic Homicide Reviews and Human Factors Training.

Case reviews often reflect that escalation has not been used effectively within safeguarding. We have therefore refreshed our CNWL Safeguarding Escalation procedure, and this is now an integrated document for escalating adult and child safeguarding cases.

CNWLs Safeguarding Children Team were proactive in the Hillingdon **FGM Project**. This is aligned to a CNWL annual priority to improve awareness and the identification of FGM. We have now launched and promoted the use of an FGM Screening Template and guidance. This project supported making resources available and provided training opportunities for CNWL staff. CNWL also contributed to the FGM Harmful Practices conference. CNWL staff attended the FGM Train the Trainer training for delivering multi-agency FGM training that will be co-facilitated and rolled out in 2023. Prevention of FGM remains a priority within CWNL.

CNWL recognise the importance of safeguarding supervision and training to ensure staff are equipped and supported to do their jobs. Our Safeguarding Children Supervision guidelines have been refreshed and circulated to staff. CNWL staff can access the Partnership for training as well as a range of CNWL training opportunities. Safeguarding Adult and Safeguarding Children training compliance is monitored and reported on regularly for assurance purposes.

CNWL recognise that preparing court reports and police statements can cause anxiety in the professional workforce so, in conjunction with CNWL's legal department, the team developed guidelines and a flowchart to equip practitioners with the skills they require to complete reports and potentially act as witnesses in court.

## 12.2 Local Authority's Designated Officer (LADO) and Education Safeguarding

Our team consists of four positions, the LADO, who manages all allegations against professionals who work with children, the Lead Child Protection Advisor to Schools, the Domestic Abuse Lead for Schools, and the Child Employment, Performance and Licensing Officer. The team provides an Annual Report to the Children's Safeguarding Partnership Board that details performance across the financial year.

In 2022-2023 the LADO received 218 referrals, a 10% increase on 2021-2022. Of the 202 referrals received against individuals, 12.87% (26 referrals) were substantiated. This is a decrease from last year, where 19.8% (39 referrals) were substantiated. Most referrals (93) resulted in no further action after initial consideration. In most of these cases, following a threshold discussion or meeting, there was further action required by the referrer to address a conduct matter or learning need despite the threshold of harm not being met. In these cases, the LADO would provide advice and guidance to employers on suitable action.

Since January 2023, as per London Child Protection Procedures 2022, the LADO has been recording all consultations held which have not met threshold for a formal referral but where advice and guidance have been provided around individuals conduct or concerns raised. Over the last quarter of the year (Jan- March 2023) there have been 63 recorded consultations. As this is newly captured data, it cannot be benchmarked against previous years, but it does highlight the advisory and supporting role of LADO who, in addition to the referrals processes provides ongoing advice and support to other professionals.

During the reporting year, education staff remained the largest source of referrals accounting for over 50% of the total. Almost half of these referrals relate to agency or locum staff within education settings, many having been in the setting for a short period (ranging from a few days to a few weeks). In most of these settings there has been identified learning for the education setting and employing agency about how these staff are inducted and supported within their role. This seems to be an increasing trend which will be monitored in the next year and discussed with the schools through Designated Safeguarding Leads network meetings led by the Child Protection Lead for schools. The LADO and Child Protection Lead for Schools will produce LBH guidance on working with agency staff relevant for all settings.

Referrals were relatively evenly split between other sectors with health professionals, foster carers, early years workers and children's residential home workers being the next most referred cohorts. The 'other' section (accounting for 17 referrals) mainly related to carers working with children and young people with additional needs. The least referred, with no referrals in the year 2022-23 were faith group leaders followed by members of the police force, childminders, and voluntary sector workers for which the LADO received 2 referrals per sector. Whilst this may indicate a positive trend, it could also show a reduced awareness relating to the role of LADO in these sectors, particularly within faith groups. Plans will be developed in the next year for reaching out to these settings and ensuring access to information and awareness of the LADO process.

A trend that became apparent this year was that a large percentage of the alleged victims of harm were children with a range of disabilities, including children who are non-verbal. This trend was captured through the review of individual referrals, however learning from this, we adapted the recording system to capture disability of the victims, thus allowing us better analysis and monitoring of this trend going forward.

Nationally, concerns have been raised regarding LADO oversight of concerns about settings and therefore, the LADO will continue to review LBH processes in this area, alongside national guidance as it is established. Following on from the Hesley review the DfE has requested that the LADO national

network devise a LADO handbook. We are engaging with the pan London LADO group to support this work and we will incorporate the national recommendations into our local practice and procedures.

### 12.3 Children's Rights and Participation Service

The Children's Rights & Participation team are part of the Safeguarding, Partnership and Quality Assurance Service. The remit of our team is to undertake engagement activity with children and young people who have contact with Children and Young People's Services, and to ensure that the voices of children are respected and heard. In the last year our achievements include:



- Engaging with 253 individual children through Children in Care Councils (CiCCs) and other activities.
- Supporting young people to volunteer 455 hours of their time in addition to attendance at CiCC's.
- The launch of the out of Borough virtual children in care council group 'Stepping In'.
- Developing the successful Tuesday football sessions with coaching support from Brentford football club.
- Celebrating 525 individual young people who were nominated for KICA awards.
- Delivery of a high successful KICA event with 117 winners attending the event
- Identified and supported young people to be involved in the recruitment to 21 roles within Children's Social Care, including social work apprentices, newly qualified social workers, Personal Advisors, AXIS officers, school safeguarding lead and team managers.
- Facilitated Walking in Our Shoes training to 253 professionals.



Individually, young people tell us that they benefit from a sense of community, additional professional support and from opportunities to have their voices heard. Young people have told us that *"You don't know how much I have enjoyed working with you guys, I don't even know what to say at this point saying thank you to you wouldn't be enough for helping me and trying to support every one of us. Making us think or feel you're like mother or an older sister for us. Every-time we needed help or needed*

*something you are already trying your best all I got to say is thank u for making last year on of the best years of my life” and “I really feel like you are my family.”*

#### 12.4 The Hillingdon Hospital

The Hillingdon Hospital NHS Foundation Trust provides services from both Hillingdon Hospital and Mount Vernon Hospital. The trust has a turnover of around £222 million and employs over 3,300 staff. We deliver healthcare to the residents of the London Borough of Hillingdon, and increasingly to those living in the surrounding areas of Ealing, Harrow, Buckinghamshire and Hertfordshire, giving them a total catchment population of over 350,000 people.

Hillingdon Hospital is an acute and specialist services provider in North West London, close to Heathrow Airport for which it is the nearest hospital for those receiving emergency treatment. Providing most services from the trust, Hillingdon Hospital is the only acute hospital in Hillingdon with a busy Accident and Emergency, inpatients, day surgery, and outpatient clinics. The trust also provides some services at Mount Vernon Hospital, in cooperation with a neighbouring NHS Trust.

The Safeguarding Families Team is now fully established although some staff are still new in post, including the head of service who started In Q2 of 2022-23. The focus of this team remains for safeguarding to be at the forefront of our clinical care. This includes engagement of frontline staff, provision of training, engagement, and representation across local, national, and strategic partnerships. Generally, we have been facilitating training, building resilience, and providing supervision for various groups of staff across the organisation as well as within the team. We have had a focus on building the team, leadership and developing the safety net meetings to build relationships within the team and external to the hospital.

The Trust is a fully engaged member of the Hillingdon Safeguarding Partnership, attending subgroups, Boards and contributing to learning and practice improvement locally. The Trust continued to observe a notable increase in presentation of young people with mental health needs during the 2022-23 year. This is a continued trend since the pandemic commenced. There are an increased number of adults with mental health presentations where clinicians have completed a safeguarding referral. The mental health agenda led by the Mental Health lead has been progressed by implementation of various new policies and governance processes including the ligature and environmental risk assessment policy.

We have increased the frequency of Trust led multiagency meetings. These are to ensure that we have a broad spectrum of professional expertise available to consider individual cases, and we access the Partnership escalation procedures as required.



Safeguarding Children: We are also active members of the **stronger families** subgroup. Weekly multi-agency meetings occur with CAMHS, social care, Sorted, ARCH, psych liaison, HIDVA and Axis. The meetings discuss Hillingdon Hospital safeguarding children's cases of the previous 7 days. These meetings have improved collaboration and identify areas for improved partnerships. Our policy for safeguarding children is in place. Our adults at risk policy is currently being reviewed and will go to Safeguarding Committee in Q4. The Domestic Abuse policy was ratified in Q3.

We have given training and communicated around **self-neglect** and again seen an increase in referrals plus an increase in Mental Capacity assessments. Our weekly safety net meeting has helped us develop a pathway and we have escalated patients to the high-risk daily meeting to ensure multi-disciplinary discussions.

**Contextual safeguarding** is a key component of our level 3 training and has been highlighted in trust communications. We have Axis attendance at training and at the weekly safety net meeting. The safety net has helped us build relationships with the stronger families hub and helped improve communication and collaboration, as well as participating in our level 3 training.

**Domestic Abuse** and safeguarding remains a priority, we work closely with the hospital IDVA to identify and support patients who are victims. The safeguarding team train weekly in A&E and raise the profile of our service at the front door with the aim of helping practitioners identify who might be victims of trafficking or modern slavery.

There has been significant learning via section 42 enquiries. Training, communications, MDT working has all enabled learning from incidents. Significant progress has been made with self –neglect and mental capacity assessments. We have successfully addressed a backlog in s42 enquiries and have worked to build relationships with social care. The main themes of alleged unsafe discharge and pressure ulcers remain but are both Quality initiatives for the trust and remain a priority for 2023-2024.

From a children's perspective, raising the profile of 16- and 17-year-olds has been a significant piece of work that has had several strands. The focus has been on A&E and the wards predominantly, challenging staff and empowering them to take responsibility for raising concerns and following procedures.

In the last year the Learning Disability Clinical Nurse Specialist has raised awareness of the needs of people with learning disabilities, producing best practice guidance and maternity specific guidance for people with learning disabilities. We continue to monitor implementation of the Mental Capacity Act, with an increase in the number of assessments overall, and especially in relation to discharge

destination and self-neglect. Our mental health lead has continued to raise the profile of the mental health agenda, with progress made in policies and governance. We have worked to build Dementia Quality initiatives including purchase of the magic table with support from the charity, recruiting dementia companion volunteers and provide dementia activity bags. The safeguarding children clinical nurse specialist role is established and developing to support the named nurse and provide a presence on the paediatric ward and in paediatric A&E.

### 12.5 Stronger Communities and Prevent – London Borough of Hillingdon

The work of the Stronger Communities team supports the council's aim, "along with its partners, to create a strong and resilient community in Hillingdon, to counter extremism and hate in all its forms, while bringing communities together to promote cohesion and integration. To build a strong sense of belonging and pride where all people feel valued and included, whether living, working within, or visiting the borough."

The team is represented in the Stronger Families and Female Genital Mutilation groups, providing a link to voluntary and community section organisations. We ensure that any emerging safeguarding issues, learning, and training opportunities are disseminated throughout our networks.

This year we developed bespoke training, in conjunction with counter terrorism police, to raise awareness of the influence of extreme far-right ideologies. We continue to work closely with schools, focussing on building resilience and staying safe online. In respect of adult safeguarding, it is recognised that neurodiversity and mental health difficulties can increase vulnerability to radicalisation, therefore we maintain close links with voluntary and statutory services.

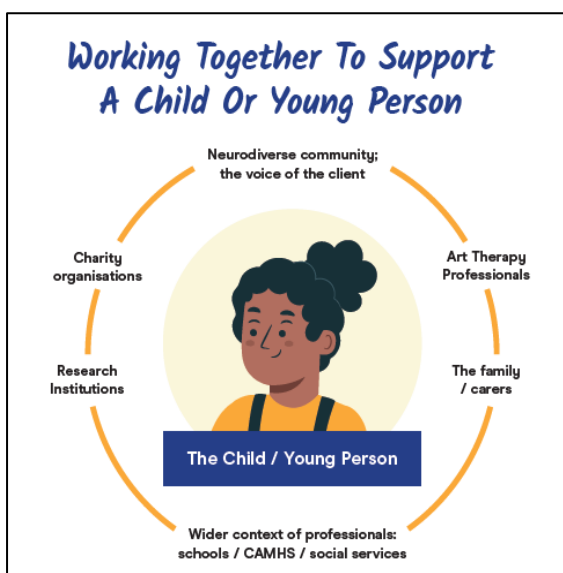
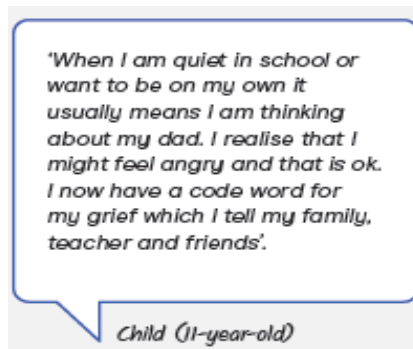
We continue to deliver our MOPAC (Mayor's Office for Policing and Crime) funded programme in collaboration with police, schools, the college, the University, and community, aimed at tackling hate crime and extremism. Workshops have been delivered in schools. With pupils discussing topics relating to promoting equality and diversity, challenging discrimination, and tackling hate. Pupils through their discussions have been able to demonstrate awareness of diversity in Britain, and understanding of core values including unity, respect, democracy, how to report concerns and more, leading to increased resilience and cohesion.

In working with our local communities, the programme has also included the recruitment and training of 124 Hate Crime Upstanders. The Hate Crime Upstanders have been recruited from across local voluntary and community organisations and council services and other partner agencies, to enable them to better understand all forms of hate crime, how to report incidents and support those from within the community who may be victims.

### 12.6 Harlington Hospice – Psychological and Emotional Support Service

Our team provides support to children, adults and their families who are affected by bereavement and loss. This year the child and adolescent service joined with adult services at Harlington Hospice transforming into the Psychological and Emotional Support Service.

We participate in multiagency safeguarding forums for individuals we are working with as required. More widely we engage with the Borough-wide transformation group, and internally with the Harlington Hospice Safeguarding Steering Group, contributing to the review and update of safeguarding policies. Where there is learning from an individual circumstance, this is disseminated throughout the team and wider organisation. The team is represented on the Safeguarding Boards, and within relevant subgroups



A key focus in the last year has been to adapt our practice approach to better reflect the needs of children and young people who are living with neurodiversity. We were successful with our research in Neurodiversity and Grief, attending the hospice UK conference in November 22 and were awarded first place in the research poster. This featured the work we do to assess risk, providing pre and post bereavement support to neurodivergent children/young people. The project now features in the Hospice UK Innovation hub.

### 13 Priorities for 2023-2024

Hillingdon Safeguarding Partnership continues to strive for excellence in practice, our commitment to continuous development of local services for children, adults, their families, and carers is fundamental to all aspects of our work. This necessitates a reflective and dynamic approach to strategic safeguarding; willingness to recognise our opportunities for development, and to build on what we do well. In the coming year the Partnership will focus on embedding the learning from quality assurance processes, and core practice challenges. Our underpinning principle of amplifying the voices of children and adults provides us with an impetus to understand and respond to the lived experiences of those individuals, and families, in need of support or protection.

The **Safeguarding Adults Board** will focus on:

- Neglect
- Learning from Practice

The **Safeguarding Children Partnership Board** will focus on:

- Contextual Safeguarding
- Child Sexual Abuse
- Stronger Families
- Education Safeguarding

The shared priorities of Practice Development, Female Genital Mutilation, and safeguarding in relation to Heathrow Airport (JSSAT) will remain. As strategic subgroups conclude an agreed workplan further areas of focused work will be identified.

## 14 Appendices

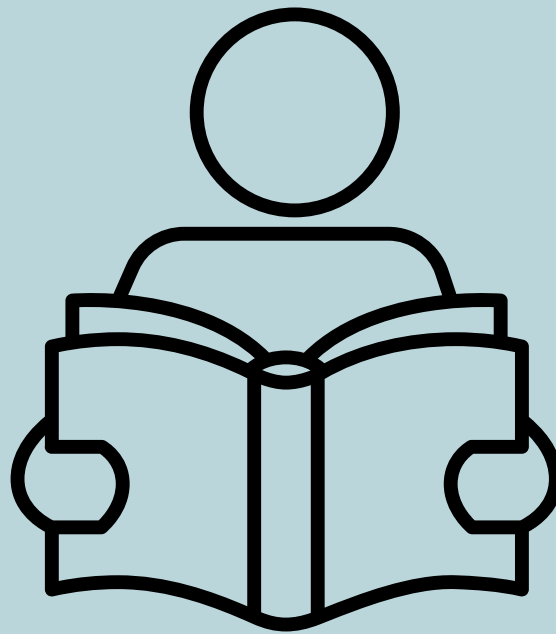
### Appendix 1: Training Programme

Training Programme	
<p><b>Core Offer:</b></p> <ul style="list-style-type: none"> <li>- Working Together to Safeguard Children (and Refresher)</li> <li>- Adult Safeguarding</li> <li>- Core Groups and Child Protection Plans</li> <li>- Trauma Informed Practice</li> <li>- Recognising and Working with Child Neglect</li> <li>- Safeguarding Adults from Self-Neglect and Hoarding</li> <li>- Safeguarding Disabled Children</li> <li>- Safeguarding Adults from Neglect</li> <li>- Female Genital Mutilation</li> <li>- LADO: Managing Allegations</li> </ul> <p><b>Domestic Abuse:</b></p> <ul style="list-style-type: none"> <li>- Impact on Children and Young People</li> <li>- Intimate Partner Violence</li> <li>- Supporting Older Survivors Affected by Domestic Abuse</li> </ul>	<p><b>Safeguarding Adolescents:</b></p> <ul style="list-style-type: none"> <li>- Contextual Safeguarding</li> <li>- Adulthood Bias and Safeguarding Children</li> <li>- Learning from Practice – Serious Youth Violence and Contextual Safeguarding Workshop</li> </ul> <p><b>Child Sexual Abuse:</b></p> <ul style="list-style-type: none"> <li>- Responding to Child Sexual Abuse Concerns</li> <li>- Pilot: CSA and Youth Justice</li> <li>- Pilot: Signs and Indicators for Schools</li> <li>- Pilot: CSA and Disabled Children</li> <li>- Sex Pressures and Social Media</li> <li>- Sexual Harassment and Responding to Incidents</li> <li>- Traffic Light Tool: Harmful Sexual Behaviour</li> <li>- CSE Boys and Young Men</li> </ul> <p><b>Lived Experience:</b></p> <ul style="list-style-type: none"> <li>- True Honour: Modern Slavery</li> <li>- True Honour: Forced Marriage</li> <li>- Walking in Our Shoes Training</li> </ul>

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# Annual Report

2022/2023



**Easy Read Version**

## What is the Safeguarding Partnership?



The Safeguarding Partnership is a group of people from different organisations.

This includes the London Borough of Hillingdon, Police, NHS and Healthwatch.

We work to keep children and adults safe from abuse and neglect.



Our aim is for all people to live in safety with their rights protected.

People should not be abused, or feel scared.



Every year we must write a report to say what we have done, how well we have done it, and what we plan to do next.

This report is about our work to keep adults safer.



Every year we ask a man called Alan Caton to come and check our work, and help us to do things well.

Alan Caton is our Independent Scrutineer.

This year Alan came to look at the Adult Multi Agency Safeguarding Hub (MASH). This is the team that looks at all concerns about abuse and neglect.

Alan met with lots of people, and looked at how we work together. Alan found the MASH is working well, and he gave us some ideas for what we can do next.





## What we have done.



**We trained professionals about different types of abuse and how to help adults and children to be safe.**

**This year we have trained lots more professionals than ever before.**

**We write papers called briefings and have a newsletter to keep people informed.**



**We asked adults and children what professionals do well, and what could be better. We worked together to write a survey that we used to ask other children and adults what they thought**

**Social workers helped other children and adults to complete the survey.**

**We listened and wrote a report to help professionals know what works best.**



**Sometimes things can go wrong. It is important to learn from this.**

**We talk about what could have been done better and write it in a report called a Safeguarding Adults Review.**

**We learned from two Safeguarding Adults Reviews.**



**The Safeguarding Adults Reviews reminded us that:**

**Sometimes adults are not able to look after themselves.**

**It is important to know all about adults and to listen to their families and carers.**



**Professionals need to talk and listen to each other more carefully.**

**It is important to know about physical and mental health.**



**We work together in meetings called subgroups.**

**Subgroups have people with all different jobs so that we can learn and plan together. There is always police, social care and health professionals.**

**Subgroups work on one topic, and make a plan about what needs to happen.**



**Our Mental Health and Safeguarding subgroup finished all of the work on the plan.**

**We made plans to help us check that practice is good.**

**We trained professionals, and wrote guides to help them.**



**Our Domestic Abuse subgroup also finished all of the work on the plan. We looked carefully at how professionals from all different services help victims of domestic abuse.**

**We wrote an easy read guide to getting help for adults who need support.**



**The Self-Neglect subgroup worked to help professionals know how to help people who cannot help themselves.**

**Self-neglect is when someone is not able to keep themselves clean, safe and well. Sometimes people do not want help even though they need it.**



**We worked with Heathrow Airport and Border Force to make sure we are helping people that are trafficked.**

**This part of the report tells you some of the important things that have happened this year.**



**Adult social care have had a busy year, with lots more people needing help and protection.**

**Neglect is the most common reason for an adult to need support or protection.**



**The police service is trying to reduce crime and increase safety.**

**This includes stopping domestic abuse, and to help people with mental health problems.**



**The NHS has been working with GPs, making changes to mental health services and supporting people who are living in hotels.**



**Our local hospital has a specialist nurse to help people with learning disabilities and to train other staff.**

**The Safeguarding Team have been training doctors and nurses across the hospital to improve their work with patients.**



**Our community health teams have held training around domestic abuse, and how to make sure that people can make their own decisions, and to help them when this is not possible.**

## What will we do next?



All of the organisations will keep working together to keep people as safe as possible.

We will keep learning and improving.



Next year we are focussed on getting better at helping people who are being neglected.

Neglect is when a person does not get the care that they need



We want to make sure that the views of adults, and their carers and families are heard.

This is to help us to understand what it feels like to have a safeguarding service, so that we can get better.



If you have any ideas or questions please let us know.

Call: 01895 277855

Email: [safeguardingpartnership@hillingdon.gov.uk](mailto:safeguardingpartnership@hillingdon.gov.uk)





## Children & Young People's Annual Report

2022-2023



**Hillingdon Safeguarding  
Partnership**



The Safeguarding Partnership is all the people that help and support us. Our social workers, doctors, carers, mental health workers, nurses, police officers, GPs, housing officers, mentors, support workers and many more.

# Children's Voice



Listening to us and doing the things you say that you will do.

Learning about the things that matter to us!

When adults show us that they care

What is going well?

Having groups where there are fun activities, and where we can speak to other kids and adults that understand us.

- What our 6-12year olds said about being in care:
- I feel loved
  - I feel cared for
  - I have fun
  - People are kind
  - I get the help I need



Being searched at school...

Travel costs

Being outside late at night

Worries

Changing workers

Social media

Schools aren't getting us ready for adult life

Help me understand what I'm thinking and feeling

Get to know us by listening to us and doing fun things.

Understand what it's like to be us

What Helps?



We should meet somewhere that feels homely

Make it easier to see my social worker

## Introduction

Hillingdon Safeguarding Partnership is committed to listening and learning from the expertise and experience of our children and young people. This year we have amplified the voices of children and young people through working with them directly, explaining the role of the Safeguarding Partnership, and seeking their input into quality assurance. During discussions the children and young people were encouraged to share both their own experiences, and their wider knowledge of their siblings and peers, to ensure that the learning can be applied widely across the partnership. The young people reported that they felt valued that their contribution could lead to change and help other children feel safer.



Thirty-six, children and young people were consulted in small groups settings, with familiar peers and adults to support them. Contributions were made by our Children in Care Council, for Looked After Children from age 6 plus and care leavers up to age 25, and the Youth Voice participation group, for children aged 12- 17 years who have experience of safeguarding services or the Youth Justice Service. The young people were from a range of ethnicities, gender identities, cultures, religions, countries, and some had disabilities and/or neurodiversity needs. They thought about their interactions with the wide range of professionals that have supported them. This included social workers, doctors, carers, mental health workers, nurses, police officers, care providers, GPs, housing officers, mentors, support workers and many more. We hoped to understand their lived experiences and gain their expert knowledge of what it feels like to be in receipt of a safeguarding service. The following questions were asked:

- Have you felt listened to by the Safeguarding Partnership?
- What do you think we do well?
- How can we make things better for children and young people?
- What worries you or makes you feel unsafe living in Hillingdon?
- Is there anything you could suggest that could help change this?

## 1. How well were you listened to?

Reliability - Most young people said that the Safeguarding Partnership have listened to them, by explaining their roles, attending their meetings, listening to their views, and sharing them with senior leaders who can influence and make change.

The young people described the Safeguarding Partnership team as "nice" they "call people to account", "credible" and "on it all the time".

Validating – The young people felt appreciated and empowered when they saw how their information was used. Particularly when their quotes were used in the Voice of the Person review.

Consistency - Meeting a regular face from the safeguarding partnership team has helped the young people to build relationships and become more open and honest about their lives and experiences.

Empowerment - They felt that they were not judged and that their views were held as being as important as those of the adults.

Trustworthiness – They were updated on some of the decisions and changes that have been made by senior leaders that care about them.

Shared understanding – They understood that some of their recommendations were quicker to action than others, timescales and plans were communicated. Any recommendations that were not realistic were discussed openly and honestly in a respectful way.

Respected – The children and young people felt that creating an annual report from their perspective was a good idea, however they felt the Safeguarding Partnership should provide quarterly updates in person to children and young people.





## 2. What is working well?



Building Rapport - When workers go above and beyond and show children and young people that they care. Children find it helpful when practitioners travel to places to meet them where they feel comfortable.

Safe Spaces – Environments that are designed to be accommodating and welcoming for children and their families.

Awareness Raising Interventions - Learning about things that matter and impact their daily life such as Pride Month, Black History Month, National Child Exploitation Day, Mental Health Awareness week and drug and alcohol use prevention sessions.

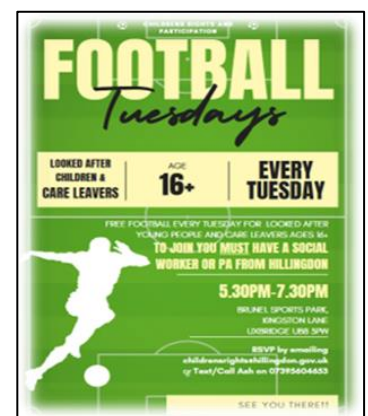
Positive Activities - Discussion groups, activity days, food and sweets from Children’s Rights and Participation Team and Safeguarding Partnership.

Engagement - Attending groups where there are fun activities, and they can speak to other young people and adults that help and have similar experiences. *“It helps me realise that other people have experienced similar things”.*



Implementing Change - Professionals making an effort to speak to young people and make changes based on important information they have heard. Following consultations, returning to the young people, to explain how they have used the information and recommendations.

Care Experienced - Younger children said that were grateful to be in care because they live with people that show them *“love”*, are *“kind”*, *“feeling cared for”*, having *“fun”* and getting the *“help that they need”*.



### 3. What are we worried about?

Wider Community - Seeing and hearing about poor street lighting, people hanging around, grooming, stabbings, violence against women and girls, crime, gangs, thefts, acid/bleach attacks and fights.

Fear - Having to be 'street smart' *"I shiver when I walk past some people sometimes, I have to run away feeling scared because I can't fight"*. Being outside late at night *"...you learn to manage the fear because its normal"*.

Negative relationships with some professionals due to a lack of trust (police) and/or high turnover (mental health staff/ social workers)

Police presence *"Seeing police on the streets knowing they are there for safety still scares me, as they may suspect me of something although I am innocent"*.

Experiencing racism

Poverty – *"Children living in poverty not getting enough food and needing extra lessons so they can do well at school and in life"*.

Being searched at school (metal detectors/bag/ body) *"makes people think dangerous things are happening and I should be worried"*.

School exclusions – *"Schools should do their best to keep children there, it's hard to get into a new good school if you have a bad record... that can mess up your life!"*.

Life Skills - *"Core subjects are not core any more"*.

Expenses - Travel costs are expensive when surviving on subsistence.



Social media – Regular exposure to videos of people being hurt or publicly humiliated.

Media - The media sharing information about professionals hurting/ abusing people.

Support for Parents - *"Some people are having children younger; therefore, they might need more support about good routines and boundaries to keep their child safe"*.

#### 4. How can we make things better for children and young people?

Training – Practitioners should be encouraged to think from a child/ young person’s perspective - *“They should attend walking in our shoes, then they can feel what it’s like to be us”. “Professionals should get to know us by listening, doing fun things and having an interest in the things that I enjoy.”*



Voice of the child – Consulting and co-producing with children and young people, then updating them about any progress or developments.

Speaking to a wide range of young people, in places that they enjoy spending time (youth clubs, classrooms, sports clubs) and with adults that they trust.

Mental health services – *“there should be help and support earlier, rather than leaving things to become bigger problems”.*

Developing relationships is important if adults want honesty. Frequent changes of workers are not helpful. Particularly with key workers, social workers, and mental health workers.

The duty process is unhelpful – contacting teams or managers for support if their practitioner is absent should be easier.

Appointments with health professionals, *“Especially doctors should be quicker, by the time they call back the problem is often gone.”*



Resources - Making the community safer by having more youth centres, mentors, sense of belonging, fun activities, building better relationships with the police, providing self-defence sessions to decrease violence.

Housing Support - Providing better housing options and support for care leavers *“you may feel alone, and people see you less because you are an adult”.*

Earlier Intervention - *“Teaching children about things when they are younger is important, they often get into trouble because they don’t know things are wrong. Sometimes they learn it’s wrong when it’s too late”.*

## 5. What changes would you like to see?

Increased education and awareness - Arrange for experts to speak to children and young people in classrooms at school about life skills.

*"Small groups are less intimidating".*

*"Educate us on why drugs are bad and what happens if you take certain drugs, not just DONT TAKE DRUGS".*

*"Large assemblies don't work".*

*"See me in places I am comfortable, reach out to me, visit me regularly, come and watch the things I enjoy, put me to live in places that I am comfortable... I know I may not be able to get my own flat but try to understand my feelings.*

*Sometimes I am scared, and I have nightmares, but I may not always be able to tell you because I keep saying the same thing over and over again and still nothing changes. I will always say I am fine, find a different way to ask me about my feelings."*

Youth Provision - Provide more activities for young people to get involved in such as football, tournaments, swimming, dance, fun days, more youth clubs, ESOL, more sessions from the Children's Rights and Participation team.

Shorter waiting lists for mental health services

Trauma Informed Environments – Ensuring the environment where children work with practitioners is welcoming and comfortable. Consider consulting with children to create safer spaces that *"feel more like home, especially if you have to attend a hospital or an office"* *"The contact rooms in the family hub are great"*.

Peer mentors - young people should be able to help provide preventative interventions to other children that they can relate to.



Training – Mandatory agreement for practitioners that work with children and families to attend walking in our shoes training delivered by care experienced young people.

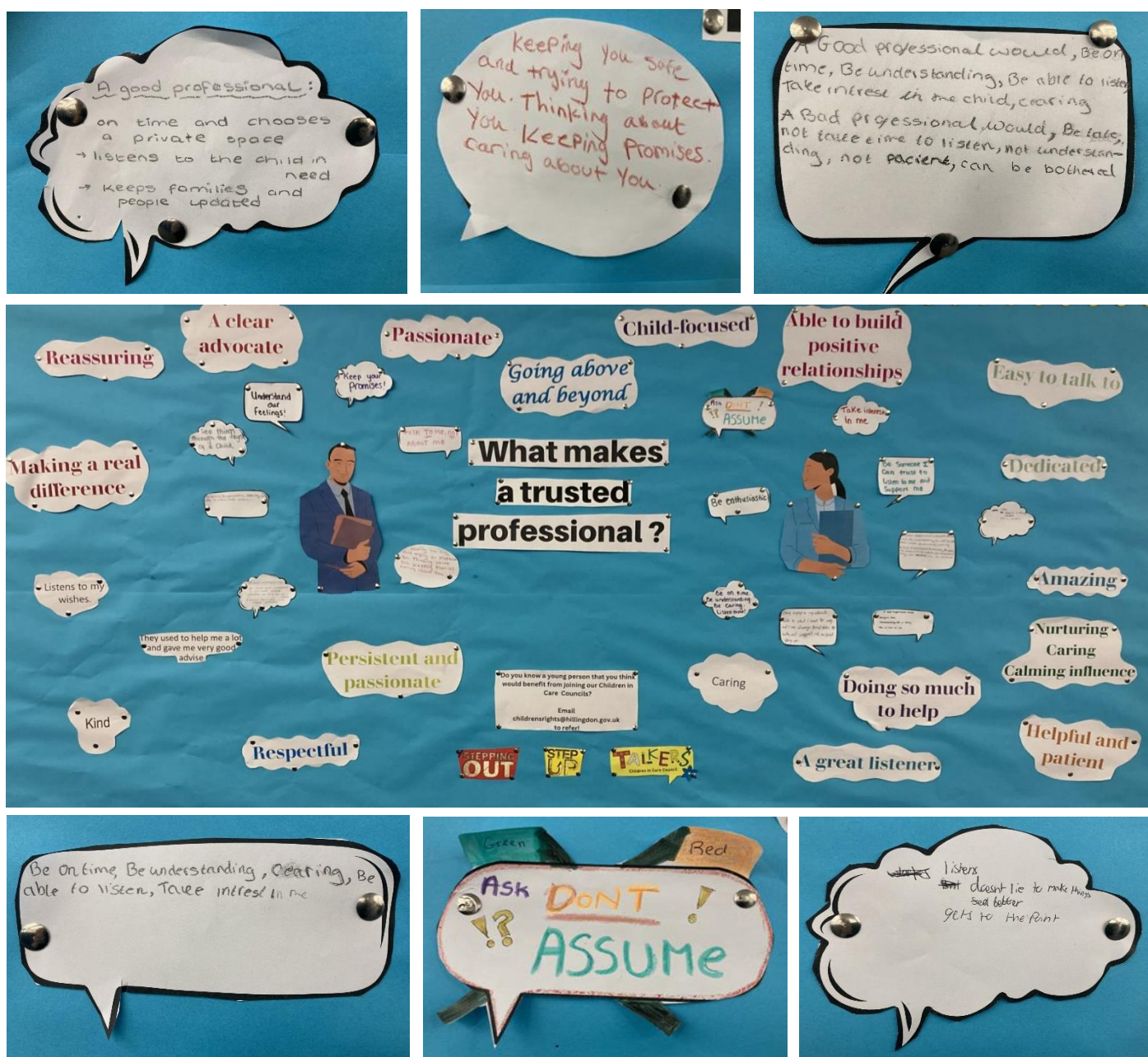
Communication - Using social media, discussion groups or activity days to communicate important changes that impact young people. Better understanding and advertising of services locally that can provide help and support.

Transitional Safeguarding – Better support for young people when they turn 18, particularly care leavers.

Roundtable discussions with managers and senior leaders from across the partnership. Managers could explain their roles, processes and how they can improve things for young people. *"If they can't come in person attend our events or join us on zoom"*.

## 6. Next Steps

The children and young people that were involved felt empowered and validated to be consulted and to have co-produced learning for dissemination across the partnership to safeguard children and adults across Hillingdon. They highlighted our good practice, particularly consulting with children, young people and adults and considering things from their perspective. There are aspects that they felt should be improved. These included having trauma informed spaces, making our community safer and building better relationships with children and the wider community. Their suggestions to help included: providing more activities, practitioners understanding young people's lived experiences, utilising social media to share information, increasing prevention and awareness sessions, and having children and young people understand what senior leaders that have influence 'actually do'.



With thanks to all the children and young people who wrote this report, and to the Hillingdon Children's Rights and Participation Team for their support.

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## SHELETERED HOUSING SCHEMES AT YIEWSLEY COURT, YIEWSLEY AND THE GOULDINGS, UXBRIDGE

<b>Cabinet Member(s)</b>	Cllr Eddie Lavery
<b>Cabinet Portfolio(s)</b>	Cabinet Member for Residents' Services
<b>Officer Contact(s)</b>	Rod Smith – Central Services Directorate
<b>Papers with report</b>	Appendix 1 – The Council's sheltered housing portfolio Appendix 2 – Consultation summary outcome on proposed changes to the use of Yiewsley Court sheltered housing scheme Appendix 3 - Consultation summary outcome on proposed changes to the use of The Gouldings sheltered housing scheme

### HEADLINES

<b>Summary</b>	Cabinet is asked to consider the decommissioning of two Council owned and managed sheltered housing schemes and redesignate the buildings for use as short-life accommodation for homeless households which will be managed by the Housing Management Service. This follows consultation with those affected and a related petition hearing.
<b>Putting our Residents First</b>  <b>Delivering on the Council Strategy 2022-2026</b>	This report supports our ambition for residents / the Council of: Live in good quality, affordable homes in connected communities This report supports our commitments to residents of: Thriving, Healthy Households Housing Strategy 2022-2026 – Homelessness & Rough Sleeping Building Safety Policy 2022
<b>Financial Cost</b>	The HRA incentives cost of £285k is to be funded from HRA non 141 capital receipts as this project meets the criteria of transformation activities. The HRA capital build and conversion costs are to be funded from existing HRA capital budgets. This project will also deliver estimated cost savings of £190k per annum to the General Fund.
<b>Relevant Select Committee</b>	Residents' Services Select Committee
<b>Relevant Ward(s)</b>	Yiewsley and Uxbridge

## RECOMMENDATIONS

### That the Cabinet:

- 1) **Considers the responses from the consultation as set out in the Appendices 2&3 and the related petition hearing that took place in January 2023;**
- 2) **Agrees to the existing sheltered housing schemes at Yiewsley Court and The Gouldings being decommissioned and re-purposed as ‘short life’ accommodation within the Council’s managed housing portfolio;**
- 3) **Note that Planning consent is required to implement the change of use to ‘short life’ and that Officers will, subject to a decision by Cabinet, submit the necessary application for determination;**
- 4) **Agrees that tenants at Yiewsley Court be decanted to suitable alternative accommodation which best meets their needs and preferences and be paid Statutory Home Loss and Disturbance payments, where eligible;**
- 5) **Agrees that tenants at The Gouldings be given the options to remain at The Gouldings as a general needs tenant or exercise the choice to be decanted to suitable alternative accommodation which best meets their needs and preferences;**
- 6) **Delegates any further decisions required in respect of implementation of this matter to the Corporate Director of Central Services, in consultation with the Cabinet Member for Residents’ Services, noting that decisions relating to individual tenants will take account of any equalities issues.**

### Reasons for recommendation

Following a review of housing dedicated to older people there is potentially an over-supply of age restricted accommodation within the managed housing portfolio. This category of accommodation includes; age restricted blocks of flats [for the over 55s], bungalows, sheltered housing schemes and extra care schemes. In terms of housing specifically for persons aged 60 years or over there are currently 1,541 units of accommodation. This includes 507 bungalows, 839 sheltered flats and 195 extra care flats. With 9,770 properties owned and managed by the Council, 16% of the Council’s housing stock is therefore dedicated to older people. The Council’s sheltered housing portfolio is set out in Appendix 1.

The number of properties which are void within the managed housing portfolio varies from week to week as tenancies end and are created. At the end of April 2023 there were 53 age restricted void properties. This represented 44% of all voids as at the end of April 2023 and included:

- Extra care – 29
- Sheltered – 8
- Bungalows - 16



At the end of August 2023 there were 42 age restricted void properties. This represented 42% of all voids and included:

- Extra care – 14
- Sheltered – 10
- Bungalows – 18

Whilst there has been a reduction in Extra Care Voids the number of other age restricted voids [sheltered and bungalows] remains fairly consistent over time.

There are 42 self-contained one-bedroom flats at The Gouldings and 25 at Yiewsley Court. Using these units of accommodation as short-life accommodation will increase overall supply and reduce pressure on the general fund costs associated with temporary accommodation. Short-life accommodation is property within the Housing Revenue Account which is dedicated for use by homeless households. Of the 21 sheltered housing schemes in management, Yiewlsey Court and The Gouldings are considered to be the most appropriate to bring forward for a decision on alternative use.

The Council has been directly managing a relatively small number of short-life occupation arrangements within the managed housing stock since 2014. At the end of March 2023 there were circa 282 short-life occupation arrangements in management. The Council plans to increase this number on a phased basis to an upper limit of circa 750 units. The Head of Housing Needs is working to identify and convert a total of 20 properties to short-life accommodation each month as and when they become empty. The total target portfolio number will exclude the units in management within the Council's dedicated temporary accommodation establishments at Marlborough Crescent and Saviours House.

The number of homeless households in temporary accommodation (TA) stood at 766 at the end of March 2023, of which 411 were in B&B. The B&B figure is 246 higher than the 165 households that were in B&B at the beginning of April 2022 and higher than at any other time.

A B&B reduction Action Plan has been developed and regular meetings are tracking progress. Actions seek to both reduce the inflow of homeless people to B&B and to increase the number moving on to both private sector and social housing. This includes property acquisitions; case reviews to ensure options to prevent are fully explored; increased use of short life properties; engaging with providers to as far as possible minimise costs and other measures. It is the use of additional short life properties that is expected to make the most impact in reducing B&B usage and this is already showing positive results. The key aim is to shift TA supply from expensive nightly paid placements to cheaper placements, in particular using HRA short life properties.

At the end of March 2023 there were a total of 3,451 households on the Council's Housing Register. Of these households, 1,005 or 35% were in need of one bedroom accommodation. The vast majority of the Council's accommodation which is dedicated to older people is one bedroom accommodation. At the end of March 2023, the Housing Register profiler shows there are 569 applicants over 60 years of age who are in a one bed need with 347 having a band reason as 'Elderly Sheltered'.

This proposal would not help with accommodating those who have registered for sheltered housing. It would however still leave a considerable amount of other age restricted housing for

older people which we consider would be sufficient. The proposal would help to meet the needs of other household groups, from which there is considerable demand.

There are 569 applicants that are 60 years or over and have a one bed need. Of these 123 have been registered with a Band A, 45 have a Band B, 359 have a Band C and 42 a Band D.

Of the 569, there are 341 who are registered as wanting sheltered accommodation, however virtually all of these are registered with a Band C. One is registered with a Band B. Because they are lower priority and because most are not regularly bidding, some have been on the list for some time. Of the 341, there were 61 registered in 2022, 85 in 2021, 41 in 2020 and 154 earlier than 2020

If we concentrate on the 123 households with a Band A, none are registered as wanting sheltered accommodation. If an applicant has another reason for moving but has also indicated on their application that they would consider a move to sheltered, then sheltered will be shown as the band reason.

The vast majority of those in Band A are registered as under occupiers. This will include people who have responded to our requests for under occupiers to consider moving, many of which will have subsequently decided not to go ahead with a move. There are 103, Band A under occupiers. Of these 45 have never bid and only 9 have placed a bid during 2023. There is very little interest in sheltered accommodation shown by those bidding. Most of the bids are for bungalows, with some for flats and houses. There is only one bidder who has placed more than one bid for sheltered accommodation and one further bidder who is mostly interested in other accommodation but has made one sheltered bid.

### **Alternative options considered / risk management**

To increase the number of properties used for short-life accommodation to address both supply and cost pressures associated with temporary accommodation it would be possible to just use a proportion or all new empty properties presenting as short-life. However, this approach would not bring forward a relatively large number of vacant properties at once and would not address the disproportionate amount of the Council's housing stock which is dedicated to older people. It should also be noted that not all elements of the Council's housing stock are totally suitable for short-life accommodation.

The Gouldings sheltered housing scheme is located within a mixed use 11 storey tower block containing 72 flats above the Pavillions shopping centre. A total of 30 flats within the block are all general needs flats and the remaining 42 comprise the sheltered housing scheme. The introduction of the Building Safety Act 2022 has radically changed approaches to managing and maintaining residential blocks of 18m in height and over. Landlords have a raft of new and additional statutory obligations to ensure that residents are fire safe, and buildings are well managed and maintained. The Council's approach to complying with the new building safety regime is set out in its Building Safety Policy and an associated Housing Management Offer to residents living in tower block accommodation. As part of this Offer the Council has been identifying individuals across its tower block portfolio who present as 'high risk' in the context of fire safety and or would be unable to self-evacuate from their tower block flat unaided in the event of a real fire situation or if ordered to do so by the Fire & Rescue Service.

The sheltered housing scheme at The Gouldings is unique in terms of being a sheltered housing scheme located within a tower block. The Building Safety Act 2022 categorises such blocks over 18m in height as ‘higher risk buildings’. Dedicating flats within a ‘higher risk building’ to older people who are more likely to be infirm and experience mobility and sensory issues presents greater levels of risk. In response to the Act the Council has changed its Social Housing Allocations Policy to prevent new tenants from moving into ‘higher risk buildings’ where they are unable to self-evacuate unaided. Decommissioning The Gouldings as accommodation dedicated for older people [sheltered housing] would be key in mitigating presenting risks.

Alternative schemes to Yiewsley Court were considered. Yiewsley Court is however one of the two smallest sheltered housing schemes owned and managed by the Council. Both of the smallest schemes comprise only 25 flats each. Yiewsley Court, Horton Road is also directly opposite Roberts Close sheltered housing scheme on Horton Road. Roberts Close is the Council’s second largest sheltered housing scheme containing 63 flats and in this context is over twice as large as Yiewsley Court and could be utilised for decant purposes. Table 1 shows the average turnover rate for Roberts Close over the previous two year period. The average rate was 14.3%.

**Table 1 – Average turnover rate for Roberts Close 2021/22 to 2022/23**

	21/22	21/22	21/22	21/22	22/23	22/23	22/23	22/23	
Roberts Close	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	2 year average
Stock	63	63	63	63	63	63	63	63	63
Void (at quarter end)	0	1	3	1	0	0	1	2	1
% void ( at quarter end)	0.0%	1.6%	4.8%	1.6%	0.0%	0.0%	1.6%	3.2%	1.6%
Tenancy Starts	2	2	2	7	3	0	1	1	2.25
Tenancy Ends	0	3	4	5	2	0	2	2	2.25
Annual Turnover %				20.6%				7.9%	14.3%

**Democratic compliance / previous authority.**

Following the consultation, a petition was considered by the Cabinet Member for Residents’ Service on 19<sup>th</sup> January 2023 in relation to Yiewsley Court, as set out more fully later in the report.

**Select Committee comments**

None at this stage.

## SUPPORTING INFORMATION

1. The Landlord Service continues to deploy a range of initiatives to make the best possible use of its limited supply of affordable accommodation. This includes financial incentives to tenants wishing to downsize and tenants wishing to get a foot on the property ladder. As part of its approach to asset management it also reviews categories of the housing stock which may be suitable for regeneration / redevelopment, disposal, conversion or extension. As part of these considerations, it also reviews the use of housing stock with a view to identifying where greater value can be obtained through a change of use, particularly where change can deliver efficiencies.
2. The Housing Management Service has recently developed a short-life housing management offer in response to the planned uplift in short-life accommodation across the managed housing portfolio. This offer will be delivered by a newly formed Housing Management Services Team [effective from April 2023] which will be delivering enhanced levels of housing management, supported by a staff to properties managed ratio of 1:150. The key objectives of the offer are to ensure robust compliance with tenancy obligations and tenancy sustainment. The short life offer was developed to be self-financing by charging short life tenants a service charge for furniture ranging from £22.12pw to £45.68pw and by charging all short life tenants a service charge for enhanced management at £9.12pw. The universal management charge commenced from 1<sup>st</sup> May 2023 and the furniture charge has been implemented incrementally for all new lettings from mid-May 2023. These costs are covered by Housing Benefit.
3. The proposal relating to Yiewsley Court, if approved, would require the scheme to be fully decanted prior to reletting flats on a short-life basis. The decant requirement would attract statutory Home Loss and Disturbance payments given that eligible tenants would be required to move if the scheme was decommissioned. Home Loss entitlement is currently £7,800 per tenant and, from experienced gained on the Council's two regeneration sites in Hayes, an average of £3k - £4k is required for Disturbance Payments linked to removals, disconnections / reconnections, carpets and curtains. One resident at Yiewsley Court occupies their flat on a temporary placement and as such would not attract statutory home loss or disturbance payment on the basis that they are not a secure tenant.
4. From a preliminary inspection of Yiewsley Court there is potential to create additional units of accommodation to let by utilising some of the shared facilities and remodelling existing flats including:
  - Creating two x 1 bed disabled units on the ground floor – using the communal lounge / kitchen and the guest room and adjacent buggy store
  - Create one small bedsit on the ground floor – using the laundry room and adjacent storage area
  - Create one small bedsit on the first floor – using the first-floor lounge and adjacent communal bathroom
  - Convert one x 1 bed into a 2-bed flat on the first floor – using the medical room / hair-dressing room adjacent one bedroom flat.

With the exception of converting the 1-bedroom flat into a 2-bedroom flat, the creation of the additional flats to let, including much needed temporary accommodation for wheelchair

users / bariatric clients, can be undertaken whilst the building is re-let as short-life accommodation. The budget estimate for this work is in the region £150k plus contingency and fees. There are currently disabled shower cubicles in each flat at Yiewsley Court. It may be advantageous to convert to ‘wet rooms’ on a rolling basis. The additional cost per flat would be approximately £6k.

5. The proposal relating to The Gouldings, which is currently a mixed-use block, is to decommission the sheltered housing and offer all tenants the choice to remain at the Gouldings as a general needs tenant. During the consultation period by The Gouldings approximately half of respondents commented that they would like to remain as general needs tenants if the building was decommissioned as sheltered housing. This would potentially bring forward approximately 20 units of short-life accommodation. However, if the scheme were to be decommissioned it is believed that this number would actually increase as services associated with sheltered housing status are withdrawn. Given that residents at The Gouldings would be able to exercise choice to remain as a general needs tenant or move into suitable alternative accommodation, they would not attract statutory Home Loss or Disturbance payments. The Council would however meet all reasonable costs associated with tenants who exercised the choice to move. Such costs are commonly in the region of £1,500 for tenants occupying one-bedroom flats.
6. If the schemes were decommissioned, dedicated Tenancy Management staff would work with tenants on an individual basis to develop a ‘move on plan’ which was tailored to their individual needs and preferences. Considerable decant experience has been developed in-house following the successful completion of the phase one regeneration decant programme in the Hayes area.

## Financial Implications

This report recommends the existing sheltered housing schemes at Yiewsley Court and The Gouldings to be decommissioned and re-purposed as ‘short life’ accommodation within the Council’s managed housing portfolio, subject to planning consent. The proposals impact on the HRA revenue, HRA capital and General Fund homelessness areas, with initial investment within the HRA delivering ongoing savings to both the landlord account and General Fund.

**Table 1: Summary of Financial Implications**

<b>HRA Implications</b>	<b>£'000</b>
Decant Removal Costs	98
Homeless & Disturbance Payments	187
<b>One-Off Investment</b>	<b>285</b>
Additional Annual Rental Income	297
<b>Payback Period (Years)</b>	<b>0.96</b>

<b>GF Implications</b>	<b>£'000</b>
Temporary Accommodation Savings	190

The tenants at The Gouldings are to be given the option to remain at The Gouldings as a general needs tenant or exercise the choice to be decanted to suitable alternative accommodation which best meets their needs and preferences. Statutory home loss and disturbance payments are not

applicable to this group as they are given a choice. However, decant removal costs are applicable at £3-4k per household and assuming two thirds of households move then this would be a one-off cost of £98k.

The proposals include decanting the tenants at Yiewsley Court to suitable alternative accommodation which best meets their needs and preferences and be paid statutory home loss and disturbance payments, where eligible. The estimated cost of the home loss payments and disturbance for the occupied 24 properties is £187k.

Furthermore, this project is to be done with existing HRA staff resources.

The total estimated cost to the HRA in 2023/24 is £285k. The full year effect of moving existing households from Yiewsley Court and The Gouldings to other suitable HRA void properties is a reduction in void income loss i.e., a saving of £297k. The costs can be funded from uncommitted HRA non 141 capital receipts as this project meets the criteria for the flexible use of capital receipts to fund transformation activities.

By moving tenants from Yiewsley Court and the Gouldings into other vacant sheltered sites this will generate income and reduce void loss. It is not necessarily the case that these other sheltered voids including extra care properties and bungalows will all be let, and especially let quickly. There is likely to be underlying voids for these properties in any year. Also, with the decant they would be void for a shorter period, especially as we are doing a large decant.

A single 1 bed property acquired from the private sector for use as temporary accommodation costs the Council an average annual amount of £3.6k after subsidy income is allowed for. Approving the use of the properties at The Gouldings and Yiewsley for short-life accommodation will save the General Fund approximately £190k per year.

The proposed remodelling will increase the number of new units by 4 and will re-purpose a 1-bed into a 2-bed flat. The new units are eligible for 141 RTB Receipts and total works costs can be financed from the HRA Unallocated Acquisitions and Development 2023/24 budget of £24,326k. The repurposing of the 1-bed into a 2-bed property can be funded from the Extra Bedroom Extensions 2023/24 budget, for which there is currently unallocated resource of £1,185k. Any other works required to existing units would need to be funded from existing revenue and/or capital budgets for voids or works to stock.

## RESIDENT BENEFIT & CONSULTATION

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

The Council is facing significant pressure to meet the needs of homeless households to which it owes a statutory duty under the Homelessness Act 2002. High-cost temporary forms of accommodation such as 'bed and breakfast' placements are expensive and can be poor quality and less than ideal for some households who have underlying and complex needs. Bringing forward additional units of short-life accommodation, which is good quality, in-borough and is professionally managed will contribute to the overall wellbeing of homeless households who are often disproportionately disadvantaged because of insecure and poor-quality housing. Access to the full range of enhanced housing management services on offer to short-life tenants will ensure

tailored support is provided and residents are supported to access appropriate services, enter employment, and live independently. Where short-life accommodation is brought forward as a block of accommodation, it is also efficient to provide on-site outreach services.

### **Consultation carried out or required**

Consultation with residents at Yiewsley Court and The Gouldings took place between August and early October 2023. The consultation carried out with residents satisfied the Council's duty under Section 105 of the Housing Act 1985. Under this section the Council has a legal obligation to consult its secure tenants on matters of housing management. This would include proposals to decommission a sheltered housing scheme and move tenants to suitable alternative accommodation.

As part of the consultation exercise all residents were issued with a consultation pack containing; details of the proposals for change, details of the planned meeting date and time to be held with residents at the respective schemes, a 'questions and answers sheet' and an individual feedback form. All residents, irrespective of whether they wished to attend the resident's meeting, were offered a home visit to discuss the proposals. The consultation exercise was led by staff from the Housing Management Team rather than the Sheltered Housing Team.

A summary outcome from both consultation exercises is included as Appendix 2 and 3.

Following the consultation exercise, a petition with 336 signatures was submitted to the Council on behalf of and including residents of Yiewsley Court, Horton Road, Yiewsley. The petition includes signatures from residents living at Yiewsley Court and from residents living in the surrounding area under the following heading and preamble:

*"Proposed changes to the sheltered housing accommodation, Yiewsley Court*

*Hillingdon Council have undertaken a review of the housing it provides which is dedicated for use by older people. Following this review the Council believes that there is potentially an over-supply of accommodation specifically for older people and it may be appropriate to change the use of two of its existing sheltered housing schemes. We the undersigned residents object to the change of use and elderly residents being moved out of their homes and would like the Council to reconsider and keep Yiewsley Court as sheltered housing for the elderly."*

There are 25 self-contained flats at Yiewsley Court. The petition contained a total of 20 signatures from Yiewsley Court residents which represented a total of 17 households. One tenant is occupying Yiewsley Court on a temporary basis only. Following submission of the petition a family member of one resident who signed the petition contacted the Council on their behalf to request that their signature to the petition be removed on the basis that they did not understand what they were signing and if the Council reached a decision that Yiewsley Court should be decommissioned as sheltered accommodation, they will accept the decision and move to suitable alternative accommodation.

The petition was considered by the Cabinet Member for Residents' Service on 19<sup>th</sup> January 2023. As part of the Petition Report the Cabinet Member was provided with information on the summary outcomes from the consultation exercise as set out in Appendix 2. The Cabinet Member listened

to the views of petitioners and instructed officers to bring forward a comprehensive formal report to Cabinet for decision on the decommissioning proposals for sheltered housing and which incorporates the consultation and feedback from residents.

## CORPORATE CONSIDERATIONS

### Corporate Finance

Corporate Finance have reviewed this report and concur with the Financial Implications set out above, noting the recommendation to agree to the existing sheltered housing schemes at Yiewsley Court and The Gouldings being decommissioned and re-purposed as 'short life' accommodation.

Furthermore, it is noted that the costs associated with decant removals and statutory home loss and disturbance payments, where eligible, will cost an estimated £285k, with this cost to be funded from uncommitted HRA non 141 capital receipts due to the transformation nature of the changes proposed in the recommendations. The anticipated General Fund saving is included in the approved budget for the Housing Service in line with the budget approved by Council in February 2023.

### Legal

Section 105 of the Housing Act 1985 requires the Council to consult with tenants who are affected by a proposed change in the housing management practice or policy and for these views to be considered before a final decision is made by the Council.

Legal Services confirm that the Landlord Service have fully complied with section 105 of the Housing Act 1985 and that there are no legal impediments to Cabinet agreeing the recommendations set out in the report. Further, more detailed legal advice (including advice on any equalities issues) will be provided on a case-by-case basis as necessary.

### Property

The Property & Estates team confirm that the information and proposals in the above report do not impede or work against any plans or proposals from the Asset Management or Property & Estates team or future strategies.

### Comments from other relevant service areas

The Corporate Director of Adult Social Care & Health was consulted on the potential for alternative use of Yiewsley Court and The Gouldings for other client groups. Confirmation was received indicating that, from an Adult Social Care & Health perspective, there was no interest in the buildings for an alternative client group if decommissioned as sheltered housing.

The Local Planning Authority has advised that any change of use from sheltered housing or persons over 65 to short-life accommodation would require planning permission. From a review of the Use Classes Order, it is considered that short-life accommodation would constitute a Sui Generis use and would not fall under the current Class C2 classification (existing sheltered



housing would fall under this designation - residential accommodation with elements of care being provided).

Local Policy DMH 8 Sheltered Housing and Care Homes set out policies for providing new sheltered housing schemes. It does not include any criteria for assessing the loss of such developments. However, the most recent Strategic Housing Market Assessment identifies the need for 3,200 specialist older person housing units of various types over 2014-36. The London Plan also sets out annualised strategic benchmarks for each local authority to provide specialist housing for older people. The annual figure for Hillingdon 2017-2029 is 180 per annum. This indicates an ongoing level of need, and it would be critical for evidence to justify the loss of this sheltered accommodation in the context of a wider estimated need. This could include evidence about the location, suitability, or any other material considerations. The Housing Service would need to demonstrate that the loss of the existing sheltered schemes would not lead to a shortfall in this form of accommodation within the Borough.

There are no specific policies around the need or provision of short-life accommodation. From discussions with the Housing Service, it is understood that this accommodation is intended to meet the needs of specific types of homeless households. More detailed evidence of need and benefits of the proposed change of use would be required to support the switching of use from one housing group to meet the needs of another. If this was provided, it is unlikely that there would be in principle objections to the proposal.

It was confirmed that the existing sheltered housing units are social rented tenancies and the proposed change of use also provide social rented units which is supported, and necessary to meet planning policy requirements.

This form of Planning application would involve a public consultation process with a potential three-to-four-month decision making process given that the planning submission would need to be referred to Planning Committee for final decision. It is also recommended that a Housing-led consultation/ engagement is carried out with affected residents in advance of the planning submission to identify any additional issues that may need to be addressed.

## BACKGROUND PAPERS

[Petition Hearing – 19 January 2023](#)

## Appendix 1 – The Council’s sheltered housing portfolio

<p><b>North area</b></p>	<p>Ascott Court, Eastcote Barden Court, Harefield James Court, Northwood Missouri Court, Eastcote Rylestone, Harefield St Catherine Farm Court, Ruislip The Buntings, Ickenham Wallis House, Ruislip</p>
<p><b>Central area</b></p>	<p>Cobden Close, Uxbridge Darrell Charles Court, Uxbridge Mandela Court, Cowley Michael Shersby House, Hillingdon Sibley Court, Hillingdon The Gouldings, Uxbridge</p>
<p><b>South area</b></p>	<p>Barr Lodge, Yiewsley Childs Court, Hayes Drayton Court, West Drayton Langworth Drive, Hayes Manor Hose, Hayes Roberts Close, West Drayton Yiewsley Court, Yiewsley</p>

## Appendix 2 - Consultation summary outcome on proposed changes to the use of Yiewsley Court sheltered housing scheme

### Methodology

On 25 August 2022, the Council sent a letter to all residents at Yiewsley Court setting out details of the proposals for change and the Council's engagement and consultation approach. The consultation survey was attached to the letter with responses expected by 26<sup>th</sup> September 2022. An open forum meeting was held at the scheme on 20<sup>th</sup> September 2022, giving residents the opportunity to ask questions or seek clarification on any element of the proposed changes.

### Summary of key findings

Yiewsley Court is made up of 25 properties, however 1 of the properties is currently occupied by a short-term temporary accommodation resident waiting to be rehoused, as such the consultation and feedback will cover residents living in 24 out of 25 properties.

- 22 consultation forms were received out of a total of 24, representing 92% of eligible tenants.
- One consultation meeting was held, with 20 residents in attendance (83% of the total number of households).
- 20 out of 22 respondents attended the consultation meeting (91%)
- One home visit was made following a request from a family member to further discuss the proposal.
- 91% of respondents indicated they understood the proposal set out in the consultation document.
- 53% of residents had a one-to-one meeting to further discuss the proposal
- 60% of respondents found the meeting(s) helpful or very helpful. Below are extracts from residents regarding the meeting:
  - It answered the questions I had such as will we definitely be housed somewhere and not just kicked out.
  - It suits me. The sooner the better
  - The meeting was necessary to explain the process and current situation.
  - Fully explained what is happening at Yiewsley Court. Had 1-1 with Debbie Roscoe [Housing Manager] who explained that it is only at consultation
  - The meeting itself was useful and did answer some of the points but disruptive and without much structure but I hasten to add not all the fault of the Council representative. So, I asked for a private meeting and got it.
- 18 out of 22 respondents have indicated they would need some level of support to move (82%)
- 4 out of 22 respondents need no support in moving (18%)  
Below are extracts from their responses.
  - Just the support of a dedicated officer with a removal team as indicated in the document. With packing boxes etc
  - Will need help taking down electrical fittings. Will need ground floor flat
  - Yes, if I go to independent living, I will need a care line. I would rather go to sheltered accommodation in this area

- Packing material e.g., boxes, tapes; Help to pack; Removal and moving everything including furniture; Unpacking and arranging of stuff at other place; Money required for all shifting/connections
- Financial support, as I have £350 fortnight state pension only. Physical support. I have no family around me or friends to help me pack or move.
- Packing and lifting and moving furniture plus packing boxes. Also, redirection of mail. Plus, care line and as a disabled person some help with the move, hopefully so I can keep the same hospitals and doctors.
- Residents were asked to make any comments they wish in relation to any aspects of the proposal for change. Below are extracts from the responses.
  - I would like to stay in the south area which I am familiar with, and it is close to my family.
  - I think that the compensation should have been offered on a number of years at this property and not one offer for all as 20 years this has been my home.
  - It's a sudden change that was hard to accept at first. My wife and I if given a choice would prefer a bungalow closer to Hayes Town from where we can take only
  - Would like to go to Park View, Extra Care Scheme.
  - I'm not happy with Council decision but if I have to move so be it
  - I prefer not to move. If I must move, then you should keep in mind my requirements. This is absolutely necessary. This can be done when and if needed (to select the place) Make sure you do this asap (if needed) so that there are no problems
  - I would like a like for like move to a similar sheltered housing scheme, preferably a bungalow or if none available a ground floor flat at Roberts Close. If the housing stock is out of balance in favour of older people, then it is good to correct this in favour of need and demand for properties.
  - Would like to move into a bungalow or Barr Lodge. As daughter lives in Yiewsley would like to be near her and family

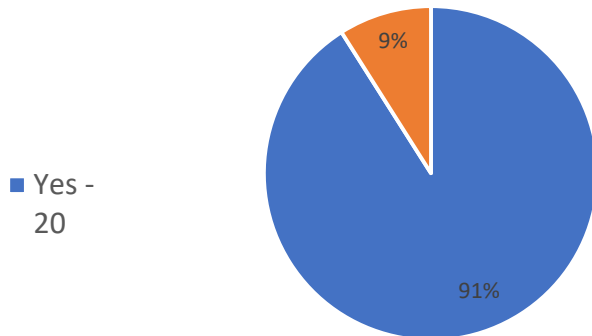
Comments made and the total number of responses to questions are shown in the Survey Results below.

## Survey results

Below are the questions and responses to the survey carried out.

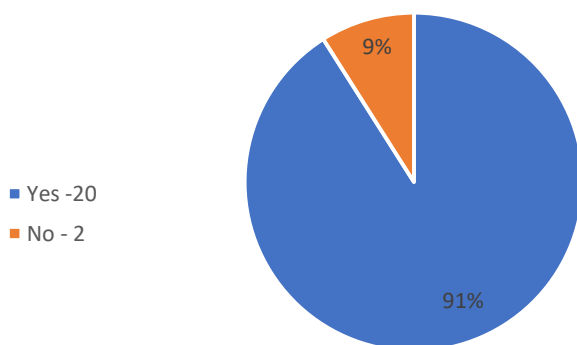
**1: Do you understand the proposal as set out in section 1 of the consultation document - 'details of the proposed change'?**

91% of respondents indicated they understood the proposal set out in the consultation document.



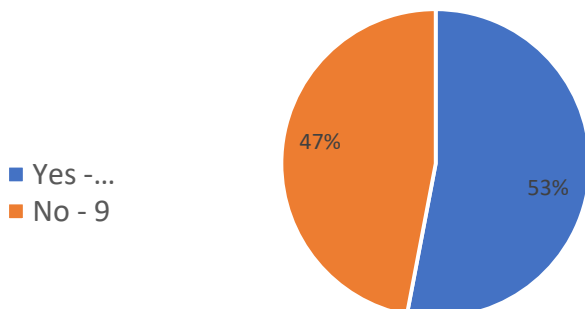
**2: Were you able to attend the planned meeting with residents at Yiewsley Court?**

91% of respondents indicated that they attended the pre-consultation meeting



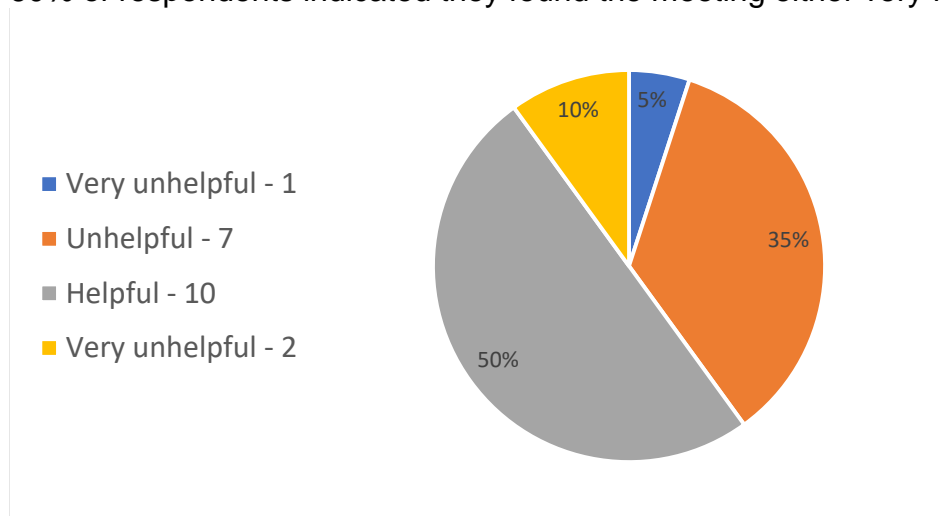
**3: Did you have a 'one to one' meeting with a member of staff to discuss the proposal?**

53% had one-to-one meetings with Council officers.



**4: How did you find the meeting(s) you attended regarding the proposal?**

60% of respondents indicated they found the meeting either very helpful or helpful.



**5: Thinking about the answer you gave in Q4 above, can you explain why in your own words?**

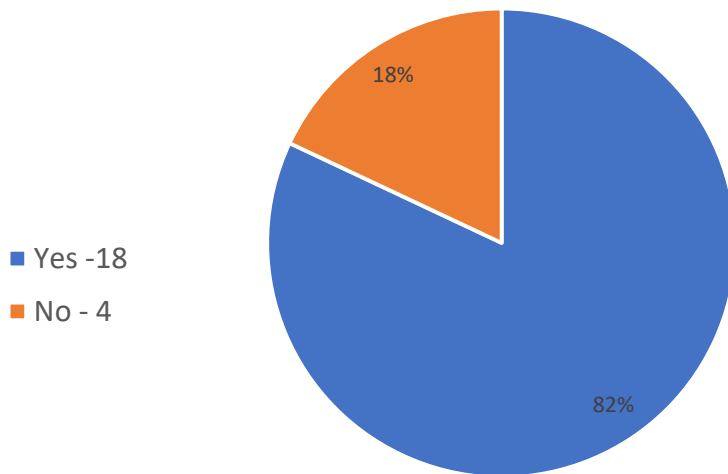
20 responses were received.

ID	Responses
1	It was helpful but needed more information. Questions raised by others regarding the future could not be answered.
2	Meeting very (illegible) and noisy and no clarity and without structure
3	The Council official explained and answered all questions with due and careful considerations. In the one-to-one section, all doubts were cleared.
4	My wife is not feeling well, and we are happy here at Yiewsley Court
5	The person that held the meeting just told us what was in the document. The lady could not give us any answers that some of us wanted
6	(Additional note for Question 3: One to one meeting was with Sandra. She was very helpful). Most people were disappointed that there was a lack of senior management present at the meeting. Also, no definite answers on timescales if the proposals go ahead. There was great concern that young people would be moved in on a temporary basis whilst residents were waiting to be rehoused.
7	The representatives explain all properly? and answered the question
8	The meeting was a total waste of time
9	The meeting was lip service. The decision has been obviously made and we as the residents should know what is happening and not a manager is sent out who cannot answer all the questions that needed answered

**ID Responses**

10	N/A. Not planning to attend the meeting
11	N/A responses to Questions 3 and 4. I was unable to attend as I had a hospital appointment. I also heard from my neighbour that only one person who represented the Council. There was no one else for a one-to-one conversation for residents. They were told we have to go by March; no conversation.
12	We are (me and my wife) just settled peacefully and now again we cannot think about moving away and we are not that age to even think about it. Please leave us peacefully. Thank you.
13	The meeting only repeated the information that was in the consultation letter with only a few minor pieces of information that were not included in the letter, so we are all still left in limbo not knowing what is going to happen.
14	I am living here 5 years. I am happy (at) Yiewsley Court. I do not want to move if I don't have to.
15	The meeting itself was useful and did answer some of the points but disruptive and without much structure but I hasten to add not all the fault of the Council representative. So, I asked for a private meeting and got it.
16	It suits me. The sooner the better
17	It answered the questions I had such as will we definitely be housed somewhere and not just kicked out.
18	The meeting was necessary to explain the process and current situation.
19	To my understanding my nan has to leave with no option to remain. This is what we took from the meeting
20	Fully explained what is happening at Yiewsley Court. Had 1-1 with Debbie who explained that it is only at consultation stage

**6: If the proposal goes ahead do you think you will need extra support from the Council?**  
(82% said Yes and 18% said No)



**7: If yes, can you outline what extra support you think you might need.**

18 responses were received

**ID Responses**

1	Help moving. Would like a bungalow with a garden as I like gardening. Only 64 years old and would like not to be in sheltered housing
2	I pray the Council grant me my heart desires. (1) Preferred and house of my needs (2) Areas of my choice
3	I do not want to move
4	Just the support of a dedicated officer with a removal team as indicated in the document. With packing boxes etc
5	XXX has severe learning difficulties and a mental age of 10. His brother and sister-in-law oversee him. He will need to be in a safe environment as he has no sense of danger. He will need sheltered accommodation in an internal building in the Yiewsley/West Drayton area. He needs familiar surroundings as he becomes very unsettled otherwise. He has lived in this area over 40 years. He must not be offered another area as he would lose network of support
6	Will there be help taken down electrical fittings. Will need ground floor flat
7	Yes, if I go to independent living, I will need a care line. I would rather go to sheltered accommodation in this area
8	Help to move, forward post etc, which your document has said will be available. No change in support regarding health at this stage (1.9.2022).



## ID Responses

9	Financial support, as I have £350 fortnight state pension only. Physical support. I have no family around me or friends to help me pack or move.
10	We are not willing to move away. (Please note no answer given to Question 6)
11	Packing material e.g., boxes, tapes; Help to pack; Removal and moving everything including furniture; Unpacking and arranging of stuff at other place; Money required for all shifting/connections
12	Packing furniture. Remove my things and van. Child Court Hayes or any way in Hayes
13	packing and lifting and moving furniture plus packing boxes. Also, redirection of mail. Plus, care line and as a disabled person some help with the move, hopefully so I can keep the same hospitals and doctors.
14	Removal vehicle. I cannot afford removal or excessive costs
15	Punjabi interpreter
16	I need support to move my belongings. I need an alternative placement. I need to look at my long-term needs and find the right place. I don't want to move unnecessary
17	Removals
18	I am in my 90's and I find this is going to be hard moving at my age (96). Would need removal costs.

**8: Please make any comments you wish in relation to any aspects of the proposal set out in section 1 of the consultation document - 'details of the proposals for change'.**

20 responses were received

## ID Responses

1	I would pay to get out of here, as I need a ground floor property due to my dementia and frontal lobe syndrome. Property is not suitable due to noise that affects my mental health. Light sleeper. Would like to live in West Drayton for family support.
2	I'm not happy with Council decision but if I have to move so be it
3	None
4	I find it very hard to understand why you are thinking of doing this to the elderly. We have worked hard all our lives all we want to do is enjoy our retirement years

## ID Responses

5	XXX needs to be rehoused into Roberts Close, first choice, or Barr Lodge, second choice. He needs sheltered housing, a flat that is in an internal building for his safety and protection. He needs to retain his network of support for his learning disabilities and so remain in the Yiewsley/West Drayton area.
6	Would like to move into a bungalow or Barr Lodge. As daughter lives in Yiewsley would like to be near her and family
7	The decision was already made before the letter was sent out. I have lived here for 14 years; this is my home. I cannot afford to pay for electric, water and gas in independent living. I do not want to move. This is my home!
8	I would like a like for like move to a similar sheltered housing scheme, preferably a bungalow or if none are available a ground floor flat at Roberts Close. If the housing stock is out of balance in favour of older people, then it is good to correct this in favour of need and demand for properties.
9	Yiewsley Court was opened in 1964 to house the elderly only. It is shameful and disgraceful that you can make a plan like this on backs of elderly people. It sounds to me like a constructive eviction. The right protocol and process followed but in the end no support given. Residents have lived here some of them 15 to 20 years. This is their home. They are already frail and very vulnerable with some who don't have family or friends to help of which I am one. This will also affect them mentally. Worrying and anxious on losing their home. It just shows all of us who live here what you think of elderly people. It is shameful.
10	We have no idea
11	I prefer not to move. If I have to move, then you should keep in mind my requirements. This is absolutely necessary. This can be done when and if needed (to select the place) Make sure you do this asap (if needed) so that there are no problems
12	I am not happy about this proposal and like many others do not wish to move from my flat if at all possible. The proposal has caused much anxiety and distress amongst the residents at Yiewsley Court many of whom are elderly and like me do not wish to be forcibly moved from their homes of many years. Please consider this proposal very carefully and think about the anxiety and distress that has been caused to the residents of this small and intimate accommodation block
13	I want (like) this sheltered house
14	I think that the compensation should have been offered on a number of years at this property and not one offer for all as 20 years this has been my home.
15	I don't suit communal living. I was never vetted properly or told of the extreme noise I would have to put up with etc. Could not afford to move! PLEASE NOTE: Additional notes attached to the form by responder

## ID Responses

16	-It's a sudden change that was hard to accept at first _My wife and I if given a choice would prefer a bungalow closer to Hayes Town from where we can take only
17	I would like to stay in the south area which I am familiar with, and it is close to my family.
18	I would rather stay but if I'm forced to move then she would need to stay by me (Kirsty) as I'm her carer. The place we would be looking at would be Barr Lodge at Royal Lane (inside sheltered accommodation) depending on more information i.e. same set up, size, communal
19	I don't really want to move due to my age
20	Would like to go to Park View

**M Finney**  
Regulation & Engagement Manager

## Appendix 3 - Consultation summary outcome on proposed changes to the use of The Gouldings sheltered housing scheme

### Methodology

The Council has a duty to consult with residents prior to any decision of this nature being made. On 25 August 2022, the Council sent a letter to all residents at The Gouldings setting out details of the proposals for change and the Council's engagement and consultation approach. The consultation survey was attached to the letter with responses expected by 26<sup>th</sup> September 2022. An open forum meeting was held at the scheme on 20 September 2022, prior to the start of the consultation, giving residents the opportunity to ask questions or seek clarification on any element of the proposed changes.

### Summary of key findings

The consultation involved 41 properties.

- 38 consultation forms were received out of a total of 41, representing 93% of eligible tenants.
- One consultation meeting was held, with 19 residents in attendance (46% of the total number of households).
- 19 out of 38 respondents attended the pre-consultation meeting (50%)
- 97% of respondents indicated they understood the proposal set out in the consultation document.
- 57% of residents had a one-to-one meeting to further discuss the proposal
- 80% of respondents found the meeting(s) helpful or very helpful. Below are a few comments from residents regarding the meeting:
  - I can make a decision on my stay thanks to the meeting
  - It made the plans clearer and several questions asked were answered.
  - Meeting was ok. I understood what was being said.
  - It would have been more helpful if the Hillingdon reps were not being interrupted by the tenants about things that had nothing to do with the meeting.
  - I found some answers limited
  - Detailed explanations regarding all my questions i.e., time frame, removal costings, lifelines and bungalow choice guidance. Meeting kept to plan.
  - The Gouldings should be for single people or families. No disabled people with health issues
- When asked if residents would like to remain as general needs tenants or move to suitable alternative accommodation of their choice. 36 out of 38 residents responded with:
  - 53% of respondents indicating that they would like to remain as general needs tenant
  - 31% of respondents indicating that would like to move to a suitable alternative accommodation
  - 17% of respondents we undecided
- 27 out of 38 residents responded to the question of whether residents would need support in moving should the proposal goes ahead.
  - 16 out of 27 respondents have indicated they would need some level of support to move (59%)

- 11 out of 27 respondents need no support in moving (41%)

Residents indicated that support will be needed mainly with removal and expenses. Below are extracts from their responses:

- *“Money for move. Help with packing + unpacking +transport/removal van.”*
- *“I have only lived here about two and a half years, so the flat is newly decorated with new carpets throughout. I could not afford such a large outlay at a new property.”*
- *“Help with moving to new alternative, suitable place that I would like to move to the new building. I need a place easy to access as I'm old and need lift, a safe area and access to shopping”*
- *“Don't want to move. May need extra support. Will need tele-care which is helpful”*
- *“Financial: to pay for things like internet, comms lines, etc (need to see the place first). Also, furniture not fitting new place”*
- Residents were asked to make any comments they wish in relation to any aspects of the proposal for change. Below are extracts from the responses.
  - They were very helpful in the way everything was explained
  - My choice would be an age restricted bungalow please. Thank you.
  - Ok with move. Would like to move to bungalow
  - 1) Sheltered facilities should be open until last sheltered tenant has moved 2) I can decide to stay if no suitable move found
  - Would like to remain as sheltered tenant
  - If I decide to remain will my rent increase? And if so, by how much? As I am I worried about my money.
  - Thank you for giving choices to sheltered residents. I wish to remain at The Gouldings as a General Tenant.
  - Good idea due to fire hazard
  - Needs time to think
  - I am willing to move but am very wary of certain areas so my first choice would be The Buntings, Ickenham (where I come from) or at a pinch Darrell Charles Court, Uxbridge
  - I would only move to a bungalow. Would like to remain in Uxbridge, Hillingdon, Hayes only.
  - I fully understand the situation the council is in.

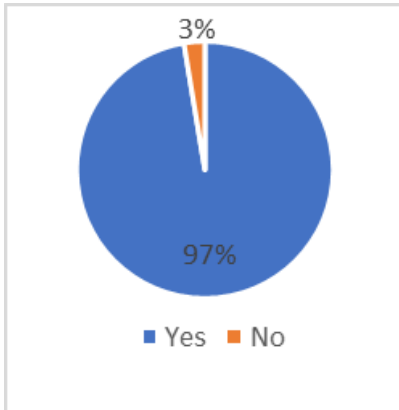
Comments made and the total number of responses to questions are shown in the Survey Results below.

## Survey results

Below are the questions and responses to the survey carried out.

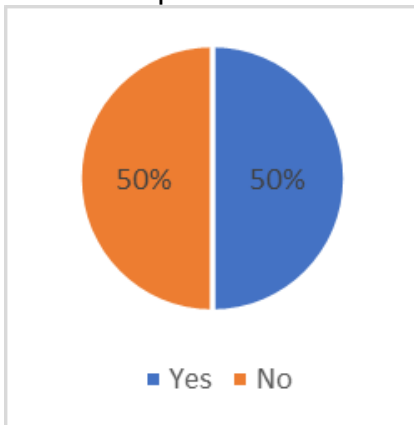
### **1: Do you understand the proposal as set out in section 1 of the consultation document - 'details of the proposed change'?**

97% of respondents indicated they understood the proposal set out in the consultation document.



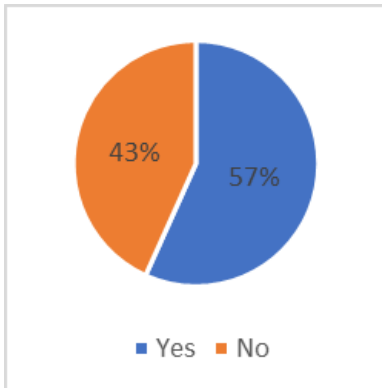
### **2: Were you able to attend the planned meeting with residents at The Gouldings?**

50% of respondents indicated that they attended the pre-consultation meeting



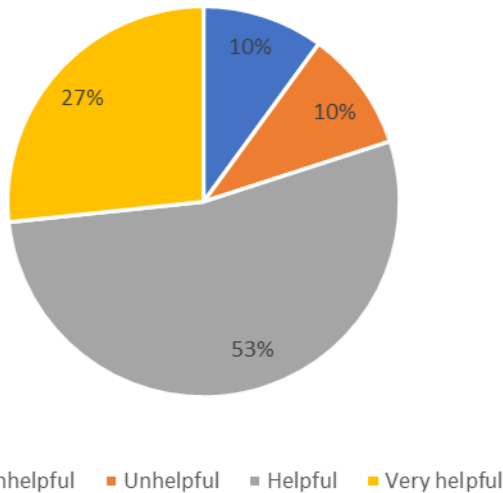
### **3: Did you have a 'one to one' meeting with a member of staff to discuss the proposal?**

57% had one-to-one meetings with Council officers.



**4: How did you find the meeting(s) you attended regarding the proposal?**

80% of respondents indicated they found the meeting either very helpful or helpful useful.



**5: Thinking about the answer you gave in Q4 above, can you explain why in your own words?**

**ID Responses**

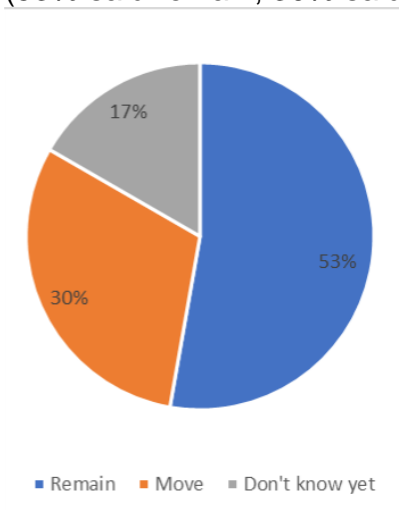
1	It would have been more helpful if the Hillingdon reps were not being interrupted by the tenants about things that had nothing to do with the meeting.
2	Goulding should be for single people or families. No disabled people with health issues
3	N/A
4	Was able to understand the proposals
5	Detailed explanations regarding all my questions i.e., time frame, removal costings, lifelines and bungalow choice guidance. Meeting kept to plan.
6	Meeting was ok. I understood what was being said.
7	Able to answer questions
8	Because everything was fully explained
9	The meeting was very unhelpful far because all the facility is (illegible) like shops, hospital, shopping (illegible) metro station, support, etc
10	Most questions were answered (satisfactorily?)

## ID Responses

11	Proposal is okay since I have not been using any services except the washing machine
12	It made the plans clearer and several questions asked were answered.
13	It explained why the changes are being made as per your letter
14	I was late in attending the meeting. I phoned to catch up with the officer concerned. It is my wish to remain at the Gouldings.
15	At least I can stay where I like to be. If I need help, I know it would be welcome to my needs I'm where I need to be- doctors - shops which I need mostly
16	Please put up a sign to London transport + fire brigade not to use basement
17	Did not know about meeting because he could not read letter
18	I could not attend the meeting due to road traffic accident on 09/09/22
19	Still does not understand but wants to stay
20	I can make a decision on my stay thanks to the meeting
21	N/A Not applicable Unable to attend meeting
22	I found some answers limited

**6: If the proposal is agreed, do you think at this early stage you would be minded to remain at The Gouldings as a general needs tenant, or move to suitable alternative accommodation of your choice, such as another sheltered scheme?**

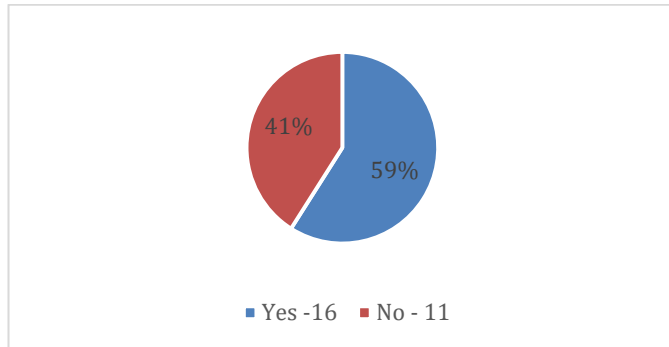
(53% said remain, 30% said move and 17 % said don't know yet)





**7: If the proposal goes ahead and you think you might be minded to move to suitable alternative accommodation of your choice, do you think you will need any extra support from the Council?**

55% of respondents indicated that they would require extra support should the proposal go ahead.



**8: If yes, please explain what extra support you might need.**

56% of respondents indicated that they would need support with moving/expenses.

1	I will need help to move as I live on my own and I am disabled.
2	Support on my mental health as it is severe. Yes, I would like to move. The suitable accommodation be (illegible) on my health and visits from the housing officer
3	Help with moving to new alternative, suitable place that I would like to move to the new building. I need a place easy to access as I'm old and need lift, a safe area and access to shopping
4	Would need a lifeline grab rails
5	To help move. Packing, removal + unpacking
6	Money for move. Help with packing + unpacking +transport/removal van. Property to be adapted for disabilities
7	I have only lived here about two and a half years, so the flat is newly decorated with new carpets throughout. I could not afford such a large outlay at a new property
8	Moving expenses
9	Financial: to pay for things like internet, comms lines, etc (need to see the place first). Also, furniture not fitting new place
10	Considering my disability, I would need support at the moment I cannot be specific
11	I fully hope to remain at this property

12	Not willing to move, I am opting to remain at the Goulding as a General Tenant. I requested from the Day one I moved as I work F/time and pay rent. I opted from Day one to be exempted/opted not to be checked
13	Don't want to move. May need extra support. Will need tele-care which is helpful
14	Not decided yet
15	With removal
16	With removals

**9: Please make any comments you wish in relation to any aspects of the proposal set out in section 1 of the consultation document - 'details of the proposals for change'.**

**ID Responses**

1	I fully understand the situation the council is in.
2	Yes. Free text messages on information on help and support
3	They were very helpful in the way everything was explained
4	My choice would be an age restricted bungalow please. I would be able to move before or after Christmas. Thank you.
5	I would only move to a bungalow. Would like to remain in Uxbridge, Hillingdon Hayes only
6	Ok with move. Would like to move to bungalow
7	I am willing to move but am very wary of certain areas so my first choice would be The Buntings, Ickenham (where I come from) or at a pinch Darrell Charles Court, Uxbridge
8	I don't understand
9	1) Sheltered facilities should be open until last sheltered tenant has moved 2) I can decide to stay if no suitable move found
10	I do not want to move under any circumstances. If I were forced to I would need full reimbursement of all costs of moving in only 7 months ago plus all costs of relocation. If the change goes ahead the loss of laundry facilities will impact upon me the hardest (a personal washing machine is expensive and the power usage very high). There are no local facilities and online services are exorbitant.
11	Would like to remain as sheltered tenant

## ID Responses

12	If I decide to remain will my rent increase? And if so, by how much? As I am I worries about my money? As I received the £150 to help! But don't understand why I didn't get the £325 cost of living aid
13	Thank you for giving choices to sheltered residents. I wish to remain at The Gouldings as a General Tenant. I opted out on daily checks in 2015.
14	Can I have pipe walk installed if needed?
15	Good idea due to fire hazard (Additional comment in Question 6: going to see Grassy Meadows today)
16	When is he going to move
17	No. Don't want to move
18	Not sure yet (in relation to Question 7)
19	Needs time to think

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## PROPOSED CHANGES TO ADMISSIONS CRITERIA FOR COMMUNITY SCHOOLS

<b>Cabinet Member(s)</b>	Councillor Susan O'Brien
<b>Cabinet Portfolio(s)</b>	Cabinet Member for Children, Families & Education
<b>Officer Contact(s)</b>	Abi Preston – Director of Education & SEND
<b>Papers with report</b>	School Admissions Code 2021

### HEADLINES

<b>Summary</b>	<p>Hillingdon Council has a statutory responsibility to secure sufficient early years and school places for children resident in Hillingdon. Over the last eleven 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>Following review and discussions with the schools, the Council is proposing to reduce the Published Admission Number for Whitehall Infant School and Whitehall Junior School from 120 to 90. This PAN reduction will come into effect from 2025 and there will be sufficient places to ensure that local residents and siblings can access the school. This reduction in PAN will also reduce the distance priority radius from 1250m to 1000m in line with the Council's admissions arrangements.</p> <p>Cabinet is, therefore, asked to consider the proposed change to the PAN for Whitehall Infant School and Whitehall Junior School, to address the findings of the review to provide continuing access for residents to their local school and improve stability of pupil numbers and budgets.</p>
<b>Putting our Residents First</b>	<p>This report supports the council objective of: <i>Thriving, healthy households</i>. The recommended changes to the school admissions criteria contained in this report will support the aim that all children in Hillingdon can be offered a local school place as close to home as possible and ensure effective, and best use of the investment the council has made to expand primary schools across the Borough.</p>
<b>Financial Cost</b>	<p>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</p>

	financially viable, stretching school budgets to cover the staffing and limiting resources available to all pupils. This can lead to an overall deficit and the school seeking a loan from the council Dedicated Schools Grant for maintained schools (community, foundation, and VA) or to their Academy Trust.
<b>Relevant Select Committee</b>	Children, Families & Education Select Committee
<b>Ward(s) affected</b>	All

## RECOMMENDATIONS

### That Cabinet:

1. **Considers the proposal to reduce the Published Admission Number for Whitehall Infant School from 120 to 90 and Whitehall Junior School from 120 to 90 and authorises officers to undertake a full consultation exercise in relation to it.**
2. **Agrees to receive a further report at its 15th February 2024 meeting for the purpose of considering the consultation responses for a new Published Admissions Number for Whitehall Infant School and Whitehall Junior School which is set to take effect from 1 September 2025.**

### Reasons for recommendation

1. As an education authority, the Council must plan for a sufficiency of places and efficient use of resources. There has been a slight decline in demand across the primary sector since 2018, with some fluctuations, but the overall level of primary surplus places continues to be too high and is pooling in a few schools. Each year the Council reviews the number of places against pupils rolls and projections and considers changing Published Admission Numbers (PAN) in some schools. Across the borough, small annual changes are needed to meet parental demand, up and down. This ensures schools and the authority best meet the needs of all pupils across the Borough and make effective use of resources in schools and between them. The PAN is the 'operating figure', and the physical building remains the same. Academy, Foundation and Voluntary Aided (VA) schools make their own decisions, and they must consult the Council and others on proposed reductions, but their Governors/Trusts can agree temporary or permanent increases. The review has included all primary and secondary schools. The Cabinet is the relevant authority for the community primary schools.

2. The Local Authority now recognise a need to reduce the published admission number in two of our community schools, each by 30 places. This is due to demographic changes leading to declining pupil rolls and Reception intakes, and into Year 3 into the Junior school, over the past few years which is projected to continue for another few years. There would be no difference for current pupils after the proposed change takes effect from Reception 2025, and there would be sufficient places to meet future demand from their siblings and other local parents.
3. Following a review of school places, it is proposed to consult to reduce the Published Admission Numbers for:
  - Whitehall Infant School - from 120 to 90 from 2025. All local residents will still be able to access places there. This reduction will also reduce the distance priority radius from **1250m to 1000m** in line with our admissions arrangements.
  - Whitehall Junior School - from 120 to 90 from 2025. All local residents will still be able to access places there. This reduction will also reduce the distance priority radius from **1250m to 1000m** in line with our admissions arrangements.

#### **Alternative options considered / risk management**

4. 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.
5. The proposals for a reduction 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**

6. The Children, Families & Education Select Committee has scheduled this matter on its multi-year work programme and will consider the proposals as part of the consultation process, before a final report is brought back to Cabinet in February 2024 for decision.

## SUPPORTING INFORMATION

### The Statutory School Admissions Code

7. 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, such as setting a Published Admissions Number for each school. The admission arrangements to community schools are determined by the Local Authority as the 'admission authority.'
8. 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.
9. 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 three 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.
10. The review considered the following area:
  - Ensure there are sufficient school places in Hillingdon and eliminate financial constraints where evidence shows a continued and sustained reduction in admissions.

### **Reduction of Published Admissions Numbers**

11. All community schools have a Published Admissions Number (PAN) in accordance with the School Admissions Code 2021. This is the number of school places that the admission authority must offer in each relevant age group (Reception, Year 3 for Junior and Year 7 for secondary) of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.
12. As an education authority the Borough must plan for a sufficiency of places and efficient use of resources. The demand and capacity across the primary sector have been variable from year to year since 2012. It is clear that the level of overall surplus places in the primary sector continues to be too high and is concentrated in a few schools. To ensure schools and the authority best meet the needs of all pupils across the Borough and make effective use of resources in schools and between them, this reduction of the PAN in two Community schools is proposed.



13. Currently there are 14.8% of vacant places across all primary schools (May Census 2023). Pupil numbers will always fluctuate but the aim is to have around 8% vacancies which will ensure there will be places to meet parental demand in each area and for those moving in mid-year, and secure stability for all schools. Having any schools with a PAN over 30 pupils above the level of their local demand, means some schools attract a few pupils from further away requiring more classes to be run, but they are not economic, with a risk that if pupils join or leave, a class may need to be opened or closed. This disrupts education for all the pupils in the year group. To balance school budgets, classes need to include 25 or more pupils. Schools with declining or volatile rolls face big changes in their annual budget, and consequent cuts in staff and risk financial deficit. The aim of PAN reductions is to match the operational level of schools to local demand and improve the focus of resources in each school on their pupils and reduce the risk of deficits. Meanwhile the physical capacity will remain available if demand rises, when it is possible to increase the PAN immediately, without consultation. It is considered prudent that in future PANs should be increased temporarily a year at a time, whilst parental demand is kept under review.
14. Both schools have raised concerns about changes in their local demand and the governing body supports the reduction since it will enable the school to focus their budget and resources better for pupils, so supporting school improvement. The governing body will agree an increase should local demand for places rise. Importantly, though the process to reduce PAN requires considerable data and consultation, it is easy to reverse, so admissions authorities can quickly respond to a rise in demand and decide to admit over PAN on a temporary or permanent basis.
15. Hillingdon has one of the largest pupil populations in London with growth in some areas and 53,307 pupils in the May 2023 census. The past few years of roll volatility now require annual review and regular changes in PAN, up and down, to adjust the 'operating capacity' of the schools since school finances are so challenging. Most London local authorities have agreed or are planning reductions in primary capacity and increases in secondary places. As the birth rate has slowed, reception numbers have plateaued since 2016 and new pupil roll growth will be from new housing and migration into various year groups, not just to reception. Over half of primary schools are full to capacity but the pockets of surplus places in a few schools continue to grow. The demographic changes in the Borough, short and long-term effects of Brexit, Covid and employment and affordability of housing are all factors being monitored.
16. The Headteacher has updated parents over the summer term in newsletters that a reduction in PAN was being considered, referencing that the school already have many year groups operating at the proposed lower PAN and this proposal would give stability to classes and benefit pupils, and that siblings and other local parents would still be able to access the school.

## Next Steps

### Proposals to reduce Planned Admission Numbers in 2 community schools.

- a. Whitehall Infant School from 120 to 90 Primary Planning Area 6 – Uxbridge
- b. Whitehall Junior School from 120 to 90 Primary Planning Area 6 – Uxbridge

17. The proposal for consultation is to reduce the Published Admission Number for Whitehall Infant school and Whitehall Junior School from 120 to 90, from 2025. The school is located close to the boundary with South Buckinghamshire and there are many primary schools within one and two miles walk. Rolls have fallen over the past few years with several year groups below the existing PAN. It is clear the school should have a PAN of 90, until local demand rises.

PRIMARY PLANNING AREA 6		CENSUS MAY 2023 ROLL										CONFIRMED RECEPTION/ YR3 NUMBERS IN SEPTEMBER 2023
SCHOOL	PAN	R	Y1	Y2	Y3	Y4	Y5	Y6	TOTAL	IF FULL	% vacant	
Cowley St Laurence	60	58	54	60	58	49	55	60	394	420	6.2%	60
Hermitage Primary	60	59	59	60	60	60	59	57	414	420	1.4%	60
John Locke Academy	90	88	88	89	90	90	73	69	587	630	6.8%	90
St Mary's	30	29	30	30	30	31	30	29	209	210	0.5%	30
St Andrew's	30	29	22	26	30	29	23	28	187	210	11%	26
Whitehall Infant School	120	104	104	92					300	360	16.7%	93
Whitehall Junior School	120				114	87	92	86	379	480	21%	87
<b>Planning Area 6 Total</b>	<b>510</b>	<b>367</b>	<b>357</b>	<b>357</b>	<b>382</b>	<b>346</b>	<b>332</b>	<b>329</b>	<b>2470</b>	<b>2730</b>	<b>9.5%</b>	<b>446</b>

### Process For PAN Reduction

18. The process is statutory and must follow the Admissions Code, as amended in September 2021. It requires a six-week consultation between October and January. The Local Authority has reviewed the demand for the school within their local context and discussed with the school and meetings of their Full Governing Bodies will formally resolve they support the proposals.
19. Full Cabinet has to consider the proposal to reduce PAN in the community school as it affects residents access to local schools.
20. If Cabinet approves the consultation, it will then take place from 23rd October 2023 until 18th December 2023, a total of 8 weeks. Consultees will be invited to respond via a dedicated email address and online questionnaire. The statutory requirement for consultation in this case is a

minimum of 6 weeks and must take place between 1st October 2023 and 31st January 2024 for a reduction in the PAN to be published in March 2024 for applications for pupils to start in September 2025 in Reception (or Year 3 in Junior schools and Year 7 in secondary). The outcome of the consultations will be reported to Cabinet in February 2024 to take the final decision.

## Financial Implications

21. There are no direct financial implications arising from this report. However, it will help reduce the financial pressure on this individual school and the risk of this school running into deficit. Additionally, it will also reduce the risk of maintained schools requesting contributions from the council to meet redundancy costs in relation to staffing restructures. The spare physical space can be used in future if rolls rise in the relevant areas, and will be used by the schools meanwhile, or kept empty.

## RESIDENT BENEFIT & CONSULTATION

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

22. The proposals set out in this report 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. Local families can access primary places nearby. The rising vacancies in a few schools reflect residents are currently not choosing to fill the school to the level of the current PAN, so the places are not needed. The schools now risk a few more pupils turning up, from further away, requiring an additional teacher which destabilises school budget and staffing and affects all the pupils. The proposals will enable better targeting of resources to priorities to help pupils, in line with the Council's vision to put our residents first.

### Consultation Carried Out or Required

23. The statutory School Admissions Code sets out that admission authorities must set ('determine') admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements. If no changes are made to admission arrangements, they must be consulted on at least once every 7 years. For admission arrangements for entry to school in September 2024, consultation must be for a minimum of 6 weeks and must take place between 1st October 2023 and 31st January 2024. The Code states that this consultation period will allow parents, other schools, religious authorities and the local community to raise any concerns about proposed admission arrangements.

24. To ensure compliance with the Code, the Local Authority will consult with:

- 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) Any adjoining neighbouring local authorities where the admission authority is the local authority:

25. Subject to agreement from the Cabinet, the proposals will be available through the Council's established communication channels for comment. It is proposed that the consultation will last from 23rd October 2023 until 18th December 2023.

## CORPORATE CONSIDERATIONS

### Corporate Finance

Corporate Finance has reviewed this report and confirms that there are no direct financial implications arising from the recommendations contained within this report.

### Legal

If an admission authority of a mainstream school wishes to increase or decrease PAN, without increasing the overall physical capacity of the buildings, this would be classed as an admissions change. Admissions authorities must follow the processes set out within the School Admissions Code in order to make an admissions change. Details of the processes that must be followed are summarised within the body of this report. There are no other legal implications arising from the recommendations set out at the beginning of the report.

## BACKGROUND PAPERS

[School Admissions Code 2021](#)

## TRANSPORT FOR LONDON, LOCAL IMPLEMENTATION PLAN, 2024/25 DELIVERY PROGRAMME

<b>Cabinet Member(s)</b>	Cllr Jonathan Bianco
<b>Cabinet Portfolio(s)</b>	Cabinet Member for Property, Highways and Transport
<b>Officer Contact(s)</b>	Sophie Wilmot, Place Directorate
<b>Papers with report</b>	None

### HEADLINES

<b>Summary</b>	The purpose of this report is to brief Cabinet on the proposed bids to be set out by LBH Officers regarding the Transport for London Local Implementation Plan funding for 2024/25 and recommend that Cabinet approve the proposed bid as set out in the report and delegate authority to the Cabinet Member for Property, Highways and Transport to agree any changes or additions prior to the submission deadline and to submit the Council's Local Implementation Plan 2024/25 Delivery Programme bid.
<b>Putting our Residents First</b>  <b>Delivering on the Council Strategy 2022-2026</b>	This report supports our ambition for residents / the Council of: Live active and healthy lives  This report supports our commitments to residents of: A Green and Sustainable Borough
<b>Financial Cost</b>	There are no direct financial costs to the Council other than the officer time taken to prepare the bid.
<b>Relevant Select Committee</b>	Property, Highways and Transport
<b>Relevant Ward(s)</b>	Boroughwide

### RECOMMENDATION

**That the Cabinet approve, in principle, the proposed bid outlined in this report for funds from Transport for London to implement the Council's Local Implementation Plan and delegate authority to the Cabinet Member for Property, Highways and Transport to agree any changes or additions prior to the submission deadline and to submit the Council's Local Implementation Plan 2024/25 Delivery Programme bid.**

## Reasons for recommendation

Transport for London require the Council to prepare and submit a proposed programme of works, referred to as 'FORM A', each year which acts as a funding bid for the following financial year. The schemes set out need to look to deliver the Council's Local Implementation Plan which is developed to set out how Hillingdon aims to achieve the Mayor of London's Transport Strategy.

A draft 'FORM A' has been created and submitted to Transport for London for comment, prior to the formal submission by 3<sup>rd</sup> November 2023. An 'in principle' approval from the Cabinet is being recommended as the exact content of the formally submitted 'FORM A' could be subject to change based on feedback or suggestions from Cabinet.

The approval of the delegation of the authority to the Cabinet Member for Property, Highways and Transport to agree any changes, and to submit the document, is recommended, as there is likely to be a short amount of time to finalise the submission document.

## Alternative options considered / risk management

An alternative option would be for full Cabinet to authorise the final Delivery Plan submission, however the deadline of submitting this bid would be missed, which is very likely to have a negative impact on the award of Local Implementation Plan funding.

## Democratic compliance / previous authority

To agree such external funding bids requires Cabinet authority. Cabinet may also delegate such matters to the relevant Cabinet Member.

## Select Committee comments

None at this stage.

## SUPPORTING INFORMATION

### Overview

1. The Greater London Authority Act 1999 requires each London borough to prepare Local Implementation Plans (LIP) containing proposals for how they will implement the Mayor of London's Transport Strategy. TfL have published guidance on developing the new three-year Delivery Plans; this Guidance will be used to help shape the Council's Delivery Plan programme as '*failure to comply with this guidance is likely to have an impact on the award of funding in due course*'.
2. The Guidance requires Delivery Plan programmes to derive from the approved LIP. They should plan for the delivery of the Mayor's Transport Strategy priorities for Healthy Streets, as this is considered a keyway of addressing the challenges London faces in the recovery from the pandemic. The guidance also requires that Delivery Plan programmes are underpinned by a strong evidence base. To this end, TfL have provided the Council with data sets and maps that highlight priority corridors for a range of modes and themes. These

include road safety, buses, walking and cycling. In tandem with these data sets and maps, the Council may also use locally held data, as well as taking into account stakeholder views to support its programme.

3. Due to the impact of the Covid-19 pandemic, TfL have had significant financial difficulties, which has resulted in a reliance on funding from Central Government. This agreement is due to end in March 2024, with future LIP funding proposed to come direct from Transport for London funding, however the final amount of Borough funding for 2024/25 is still to be determined and subject to the outcome of discussions between Transport for London and the Treasury over asset funding.
4. On 13<sup>th</sup> September 2023, Hillingdon received notification from TfL that bids for potential funding for 2024/25 were required by 3<sup>rd</sup> November 2023 via a process called 'FORM A'.
5. Due to uncertainty over the amount of borough funding to be available in 2024/25, Transport for London have provided indicative funding amounts for boroughs to based application upon. The Corridors and Neighbourhoods fund is the 'core funding' from Transport for London. All other funds such as Bus Priority and Cycle Training are in addition to the 'core funding' budget. These indicative figures are provided in the table below:

<b>2024/25 Transport for London LIP Funding overview</b>	
<b>Funding Stream</b>	<b>Amount</b>
Corridors and Neighbourhoods	£1,202,000
Cycleway Network Development	TBC
Bus Priority	£200,000
Crossrail Complimentary Measures	£Nil
Liveable Neighbourhoods	£Nil
Cycle Training	£56,000
Cycle parking	£Nil
Principle Road Renewal	TBC
Bridge Assessment & Strengthening	TBC
<b>TOTAL</b>	<b>£1,238,000</b>

6. Members will appreciate that the initial proposals and associated estimates are set out in good faith as part of the process to agree a basis for funding with Transport for London, but the subsequent detailed development, capital allocation approvals and related steps will all be subject to Member guidance and the usual formal approvals. It is entirely conceivable that as the programme reaches the actual development phase, some of the proposals set out here may need to be modified, rescope or abandoned and, if so, new alternatives will be put forward for agreement by both TfL and Members. Without the progression of TfL's 'FORM A', there will be no funding arrangement at all.

## Scheme Details & Proposals

### Corridors and Neighbourhoods - £1,202k

7. The Corridors and Neighbourhoods budget is the main funding provided to Boroughs to deliver their LIP, which looks to address the targets set out in the Mayor of London's Transport Strategy. This funding allows Boroughs to carry out a range of projects of varying sizes, including educational based activities, although these can be no more than 20% of the total budget. Council Officers have drawn together a package of schemes which will provide considerable improvements to residents and users of Hillingdon's transport network, and it proposes that these schemes are set out in the required FORM A submission to release the 2024/25 funding. A summary and brief description of these proposed schemes is provided below.

2024/25 Transport for London LIP Allocation - Proposed Schemes		
Scheme Title	Amount	Scheme Summary
Cycle Training - additional funding	£77k	Additional funding to support the delivery of both child and adult cycle training. This is over and above the ring-fenced amount also granted to the Council of £56k.
Pedestrian Training	£50k	Delivery of practical pedestrian training to all schools within Hillingdon via the Council's causally employed Pedestrian Trainers.
Parking Management Schemes	£120k	Funds to allow proposed and approved parking management schemes across the Borough. The funds for these schemes have already been released from Council Capital. The release of TfL monies will allow the Council Capital to be saved and reallocated to other projects.
Cycle related activities	£8k	Funds to allow Dr Bikes to be carried out across the Borough and to support other Council's initiatives such as the 'Re-use, Repair, Recycle' days and the new disability cycle hub at Field Heath School.
School Travel and Road Safety measures	£30k	Funds to support work in schools to create student travel ambassadors to promote road safety and active travel to other members of their school community. An example of the use of the funds could be providing hi-vis vests for a walking bus.
Active Travel Promotion	£30k	Funds to support and encourage schools to consider active travel modes to travel to and from school.
Road Safety Campaigns	£7k	Funds to allow road safety campaigns to be run across the Borough such as the young driver safety initiatives or drink/drive campaigns.
Boroughwide Accessibility	£80k	Delivery of small-scale accessibility schemes across the borough such as dropped kerbs. All sites are identified and assessed by the Council's Principal Accessibility Officer and generated from the Mobility and Older Person's Forums.
Holy Trinity C of E Primary School	£2k	Funds to allow progression of proposals to extend school keep clear markings.





2024/25 Transport for London LIP Allocation - Proposed Schemes		
Scheme Title	Amount	Scheme Summary
Hayes Park Primary School	£6k	Funds to allow progression of proposals to upgrade crossing on existing raised table and to extend school time parking restrictions. Removal of guard railing and provision of tactile paving to enhance crossing facilities.
Dr Triplett's Primary School	£2k	Proposals to provide School Keep Clear Markings.
Hillside Infant and Junior Schools	£21k	Proposals to improve 20mph zone provision, upgrade existing zebra crossing, improved accessibility. The works will include but not be limited to: upgrade of Belisha beacons to 'Zebrite Haloes'; raising the existing zebra crossing and provision of tactile paving
Oak Farm Infant and Junior Schools	£45k	Proposals to improve safety at the existing zebra crossing. The works will include upgrade of the zebra crossing on the busy Long Lane with zebrites and potentially illuminated poles to make the crossing more visible.
Pinkwell Primary School	£25k	Proposals to enhance accessibility by improving footway and crossing facilities and creation of a 20mph zone.
Charville Primary School	£24k	Proposals to extend the school keep clear, introduce traffic calming and improve signage.
Grand Union Canal Quietway	£100k	Funds to upgrade the towpath to Quietway standard to provide a better link for cycling and walking for both commuting and leisure purposes.
Rickmansworth Road / Green Lane – Pedestrian Facilities	£50k	Funds for design and implementation of a pedestrian phase at the traffic lights. This has been reviewed via an initial fund in 23/24 to review the operation of the junction with TfL.
North Hyde Road – Air Quality Focus Area	£50k	Proposals to improve walking and cycling provision on North Hyde Road, Hayes including green infrastructure elements. The works will include but not be limited to: improved footway for walking / cycling; an informal crossing to help people travelling around the area; introduction of street trees. Other elements of the healthy streets criteria will also be incorporated into the scheme.
Local Town Centre Public Realm Works	£80k	Funds to improve active travel to and from the local town centres to allow people to consider short active trips, rather than longer car-based journeys.
Cycle Wayfinding Signage	£40k	Funds to allow improvements to cycle signage and route information across Hillingdon to allow people to better navigate the borough by bike.
Yeading Lane / Willow Tree Avenue – signal review	£5k	Funds to support the to review and redesign the traffic signals following concerns raised by residents.
Delivery of the Cycle Strategy	£250k	Funds to support delivery of new cycle routes and infrastructure as detailed in the Hillingdon Cycle Strategy.

2024/25 Transport for London LIP Allocation - Proposed Schemes		
Scheme Title	Amount	Scheme Summary
Congestion reduction measures	£100k	Funds to support design and implementation of measures to improve traffic flow and reduce congestion on key routes across Hillingdon.
<b>TOTAL</b>	<b>£1,202K</b>	

8. As all scheme details are developed, they will firstly be discussed with the Cabinet Member for Property, Highways and Transport prior to progressing to the consultation and implementation phases.
9. A note about Staffing Costs: TfL state, in their various guidance in terms of staff cost relating to LIP funding, as follows:

**Staff Costs**

*Subject to available funding TfL currently plans to fund reasonable staff salary costs associated with the delivery of projects and programmes within the LIP three-year plan. However, boroughs are reminded that staff costs can only be booked to schemes with specific deliverables. TfL will not allow a scheme to be created to simply cover the staff costs of an individual or team (headcount) working on the wider LIP programme and staff costs cannot be greater than 10% of the project cost unless agreed in advance with Transport for London.*

10. The costs of project delivery will legitimately **include appropriate and relevant staff costs** (in particular highways engineers) within the parameters permitted by TfL (up to a maximum of ten percent of the project cost).

**Cycle Training - £56,000**

11. Transport for London have confirmed that all Boroughs can apply for a ring-fenced grant up to the maximum of £56,000 to facilitate cycle training. It is proposed for a bid for the maximum funds available to be put forward to allow continuation of the Council's Bikeability and Adult Cycle Skills Training programme.

**Bus Priority - £200,000**

12. Another ringfenced grant available from Transport for London is for Bus Priority schemes, which are schemes where improvements are proposed which reduce delays to buses and improve journey times. It is proposed to put forward a maximum bid of £200,000 to deliver the outcomes of a 2023/24 Transport for London study for Mahjacks roundabout, currently being undertaken by the Council's term consultants Project Centre Ltd.

**Next Steps**

13. Formal submission of FORM A in November 2023 based on feedback from TfL and Cabinet.

## Financial Implications

This report is requesting permission for the preparation and the submission of the 2024/25 Delivery Plan for the Council's current Local Implementation Plans to TfL.

The guidance published by TfL will be used to help shape the Council's Delivery Plan programme as '*failure to comply with this guidance is likely to have an impact on the award of funding in due course*'. The guidance requires the Delivery Plan programmes to derive from the approved LIP (approved September 2022). TfL have stipulated that they will now only fund a limited number of studies each year. Similarly, the amount of funding that may be allocated to non-infrastructure behaviour change initiatives is now capped, taken together studies and activation measures must now not be greater than 20 per cent of the borough's total allocation. Further to this, TfL have stated that they will fund reasonable staff salary costs associated with the delivery of projects and programmes within the LIP, however staff costs can only be booked to schemes with specific deliverables and costs cannot be greater than 10% of the project unless agreed in advance with TfL.

The Delivery Plan should contain the delivery of the Mayor's Transport Strategy priorities for Healthy Streets, as this is considered a keyway of addressing the challenges London faces in the recovery from the pandemic, the themes will be around cycling, walking, bus priority and road safety. The guidance also requires that the Delivery Plan programmes are underpinned by a strong evidence base and costed.

Transport for London's financial position has been severely impacted by the decline in public transport use due to the Covid-19 pandemic. In August 2022, TfL reached a funding agreement with the Department for Transport for the remaining 2022/23 financial year and the funding for 2023/24. The future funding of LIP is now to divert back to being funded direct from TfL, however, the final amount of LIP funding for 2024/25 is still to be determined, due to this TfL have provided indicative funding amounts for Hillingdon to enable the process of the Form A Submission. For the financial year 2024/25, the indicative funding totals £1,238k. Any changes to this amount and any future additional TfL funding awards will be reported to Cabinet.

The approved capital programme submitted to Cabinet in February 2023 assumes baseline TfL LIP grant funding of £1,458k for 2024/25. The budget will be refreshed once TfL confirm the final funding position for next year following the submission.

## RESIDENT BENEFIT & CONSULTATION

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

By submitting the Delivery Plan programme, 'FORM A' for 2024/25 to TfL the Council can hope to receive funding for investment in a range of transport schemes that will make improve mobility and accessibility, air quality, personal health, reduce road danger and ease the flow of traffic.

### Consultation carried out or required

No consultation has been carried.

## CORPORATE CONSIDERATIONS

### Corporate Finance

Corporate Finance has reviewed the report and concurs with the Financial Implications set out above, noting that the Annual Spending Submission for 2024/25 is based on the indicative funding of £1,238k provided by TfL for Hillingdon to enable the process of the Form A Submission for the financial year 2024/25.

The approved capital programme submitted to Cabinet in February 2023 assumes baseline TfL LIP grant funding of £1,458k for 2024/25, which was set at the agreement between DFT and TfL funding levels. The budget will be refreshed once TfL confirm the final funding position for 2024/25.

### Legal

Legal Services confirm that the Council is responsible for carrying out this function pursuant to section 151 of the Greater London Authority Act 1999.

Thus, there are no legal impediments to the Council approving the recommendations contained in this report, although any contract that is entered into must comply with the Council's Procurement and Contract Standing Orders.

### Infrastructure / Asset Management

None at this stage.

## BACKGROUND PAPERS

NIL.

## SCHOOL CAPITAL PROGRAMME - UPDATE

<b>Cabinet Member(s)</b>	Councillor Susan O'Brien Councillor Jonathan Bianco
<b>Cabinet Portfolio(s)</b>	Children, Families & Education Property, Highways & Transport
<b>Officer Contact(s)</b>	Bobby Finch, Place Directorate
<b>Papers with report</b>	None

### HEADLINES

<b>Summary</b>	This bi-annual report provides Cabinet and the public with an update on the primary, secondary and special school expansions, the school condition works programme and other school capital works.
<b>Putting our Residents First</b>  <b>Delivering on the Council Strategy 2022-2026</b>	<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> <p>Investment in schools to adequately address the impact of the population increase within the London Borough of Hillingdon on existing school places. This project also forms part of the Hillingdon Improvement Programme.</p>
<b>Financial Cost</b>	Continuing investment in the Schools Condition Building Programme is £21,766k for 2023/24 to 2027/28. The future SEND programme is estimated to cost £22,199k and will deliver 416 additional places, reducing the DSG deficit.
<b>Relevant Select Committee</b>	Children, Families & Education
<b>Relevant Ward(s)</b>	All Wards

### RECOMMENDATION

**That Cabinet note the progress made with primary and secondary school expansions, the school condition programme and other school capital projects.**

## Reasons for recommendation

The proposed works outlined in this report will meet the changing need for school places in the Borough, particularly the increasing demand for special needs places which has contributed to the Dedicated Schools Grant (DSG) deficit. These places are crucial to delivering the Council's (DSG) deficit recovery safety valve agreement with the Department for Education (DfE).

Progressing the School Condition Programme will allow the necessary remedial or replacement works to be undertaken in the schools to avoid the potential impact on their daily operations due to parts of the building fabric being beyond repair, or equipment which is at the end of its life. Ensuring these works are undertaken will minimise the risk of health and safety related issues or the possibility of a school closure occurring.

## Select Committee Comments

None at this stage. However, the Children, Families & Education Select Committee receive regular updates on schools places planning.

## SUPPORTING INFORMATION

### 1. PRIMARY SCHOOLS

#### School places forecast

The demand for primary places in Hillingdon rose continuously for over ten years up to 2018, stabilised and has declined since 2020 due to a lower birth rate affecting primary intakes and in addition to the effects of the pandemic leading to movement across the borough and out of the borough, which is affecting most schools. In addition, some parents are choosing to change schools when places arise in another school they prefer. This volatility continues across London with increased movement throughout the academic year. Ideally there would be a few places in each school to enable parental choice and cope with new families moving in.

Officers continue to work closely with schools to meet residents' demands and present options to reduce operational capacity in some instances to respond to changing demand from residents. From September 2023 the Published Admissions Numbers (PAN) for 9 primary schools have been reduced totalling 270 places. Places for September 2023 were reviewed after the Primary National Offer Day, Monday 17 April 2023 in addition to the January 2023 Census data to understand demand and the impact on pupil projections. Proposals to consult on the PAN reduction for a further 2 schools (Whitehall infant and junior) will be presented at the October 2023 Cabinet meeting.

### 2. SECONDARY SCHOOLS

#### School places forecast

The secondary phase is under pressure from continuing increased demand in Year 7 for the next six years at least. All but five schools offered 100% of their places for September 2023 on National Offer Day, 1 March 2023. The outcome of the number, preferences and pattern of movement including cross-LA required 101 extra places using bulge classes added at Haydon, Uxbridge

High School, Bishopshalt and Barnhill Schools. The need for bulge classes for September 2024 will be reviewed this term and if needed, Officers will put forward the request to Secondary Heads.

The Council are reviewing cross-borough flows with the 7 neighbouring LAs. Until 2018 these were equal overall or a slight net 'importer' at year 7 intake. Since then, 'imports' have decreased as most schools in the Borough have been popular and recruit from smaller distances, and 'exports' of resident pupils to schools in other LAs have increased, so the LA is a net exporter. 537 Hillingdon residents were offered Out of Borough schools for September 2023 – this is 19 more than the total number of residents offered out of Borough places last year.

In recent years neighbouring LAs have warned they too have rising numbers of pupils and their schools are under increasing pressures, so distance admissions criteria may mean fewer Hillingdon Pupils are likely to secure places out of Borough from 2023 onwards. Parental preferences are still low for a few schools, adding pressure on parent choice in some areas of the Borough. As parents are not required to accept a place it means a shortage of actual places residents are prepared to take up.

Currently there is one project that adds permanent secondary places to meet demand being progressed that were bids in 2015-16 and are funded and managed by DfE. This is the expanding Harlington School by 1.5 forms of entry, 45 places each year from 2023. This is part of the complete rebuilding of the school. The school will also have a new designated unit for pupils with Autism Spectrum Condition (ASC) which will allow them some integration into the mainstream part of the school with specialist teaching and support.

The Department for Education (DfE) received confirmation in June 2023 from the Veritas Educational Trust that they are to voluntarily withdraw the pipeline from Bishop Arden, 6FE free school project in the London Borough of Hillingdon. The Regional Director formally responded, agreeing to decommission the project. At this point in time, the latest forecast need for secondary school places does not support the need for a new 6FE school, and therefore future school places requirements will be subject to regular review to ensure that any change in need will be responded to as necessary.

### **3. SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)**

Special schools are under pressure from rising demand from pupils with Education, Health & Care Plans (EHCPs) who require a special school place. This reflects national policy and is creating significant planning and financial pressures in most local authorities. Currently all seven special schools in the LA are full as demand and new entrants has been continuous throughout the year, not just at the usual stages of transfer. The largest growth is in pupils with Autism Spectrum Condition (ASC), many with other complex needs. Temporary extra places have been added to meet demand in most schools.

Additional places have been added each year, where possible and significant growth was agreed in 2016 with the approval of two new free special schools and designated unit for pupils with ASC at Harlington School. All these projects are funded and delivered by DfE.

These extra 220 places (see table 1) were previously considered sufficient to meet demand, however demand has risen faster than expected in recent years. Officers are continuing to review the school/education estate to provide possible options to ensure we have sufficient capacity for

this increase. Please note that projects highlighted have been completed within the last 12 months.

**Table 1:** DfE agreed projects that include additional SEN provision

Provider	Project	Additional places	Total final places
Orchard Hill Academy Trust	New Free school to replace the Young Peoples Academy	45	110
Eden Academy Trust	New Free school: Grand Union Village	80	80
Eden Academy Trust	New Free school to replace Grangewood: Pinn River	90	180
Harlington School	Designated Unit for pupils with ASC	15	15
<b>Total</b>		<b>220</b>	<b>485</b>

### Dedicated Schools Grant (DSG) deficit recovery safety valve agreement

Rising demand and costs have put pressure on the Dedicated Schools Grant (DSG) and the Council has developed a DSG Deficit Recovery Programme with a 'Safety Valve' agreement with the DfE linked to bids for revenue and capital funding. This is a key strategic priority for the Council, underpinned by sufficient resource and capability to ensure timely and successful delivery.

Extra specialist places are needed in Hillingdon in the next few years to meet the rising demand and gaps in need and to minimise use of independent provision and long travel for residents. The aim is to maximise the use of local education spaces and promote integration of pupils into mainstream where possible. A bid to the DfE for additional capital to deliver the projects in the DSG Deficit Recovery Programme was approved in May 2022. The table below provides a summary of the projects including those that have been completed.

**Table 2:** DfE funded DSG SEN Projects

Location	Description	Type	Phase of Education	Number of additional places to be created	Project due complete
Eden Trust: Grangewood Primary & Moorcroft Secondary	The Eden Trust to open a temporary MLD Unit at Pinkwell Primary School for extra Grangewood and Moorcroft pupils from Sept 2022	Academy Special	Grangewood Primary	16	Completed
Orchard Hill Special Further Education College - Independent post-19 (Brookfield Adult Education Centre)	Lease of Brookfield Adult Education Centre site to Orchard Hill Special for use as a Further Education College. Opened Sept 2022.	Independent Special College multi-site	Post 16	30	Completed
Meadow High School	Create a satellite unit at the Harefield Academy site and the replacement of the modular units at Meadow. Works will be completed during 2024/25 with additional places being provided from Autumn 2024 in modular classroom units	Community Special	Secondary	98	<u>Harefield</u> Estimated completion Jun 2025  <u>Meadow</u> Modular Estimated completion Dec 2024
Wood End Park Primary Academy	New ASC Unit to open Sept 2023	Academy Primary	Primary	24	Early 2024 (12 places provided from Sept 2023)



Ruislip Gardens Primary School	Specialist Early Years Assessment Base. Adaptions to remodel primary school from 3FE to 2FE and create the space for the unit. Open Autumn 2023	Community Primary School	Primary	16	Oct 2023
Ruislip Gardens Primary School	New ASC SRP integrated into school, working alongside the Early Years Assessment Base. Open Autumn 2023.	Community Primary School	Primary	12	Oct 2023 (5 places provided from Sept 2023)
Charville Primary Academy	New ASC SRP. Remodel primary school from 3FE to 2FE to create space for SRP. Open Autumn 2023.	Academy Primary	Primary	16	Nov 23 completion January 2024 opening - 8 pupils increasing to 16 in Sept 24
Pinkwell Primary School	Agree permanent status beyond 2024 of the temporary unit used by Eden Trust 2022-24. Adaption to create unit linked to on-site primary school	Academy	Primary	TBC	Sep 2025 (TBC)
New Special Free School Bid	Proposed new SEN Free School. Application approved by DfE in March 2023.	Site to be confirmed	All-through school	180	2025 or later
<b>Total</b>				<b>416</b>	

**MLD:** Moderate Learning Difficulties

## Dedicated Schools Grant (DSG) deficit recovery safety valve – project updates

### **Meadow High School expansion**

In summary the proposed school expansion works consist of the following:

- Relocating a cohort of pupils from Meadow High School to the unused area at the Harefield Academy (which is separate and apart from the main Academy). A new school building, within the existing school environs, will be constructed to form a new satellite unit that is directly managed and run by Meadow High School; and
- Providing a new classroom block at Meadow High School to replace the existing temporary modular classrooms which are currently in poor condition and no longer suitable for use.

A works contractor has been appointed for both sites for the first stage of a 2-stage procurement tender process, and the detailed design by the contractor is currently under way. The works at the Harefield site are scheduled to start in 2024 and works at the Meadow High School site are scheduled to start are scheduled to start in Autumn 2023.

### **Charville Academy and Ruislip Gardens Primary School adaptation works**

The proposed works at these schools consist of the following:

- Ruislip Gardens Primary School: The school has reduced its intake from 3 forms of entry to 2 forms of entry and the unused spaces within the schools are being adapted to form a nursery age pupil Assessment Base (AB) and a separate Autism Spectrum Condition (ASC) Specialist Resource Provision (SRP). The AB will have 16 places and the SRP will have 12 places

- Charville Academy: The school has reduced its intake from 3 forms of entry to 2 forms of entry and the unused spaces within the school are being adapted to form ASC SRP. The SRP will have 16 places.

Contractors are appointed at both schools and works are due to be completed in October 2023 for Ruislip Gardens and the school has already taken its first intake of pupils into the SRP from September 2023 utilising an unused area of the school. Charville is due to be completed in November 2023.

### **Wood End Park Academy new SEND provision**

The building works required to create the new ASC unit is being managed directly by Wood End Park Academy and will be funded and monitored by the council. The building works have started and are due to be completed in Early 2024.

## **4. SCHOOLS CONDITION PROGRAMME**

### School condition surveys

The Council receives an allocation of School Condition Works grant funding to manage building condition issues at maintained schools (Community and Foundation Schools) such as building fabric works (roof replacement, window replacements), mechanical and electrical works (heating and hot water system replacement, electrical upgrades) as well as other building condition issues such as structural defects remedial works.

To properly plan for these works and ensure that the funding is going where it is most needed, it is necessary to have a thorough understanding of the condition of school buildings which will be obtained through carrying out surveys. The programme of surveys to be carried out on maintained schools will have the following 4 elements.

**Building Survey:** A detailed assessment will be carried out on the condition of the following components:

- Building fabric (inc. roof, walls, floors, walls, windows, decorative condition, etc);
- Mechanical and Electrical systems (inc. space heating systems, hot/cold water supply systems, electrical installation, lifts, ventilation etc);
- Fire safety systems (fire doors, smoke/heat detectors, fire resisting barriers, extinguishers, riser, etc);
- Grounds (paving, paths, playground, external lighting, car park barriers/surfaces etc).

**Compliance and Maintenance Review:** A review of the statutory building compliance and maintenance checks being carried out at the schools, including legionella risk assessments, electrical inspections, gas safety inspections, lift inspections, asbestos register and any other relevant statutory building compliance checks required on school buildings.

**Energy Assessment:** An assessment of the current energy efficiency and performance of the school buildings will be completed for each school. This will include a review of potential options for improvements and enhancements works which are suitable for an individual site.

**Measured Survey:** These will produce detailed floor plans of the schools. These plans will be used to help develop the scope of works needed on future school condition works projects and any bids for future decarbonisation or energy efficiency improvement grant funding.

The surveys are due to be completed by the end of year.

### Current projects

The status of agreed projects in the School Condition Programme can be found in the table 3 below. Future projects for inclusion will be based on the results of the completed school condition surveys.

**Table 3: School Condition Works Programme**

School	Works	Status
Frithwood Primary	Roof replacement works	Completed
Whiteheath	Pitched roof works	Completed
Newnham Junior	WCs, drainage, and structural renovations	Completed
Heathrow Primary School	Plant room works	Completed phase 1
Hillside Infant	Roofing works	On site
Breakspear	Fire alarm and emergency lighting	On site
Ruislip Gardens	Mechanical and Electrical works. Works are being carried out alongside the SEN works outlined in this report	On Site
Hedgewood	Drainage	Pre-construction stage
Harefield Infant	New boiler and controls	Pre-construction stage
Yeading Infant & Junior	New common canteen building and kitchen facilities	Pre-construction stage,
Oak Farm Primary	Refurbishment of modular classroom units	Pre-construction stage
Hedgewood	Modular Building Repairs	Pre-construction stage
Lady Bankes	Structural defects	Pre-construction stage
Bourne Primary	Roof works	Pre-construction stage
Hayes Park Primary	Roof works	Pre-construction stage
Newnham Infant	Roof works	Pre-construction stage
Whiteheath Infant	Roof works	Pre-construction stage
Whitehall Infant	Roof works	Pre-construction stage

## 5. OTHER SCHOOL PROJECTS

The DfE is directly managing and funding 3 projects under Priority School Building Programme Phase 2 (PSBP2) and a further 4 projects under the Free Schools Programme. These projects total a significant DfE investment and help ensure the Council as an education authority meets its statutory duty to provide sufficient places, and to promote high standards of education and fair access to education.

**Table 4: DfE Free School and PSBP2 Projects**

School	Phase	Governance	DfE Fund Route	Planned additional places	Estimated year of completion	Current Status
The Skills Hub	Alternative Provision Secondary	Orchard Hill College Academy Trust	Free School (next to Pride Academy)	Up to 4	2022	Completed
Douay Martyrs	Secondary	London RC Diocesan MAT	PSBP2	0	2023	Completed
Primary Grand Union Village Special Primary	Special Primary	Eden Academy Trust	Free School	80	2023	Completed Sep 2023
Harlington rebuild and expand to 8FE and Special ASC Unit	Secondary	Foundation	PSBP2	225 (SEN 15)	2023	Completed Sep 2023, opening Nov 2023
Minet Infant and Junior	Primary	Community	PSBP2	0	2024	On site
Pinn River Special (on site of current Grangewood School)	Special Primary ages 4-19	Eden Academy Trust	Free School	Up to 80	Jan 2025	Pre-construction

### Reinforced Autoclaved Aerated Concrete

The Council do not believe any of the community or foundation schools have RAAC present, however a programme of rechecking these schools as a precaution has started and should be completed early October 2023.

### Department for Education School Rebuilding Programme

In 2020 the Government announced their intention to rebuild 500 schools in the worst condition over a 10-year period, and this programme is called the School Rebuilding Programme. The first 100 schools including in the programme were announced in 2021 based on the information held by the Department for Education (DfE) Condition Data Collection surveys carried out in 2017.

Rosedale College was approved in 2021 the list and the DfE appointed contractor is in the process of preparing the planning application. DfE proposed completion date for the rebuild is December 2026.

## **FINANCIAL IMPLICATIONS**

The future delivery of increased secondary schools' places is largely managed externally by the Department for Education, including the 1.5FE expansion of Harlington School from September 2023, towards which the Council contributed £6,034k in 2021/22. The capital programme budget 2023/24 to 2027/28 includes £2,800k for additional temporary classrooms available to manage short-term demand, financed by Council resources. The 5-year School Places forecast has been updated and will inform future school expansion plans.

The Schools SEND/SRP capital programme amounts to £25,331k funding from 2018/19 to 2026/27, financed by confirmed Special Provision Capital Fund and High Needs Provision Capital grants, of which £3,132k has been spent on various projects in prior years. Total funding is inclusive of recent confirmation from the Department for Education (DfE) that the Council's bid was successful for £6,962k additional High Needs capital funding linked to the DSG deficit recovery safety valve agreement.

Table 2 above, in the main section of this report, outlines the SEND/SRP programme that will deliver 416 additional SEND places, which will reduce future out-of-borough special placements and transport costs, supporting reduction of the DSG deficit.

The 2023/24-2027/28 budget for the Schools Condition Building Programme is £21,766k funded from a combination of Schools Conditions grant and schools' contributions. The funding is being utilised to deliver various schemes with some works completed and other projects continuing into next financial year.

## RESIDENT BENEFIT & CONSULTATION

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

Completion of the school expansion projects will result in the provision of additional school places needed for local children, which the Council has a statutory duty to provide. In addition, the completion of the other school capital projects will result in the provision of quality, fit for purpose school facilities.

Progressing the School Condition Programme allows the necessary repair or replacement works to be progressed in the school's, avoiding the potential impact on their daily operations due to parts of the building fabric being beyond economic repair, or equipment which is at the end of its life. Ensuring these works are undertaken will minimise the risk of health and safety related issues or the possibility of a school closure occurring.

### **Consultation carried out or required**

A statutory process is required for expansion of local authority maintained schools premises if this will increase the capacity of the school by more than 30 pupils and by 25% or 200, whichever is the lesser. The statutory process includes publication of proposals and a statutory consultation period.

Under the School Admissions Code, the local authority as admissions authority for community schools must consult at least the school governing body on the admission number. Foundation schools and academies are their own admissions authority and set their own admission number, subject to them carrying out their own consultation.

## CORPORATE CONSIDERATIONS

### **Corporate Finance**

Corporate Finance have reviewed this report and associated financial implications, noting that budgeted investment in this programme is to be financed through a combination of Department for Education Grant and local resources, for primary and secondary places.

Specific investment in additional SEND capacity through expanding the borough's SRP capacity will contribute towards the Council's broader efforts to manage the significant pressure in High

Needs expenditure within the Dedicated Schools Grant arising from the introduction of the 2014 Children's and Families Act. This forms part of the Deficit Recovery Plan jointly agreed by the Council and Schools Forum. The Council has secured a Safety Valve agreement with the DfE which secures Government support for the delivery of the Council's DSG Recovery Programme and financial support towards the elimination of the cumulative deficit. On Thursday 24 March the Council's Cabinet ratified the Safety Valve agreement, following discussions with DfE, which will clear the cumulative deficit by 2025/26.

## **Legal**

Legal Services confirm that there are no specific legal implications arising from this report. Legal advice is provided whenever necessary on a case-by-case basis to ensure that the Council's Interests are protected.

## **Infrastructure / Asset Management**

Asset Management authored this report.

## **BACKGROUND PAPERS**

NIL

## PUBLIC PREVIEW:

### *MATTERS TO BE CONSIDERED LATER IN PRIVATE*

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

## HEADLINES

<b>Summary</b>	<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><b>Putting our Residents First</b></p> <p><b>Delivering on the Council Strategy 2022-2026</b></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>
<b>Financial Cost</b>	As set out in the report.
<b>Relevant Select Committee</b>	As set out in this report under each item – however, this item is not for scrutiny call-in as it is information only.
<b>Ward(s)</b>	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

<b>Item 12 – Highways Term Contract</b>	
<b>Relevant Cabinet Member(s)</b>	<b>Relevant Ward Select Committee</b>
Cabinet Member for Property, Highways & Transport	All Wards Property, Highways & Transport
<b>Information</b>	<b>General recommendations</b>
<p>Cabinet will consider the extension of the current term contract for the provision of highways services. The Council has a duty to ensure that the Borough's highway assets are maintained in a safe condition and are fit for purpose and the contract delivers the following types of works:</p> <ul style="list-style-type: none"> <li>• Capital investment works, covering: <ul style="list-style-type: none"> <li>○ Council road safety, congestion alleviation and parking management capital schemes.</li> <li>○ Capital schemes funded from Transport for London.</li> <li>○ Externally funded on and off-highway works (such as drainage schemes).</li> <li>○ Council off-highway works such as on housing sites, repairs, depot repair and many more.</li> </ul> </li> <li>• Routine &amp; reactive term service works including: <ul style="list-style-type: none"> <li>○ Cyclical gully cleansing and planned ditch clearing.</li> <li>○ Reactive maintenance, including repairs of potholes, footway defects and street furniture.</li> <li>○ Installation of new domestic and heavy vehicle crossovers.</li> </ul> </li> </ul>	<p>To consider the relevant contract extension.</p>

<b>Item 13 – Street Lighting Term Contract</b>	
<b>Relevant Cabinet Member(s)</b>	<b>Relevant Ward Select Committee</b>
Cabinet Member for Property, Highways & Transport	All Wards Property, Highways & Transport
<b>Information</b>	<b>General recommendations</b>
<p>Cabinet will consider the extension of the current Street Lighting Term Service Contract. The Council has a duty to ensure that highways electrical equipment is maintained in a safe condition and the contract delivers the following types of works:</p> <p>The contract delivers the following works:</p> <ul style="list-style-type: none"> <li>• Capital investment works: <ul style="list-style-type: none"> <li>○ Column Replacement Programme</li> <li>○ Structural testing of street lighting columns</li> </ul> </li> <li>• Term service works including: <ul style="list-style-type: none"> <li>○ Routine maintenance, inspection, maintenance and testing of street lighting and traffic signs, bollard and traffic sign cleaning</li> <li>○ Non-routine maintenance of street lighting and traffic signs to include emergency call outs and on-going fault repairs</li> <li>○ Night scouting</li> <li>○ 24-hour emergency call out facility</li> <li>○ Management of fault reports, resident service requests and Member Enquiries.</li> </ul> </li> <li>• Specific works such as: <ul style="list-style-type: none"> <li>○ Street lighting design for town centre improvement schemes</li> <li>○ Column painting programme (to reduce year on year following the installation of non-painted galvanised steel columns).</li> </ul> </li> </ul> <p>The Council's approach to street lighting seeks to:</p> <ul style="list-style-type: none"> <li>• Improve the night-time safety of road users and members of the community.</li> <li>• Reduce crime and the fear of crime during hours of darkness.</li> <li>• Reduce the Council's impact on climate change, aiming to deliver the benefits of good street lighting in a low carbon manner.</li> </ul>	<p>To consider the relevant contract extension.</p>

<b>Item 14 – The Council’s Energy Procurement 2024-2028</b>	
<b>Relevant Cabinet Member(s)</b>	<b>Relevant Ward Select Committee</b>
Cabinet Member for Finance	N/A Finance & Corporate Services
<b>Information</b>	<b>General recommendations</b>
<p>Cabinet will consider using frameworks to procure the the Council’s electricity and gas supplies for a certain supply period</p> <p>Cabinet will also consider a contract to manage the energy supply issues that arise at any social housing empty properties that may arise each year to reduce energy costs.</p> <p>Energy is an essential element in the delivery of Council services to residents. The Council’s proposed approach will help mitigate the risk of higher energy prices and support the Council’s energy management and carbon reduction objectives.</p>	<p>To enter into a framework and agree the call-off for supplier contracts and procure a void property energy management company.</p>

<b>Item 15 – Veterinary Services at the Imported Food Office</b>	
<b>Relevant Cabinet Member(s)</b>	<b>Relevant Ward Select Committee</b>
Cabinet Member for Residents' Services	N/A Residents' Services
<b>Information</b>	<b>General recommendations</b>
<p>Current legislation requires a sufficient number of suitably qualified Official Veterinarians to be present to undertake certain checks at UK Border Control Posts, in this case at the Imported Food Office at Heathrow Airport which is run by the Council.</p> <p>New imported product checks are currently scheduled to be introduced from April 2024, so for the Council to maintain its statutory obligations for the inspection and clearance of imported products of animal origin (POAO), it is necessary to have in place a contract for the provision of veterinary services.</p> <p>The Council continues to raise income from importers to fund the Imported Food Office function, including the provision of veterinary services, via inspection fees and charges.</p>	To accept a tender for the contract.

<b>Item 16 – The supply and delivery of refuse and recycling bags</b>	
<b>Relevant Cabinet Member(s)</b>	<b>Relevant Ward Select Committee</b>
Cabinet Member for Residents’ Services	N/A Residents’ Services
<b>Information</b>	<b>General recommendations</b>
<p>Cabinet will consider a contract for the supply of the full range of recycling, garden waste and street cleansing bags.</p> <p>The Council provides free weekly collections to all households for general waste, dry mixed recycling, textiles, food waste and garden waste.</p> <p>Residents are provided with free, easy to use sacks for the recycling services, to encourage participation and maximise the Borough’s overall recycling rates. The continuation of these services is key to meeting challenging waste reduction and increased recycling targets in the future.</p> <p>Waste and recycling sacks are also utilised within the commercial waste, street cleansing, green spaces and repairs services.</p> <p>Given the wide scope of the recycling service to residents and to ensure that the continued quality of the bags is maintained to the standard expected, regular independent testing of the supplier’s products will continue, alongside active contract management.</p>	<p>To consider the award of contract.</p>

<b>Item 17 – Disposal of Garage Sites and Garden Land</b>	
<b>Relevant Cabinet Member(s)</b>	<b>Relevant Ward Select Committee</b>
Cabinet Member for Property Highways & Transport	Northwood Hills; Wood End & West Drayton  Property, Highways and Transport
<b>Information</b>	<b>General recommendations</b>
<p>As part of an ongoing review of garage sites that are underutilised and have development potential, Cabinet will consider whether to declare two sites surplus to requirements and sell them for residential development.</p> <p>Two garage sites will be considered, which are the garages to the rear of 66-74 Farmlands, Eastcote and the rear of 15 Ash Grove, Hayes.</p> <p>Additionally, Cabinet will consider the disposal of a small parcel of landlocked land on Harmondsworth Road.</p> <p>These proposals seek to optimise use of the Council's assets for residents.</p>	To consider the relevant disposal / sale of the sites.

STRICTLY NOT FOR PUBLICATION

Exempt information by virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972 (as amended).

# Agenda Item 12

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of the Local Government Act 1972 (as amended).

# Agenda Item 13

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# Agenda Item 14

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of the Local Government Act 1972 (as amended).

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# Agenda Item 16

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# Agenda Item 17

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