



HILLINGDON
LONDON



CABINET

To all Members of the Cabinet:

Date: THURSDAY, 11 JANUARY
2024

Time: 7.00 PM

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

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

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

Ian Edwards, Leader of the Council
(Chair)

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

Martin Goddard, Cabinet Member for
Finance

Douglas Mills, Cabinet Member for
Corporate Services

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

Jane Palmer, Cabinet Member for Health
& Social Care

Eddie Lavery, Cabinet Member for
Residents' Services

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



Published:

Wednesday 3 January 2024

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Putting our residents first

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

Useful information for residents and visitors

Watching & recording this meeting

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

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

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



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

Travel and parking

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

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

Accessibility

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Emergency procedures

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

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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:

11 January 2024 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

3 January 2024
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 - 14
- 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 Planning Obligations and Community Infrastructure Levy Annual Monitoring report (Cllr Eddie Lavery) 15 - 20
- 6 Public Preview of matters to be considered in private (All Cabinet Members) 21 - 24

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

- | | | |
|-----------|--|---------|
| 7 | Void Property Repair Service Contracts (Cllr Jonathan Bianco) | 25 - 42 |
| 8 | Manned Guarding and General Security Contract (Cllr Jonathan Bianco) | 43 - 54 |
| 9 | The Collection and Treatment of co-mingled dry recycling materials (Cllr Eddie Lavery) | 55 - 62 |
| 10 | Land adjacent to 2 Barra Hall Villas, Wood End Road, Hayes (Cllr Jonathan Bianco) | 63 - 68 |
| 11 | CCTV Service, Maintenance and Repairs Contract (Cllr Eddie Lavery) | 69 - 78 |

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.

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

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Minutes

CABINET

Thursday, 14 December 2023

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



Published on: 15 December 2023

Decisions come into effect from 5pm, 22 December 2023

Cabinet Members Present:

Ian Edwards (Chair)

Douglas Mills

Susan O'Brien

Jane Palmer

Eddie Lavery

Members also Present:

Pete Curling

Stuart Mathers

Jan Sweeting

Scott Farley

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Bianco and Councillor Goddard.

2. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

No interests were declared by Members present.

3. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING

The decisions and minutes of the Cabinet meeting held on 9 November 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

This was confirmed.

5. THE COUNCIL'S BUDGET - MEDIUM TERM FINANCIAL FORECAST 2024/25 - 2028/29

RESOLVED:

That Cabinet:

- 1) Approve the draft General Fund and Housing Revenue Account budgets and capital programme proposals for 2024/25 (as detailed in Appendices A and B) and beyond as the basis for consultation with Select Committees and other stakeholders.**
- 2) Approve the proposed amendments to fees and charges to take effect in 2024/25 included in Appendix C, as the basis for consultation with Select Committees and other stakeholders.**
- 3) Request the comments of individual Select Committees on the draft budget proposals relating to their areas of responsibility.**
- 4) Note that Provisional Local Government Finance Settlement is awaited from HM Government and the output from these will be factored into the final 2024/25 budget proposals to be considered by Cabinet in February 2024.**
- 5) Authorise the Corporate Director of Finance, in consultation with the Cabinet Member for Finance, to respond on behalf of the Council to the consultation on the provisional Local Government Finance Settlement and to the Mayor of London's budget consultation.**

Reasons for decision

Cabinet put forward its budget proposals for public consultation. This included the Council's Medium-Term Financial Forecast, the draft General Fund revenue budget for 2024/25 along with projections for future years, the Housing Revenue Account proposed budget, updated fees and charges proposals and the draft capital programme for 2024/25 and beyond.

The Leader of the Council read a statement from the Cabinet Member for Finance on the budget proposals, who had sent his apologies. In the statement, the challenging economic environment was acknowledged, marked by higher-than-predicted inflation rates and increased interest rates, affecting families, businesses, and local authorities.

Services, particularly in social care, housing, and homelessness, were experiencing heightened demand. Notably, national government funding to local authorities was not keeping pace with inflation.

Despite the uncertainties, a 2.99% increase in core Council Tax and a 2% increase in social care precept for 2024-2025 were proposed. It was emphasised that even

with these increases, that Hillingdon's Council Tax rates would remain among the lowest in London. Fees and charges were proposed to be adjusted to a 5% increase, aligning with the consumer prices index and modest with neighbouring authorities.

The Statement from the Cabinet Member stated that inflation and demand-led growth were expected to add significantly to the Council's cost base next year. Notably, the provisional budget gaps in later years were attributed to the assumption that funding for adult social care would not continue beyond 2025.

A savings program, incorporating technology, invest to save measures, and service transformation, aimed to yield £33.4 million in savings over the five year period. The capital expenditure budget was proposed at £217.8 million, with affordable levels of external debt. Earmark reserves were expected to strengthen, resulting in a balanced budget for 2024-2025 and the expected potential to balance for future years.

On the Housing Revenue Account, the statement by the Cabinet Member noted that rents were to increase by 7.7%, following the Government CPI plus 1%. Capital expenditure of £441.8 million was also planned for the next five years.

In summing up, the statement from the Cabinet Member acknowledged the diligence and hard work required to realise the full value of the savings program in the 2024-2025 budget, but notwithstanding that, commended the Cabinet's budget proposals as robust, grounded in the reality of the current environment for local authorities.

The Leader moved the budget proposals for approval and consultation, which Cabinet agreed.

Alternative options considered and rejected

The Cabinet could have chosen to vary other proposals in its budget before consultation. However, to comply with the Budget and Policy Framework, the Cabinet was required to publish a draft budget for consultation at the meeting.

Relevant Select Committee	All
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	N/A - this is not for call-in, as the decisions are reserved to the full Council which will consider the Council's budget at its meeting on 22 February 2024. Select Committees will be able to comment on the budget proposals during January and February 2024.
Officer(s) to action	Andy Evans
Directorate	Resources
Classification	Public
	<i>The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.</i>

6. **DYNAMIC PURCHASING SYSTEM FOR ALTERNATIVE PROVISION - EDUCATION AND SEND**

RESOLVED:

That the Cabinet:

1. **Approve the implementation of the Dynamic Purchasing System for Alternative Provision to enable services within Education to effectively manage their significant procurement activity over the next 7 years commencing in 2024, ensuring that children and young people are able to receive appropriate education to meet their needs.**
2. **Note the existing delegated authority to officers to approve Education placements at relevant establishments, under any new Dynamic Purchasing System.**
3. **Instruct officers to provide regular monitoring of such expenditure to the Cabinet Member in pursuit of the Council's objectives.**

Reasons for decision

Cabinet received a report to agree a new procurement approach to securing alternative education provision for those children outside a mainstream or specialist school setting for children.

The Cabinet Member for Children, Families and Education explained that this would be a flexible procurement approach, enabling a competitive environment and pool of providers to ensure best value in alternative education provision. It was noted that this would be for a small proportion of children in the Borough that require such specialist education outside a mainstream setting, and importantly would enable them to progress in their learning and into a settled adulthood.

Alternative options considered and rejected

Cabinet could have continued with the current process commissioning from the market, or a 'closed framework' but considered these to not provide the compliance required or less flexible in approach.

Relevant Select Committee	Children, Families & Education
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	These decisions can be called-in by a majority of councillors on the above select committee by 5pm, 22 December 2023
Officer(s) to action	Kathryn Angelini
Directorate	Children's Services
Classification	Public - <i>The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.</i>

7. LOCAL FLOOD RISK MANAGEMENT STRATEGY

RESOLVED:

That the Cabinet:

- 1) Approves the Local Flood Risk Management Strategy to be published for public consultation and;
- 2) Approves the 6 week consultation to be carried out in accordance with the Consultation Strategy.

Reasons for decision

Cabinet noted that the Council was designated a Lead Local Flood Authority and agreed to consult on a new Local Flood Risk Management Strategy setting out how the Council would manage flood risk at a local level.

The Cabinet Member for Residents' Services explained the background to the development of the strategy and how this would become a living document, one that could be updated over time.

Alternative options considered and rejected

None, as the Strategy is a statutory requirement.

Relevant Select Committee	Residents' Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	These decisions can be called-in by a majority of councillors on the above select committee by 5pm, 22 December 2023
Officer(s) to action	Ian Thynne
Directorate	Central Services
Classification	Public - <i>The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.</i>

8. CARERS STRATEGY UPDATE

RESOLVED:

That Cabinet:

1. Notes highlights against the Carers' Strategy delivery plan activity for 2022/23 and 2023/24 and the work that the Council and its partners does to support those with caring responsibilities in the Borough.
2. Provides any feedback on the draft 2023 – 2028 Joint Carers Strategy and delegates authority to the Cabinet Members for Health & Social Care and Children, Families & Education to agree the final Strategy after consultation.

Reasons for decision

Cabinet received an update on the key developments in delivering the current Carers Strategy Delivery Plans and noted the consultation on the draft 2023 to 2028 Joint Carers Strategy.

The Cabinet Member for Health & Social Care highlighted how national data showed that Hillingdon had the highest proportion of adult carers who found it easy to find support out of all of the eight North West London boroughs.

The Cabinet Member outlined a number of good practices and the excellent progress that had been made on the Strategy, including how schools were supporting young carers, support groups for bereaved carers, short breaks, outreach events and dementia cafes. It was explained, concerningly, that nearly 76% of assessments for support were refused by carers themselves, highlighted by the Select Committee, which would be taken by through the Borough's Health & Wellbeing Board to investigate further.

The Leader of the Council expressed the Council's gratitude for carers and how the Council would continue to support them.

Alternative options considered and rejected

None.

Relevant Select Committee	Health & Social Care
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	These decisions can be called-in by a majority of councillors on the above select committee by 5pm, 22 December 2023
Officer(s) to action	Gary Collier
Directorate	Adult Services and Health
Classification	Public - <i>The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.</i>

9. PARKING ENFORCEMENT POLICY

RESOLVED:

That the Cabinet:

- 1) **Agrees to change the observation times before a Penalty Charge Notice is issued as per Appendix 1: Observation Times.**
- 2) **Agrees to implement the enforcement of Vehicle Drive Away and Prevented from Issue Penalty Charge Notices, permitted under the Traffic Management Act 2004 (as amended).**

Reasons for decision

Cabinet agreed to enhance the enforcement of traffic management regulations and change observation times for fines to further encourage drivers to park legally.

The Cabinet Member for Residents' Services explained the background to the report, following a review of observation periods. It was noted that those the observation periods in resident parking zones would remain unchanged. The Cabinet Member highlighted the introduction of issuing penalty charge notices without affixing the notice directly on the car, and issuing the fines by post.

The Leader of the Council sought clarification on whether there would be a public awareness campaign before these changes take effect, which was confirmed by the Cabinet Member.

Alternative options considered and rejected

Cabinet could have decided to keep the current observation times in effect, but it was considered this would not enhance compliance by motorists.

Relevant Select Committee	Residents' Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	These decisions can be called-in by a majority of councillors on the above select committee by 5pm, 22 December 2023
Officer(s) to action	Beth Rutherford
Directorate	Place Directorate
Classification	Public - <i>The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.</i>

10. MONTHLY COUNCIL BUDGET MONITORING REPORT

RESOLVED:

That the Cabinet:

- 1) Note the budget monitoring position and treasury management update as at October 2023 (Month 7), noting the actions proposed by officers as outlined in Part A of this report.
- 2) Approve the financial recommendations set out in Part B of this report below:
 - a) Accepts a grant of £153,440 from the North West London Integrated Care Board to fund the development of an evidence base to support the health and emotional wellbeing of children and young people.
 - b) Accepts a grant of £1,583,351 from the Department of Health and Social Care's Market Sustainability and Improvement Fund (MSIF) Workforce Fund to address adult social care workforce pressures during the winter period to 31 March 2024.
 - c) Accepts a grant of £163,419 from the North West London Integrated Care Board to fund two staffing posts to support the implementation of Population Health Management.
 - d) Approve the acceptance of a grant of £34.7k from Groundwork London in respect of the Crane Valley Project Fund.
 - e) Approve the acceptance of additional grant of £445k from Department for Levelling Up, Housing and Communities for Disabled Facilities Adaptations.
 - f) Approve the acceptance of a grant of £10.2k from Arts Council England LibraryOn Grant Programme for the creation of bespoke room booking website for bookable spaces in libraries.
 - g) Approve a budget virement from the general fund capital risk and contingency budget for £300k to the ICT Corporate Technology & Innovation budget for the Oracle Fusion Cloud upgrade / implementation project.
 - h) Approve a budget virement from the general fund capital risk and contingency budget for £74k to the Cranford Park project budget for sewer treatment plant works.
 - i) Approve the commissioning of Grant Thornton to undertake an accelerated process, working in collaboration with Officers and Members, to deliver a zero-based budget plan to support and inform the Councils MTF process for 2024/25 and beyond. This will provide a detailed analysis of opportunities for efficiencies and savings within services. The cost of this work is £238,213 plus VAT. This work will also support the Council's continuing Transformation programme.
 - j) Notes the £420k increase in insurance premiums as part of the annual premium's renewal process from £1,419k to £1,839k (29.5%), and increase in insurance excesses from £100k to £500k for Property claims.

Reasons for decision

The Leader of the Council introduced the report, delivering a statement from the Cabinet Member for Finance, who had sent his apologies. The statement noted the financial landscape for local authorities remained challenging, characterised by stagnant levels of central Government grant funding, juxtaposed with persistent inflation and growing demand for essential statutory services.

Hillingdon's response to these financial challenges was described as realistic and robust. The Council managed costs through budgetary controls, maintaining debt at modest and sustainable levels. Despite the difficulties, the Council demonstrated resilience in addressing financial pressures.

Exceptional costs, including the staff pay settlement and the use of earmarked reserves for items like COVID-related pressures, core inflation, and the older persons discount, were noted. The projected year-end position for earmark reserves in the 2023-2024 financial year was £13.9 million, with an additional £26.8 million in unallocated general balances, resulting in a total projected reserve of £41 million.

The objective to retain and build reserves in the face of the ongoing challenging economic environment was reiterated. It was noted that the savings target for the current year of £22.8 million was on track.

The statement noted that there had been investigations into placement costs within the high needs block of the dedicated schools grant, which suggested a projected deficit of £26.5 million at the end of March 2024.

The Leader of the Council moved the recommendations outlined in the report, including a number of financially oriented recommendations, such as the acceptance of various strands of grant funding.

Alternative options considered and rejected

None.

Relevant Select Committee	Finance and Corporate Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	Cabinet's decisions 2 (a-i) only can be called-in by a majority of councillors on the above select committee by 5pm, 22 December 2023
Officer(s) to action	Any Evans
Directorate	Resources
Classification	Public - <i>The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.</i>

11. 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 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.

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

12. REVENUES & BENEFITS CONTRACT AWARD

RESOLVED:

That Cabinet:

- 1. Accept the tender from Capita Business Services Ltd for the provision of Revenues and Benefits Business Services to the London Borough of Hillingdon for a 3-year period from 1 June 2024 to 31 May 2027 and at the estimated value of £4,572,920.**
- 2. Furthermore, that this includes the provision to extend the contract for a 3-year period followed by a further 3-year period, subject to the approval of the Leader of the Council and Cabinet Member for Finance, in consultation with the Director of Strategic and Operational Finance.**

Reasons for decision

Cabinet agreed the appointment of a delivery partner for elements of the Council's Revenues & Benefits service from 1 June 2024.

Alternative options considered and rejected

Alternative options were set out in the confidential Cabinet report.

Relevant Select Committee	Finance & Corporate Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	These decisions can be called-in by a majority of Members on the Select Committee by 5pm, 22 December 2023
Officer(s) to action	Iain Watters / Tiffany Boreham
Directorate	Resources
Classification	Private - <i>Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).</i>

13. GEOGRAPHICAL INFORMATION SYSTEMS CONTRACT AWARD

RESOLVED:

That the Cabinet:

- 1) Accept the direct award to Esri UK Limited (via the Vertical Application Solutions Framework) for the provision of licences and software support, and maintenance and project enhancements of the Council's Corporate Geographical Information System (GIS) to the London Borough of Hillingdon for a 3-year period from 1 June 2024 to 31 May 2027.
- 2) Furthermore, agree that this includes the provision to extend the contract for two 1-year periods, delegating approval of any extension to the Chief Information and Digital Officer, in consultation with the Cabinet Member for Corporate Services, noting that the total value including any extensions would be £510,000.
- 3) Agree to vary the current contract with Esri UK Ltd for the implementation and provision of GIS Sweet planning plotter application to the London Borough of Hillingdon at a cost of £80,098 to be funded from the ICT revenue budget and a £26k contribution from external grant funding.

Reasons for decision

Cabinet agreed contractual arrangements for the provision of licences, software support, and maintenance and enhancement of the Corporate Geographical Information System (GIS) Solution, and the provision of GIS Sweet planning plotter application.

Alternative options considered and rejected

Alternative options were set out in the confidential Cabinet report.

Relevant Select Committee	Finance & Corporate Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	These decisions can be called-in by a majority of Members on the Select Committee by 5pm, 22 December 2023
Officer(s) to action	Helen Vincent / Matthew Wallbridge
Directorate	Digital & Intelligence
Classification	Private - <i>Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).</i>

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

No additional items were considered by the Cabinet.

The meeting closed at 7:24pm.

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: <b style="color: red;">5pm, Friday 22 December 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	Councillors on the relevant Select Committee shown in

call-in of these decisions

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@hillingdon.gov.uk

Democratic Services: 01895 250636

Media enquiries: 01895 250403

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PLANNING OBLIGATIONS AND COMMUNITY INFRASTRUCTURE LEVY ANNUAL MONITORING REPORT

Cabinet Member(s)	Councillor Eddie Lavery
Cabinet Portfolio(s)	Residents' Services
Officer Contact(s)	Nicola Wyatt / Julia Johnson – Central Services
Papers with report	None

HEADLINES

Summary	<p>This report provides the summary outturn of S106 and CIL balances held by the Council at the end of the 2022/23 financial year.</p>
<p>Putting our Residents First</p> <p>Delivering on the Council Strategy 2022-2026</p>	<p>This report supports our ambition for residents / the Council of: An efficient, well-run, digital-enabled council working with partners to deliver services to improve the lives of all our residents</p> <p>Planning obligations are an established delivery mechanism for mitigating the effect of development, making it acceptable in planning terms. CIL is an important tool for local authorities to use to help them deliver the infrastructure needed to support development in their area.</p> <p>This report supports our commitments to residents of: A Thriving Economy</p>
Financial Cost	<p>As of 31 March 2023, the Council holds £25,416k of income from S106 legal agreements, of which £2,114k is held on behalf of partners. Of the remaining £23,302k held by the Council for its own projects, an amount of £5,054k is allocated to specific projects, £15,339 is earmarked to specific workstreams and £2,909k is currently spendable and not yet allocated towards specific projects. The Hillingdon Community Infrastructure Levy Outturn for 2022/23 was £2,528k exclusive of the 5% monitoring fee.</p>
Select Committee	Residents' Services
Relevant Ward(s)	All

RECOMMENDATIONS

That the Cabinet:

- 1) Notes the Council's current financial position regarding its S106 balances and plans being progressed to deliver schemes in line with the S106 agreements made.**
- 2) Notes the Hillingdon Community Infrastructure Levy (CIL) outturn for the 2022/23 Financial Year.**

Reasons for recommendation

Planning best practice guidance encourages local planning authorities to consider how they can inform members and the public of progress in the allocation, provision and implementation of planning contributions whether they are provided by the developer in kind or through a financial contribution. This report details the financial planning contributions held by the Council and what progress has and is being made in allocating and spending those funds. The Council's Infrastructure Funding Statement as required by the CIL Regulations will also be published in due course.

Alternative options considered / risk management

The alternative is to not report to the Cabinet. However, it is an obvious example of good practice to monitor income and expenditure against specific planning agreements and ensure that expenditure takes place in accordance with the parameters of those agreements.

Select Committee comments

The Residents' Services Select Committee also monitor planning obligation and CIL expenditure on an annual basis each February.

SUPPORTING INFORMATION

INTRODUCTION

1. This report provides an update on S106 income and spending during the 2022/23 financial year and the Hillingdon CIL outturn for 2022/23. This report is intended to provide a summary, and Cabinet Members will be provided with detailed schedules of current S106 contributions within their respective portfolios.

SUMMARY OF S106 INCOME AND EXPENDITURE 2022/23

2. The outturn of S106 funding for 2022/23 is set out in Table 1.

Table 1 – S106 Outturn 2022/23

Status	Total Amount £000
Opening Balance of 1 April 2022	£17,174
Total Income 22/23	£10,903
Total Spent 22/23	£2,661
Closing Balance of 31 March 2023	£25,416

3. A summary of the current S106 balances by category is provided in Table 2. As of 31st March 2023, the S106 balance is £25,416k. This is inclusive of £2,114k which the Council holds on behalf of its partners who are responsible for project delivery e.g., NHS Property Services and TFL. Of this total, £5,054k has been allocated to specific projects and a further £15,339k is earmarked to other council workstreams. The residual balance of £2,909k represents amounts yet to be allocated or earmarked for any specific use although a number of the funds are already earmarked for specific projects in accordance with the relevant legal agreement. This is particularly the case for Highways, Transportation and Green Spaces funds.

Table 2 – Summary of S106 contributions by spend category*

Portfolio / Service Area	Balance b/f 01/04/22 £'000	Income Received £'000	Total £'000	Spend £'000	Balance c/f 31/03/23 £'000	Allocated Balances £'000	Provisionally Earmarked Balances (subject to formal approval) £'000	Unallocated Balances £'000
Property, Highways & Transport (PT)	7,524	1,305	8,829	784	8,045	1,605	1,968	4,472
Children, Families & Education (EYL, PPR & CSL)	1,106	44	1,150	212	938	432	350	156
Residents Services – Green Spaces, Climate Change (E)	3,339	7,288	10,627	1,132	9,495	1,285	8,000	210
Health & Social Care (HE)	1,169	288	1,457	12	1,445	1,260	0	185
Residents Services - Housing (HA)	3,924	1,620	5,544	521	5,023	2	5,021	0
Interest on interest bearing schemes	112	358	470	0	470	470	0	0
Subtotal	17,174	10,903	28,077	2,661	25,416	5,054	15,339	5,023
Less: Sums held on behalf of partners	1,779	347	2,126	12	2,114	0	0	2,114
Total LBH Balances	15,395	10,556	25,951	2,649	23,302	5,054	15,339	2,909

4. S106 Balances have increased significantly during the 2022/23. This has been due to the receipt of some substantial sums received from major developments currently under construction in the Borough including:
 - £1,834,059 received from the Bourne Court residential development in South Ruislip.
 - £4,245,448 received from the redevelopment of the Tudor Works site in Hayes.
 - £1,060,403 received from the redevelopment of land at Bulls Bridge Industrial estate, North Hyde Gardens, Hayes.

5. Work on securing allocations has continued through the S106 Allocation Process, with £2,325k of S106 funding allocated to fund new projects in 2022/23. The majority of these will be delivered in 2023/24. A number of S106 funded projects have been delivered during the financial year which include:
 - Trees for Cities Planting Programme 2022/2023
 - Wetland creation project at Hillingdon House Farm.
 - Enhancement of cricket facilities at Grassy Meadows.
 - Vine Street public realm improvements.
 - Traffic calming & HGV restrictions on Bourne Avenue, Hayes.
 - Delivery of construction training apprenticeships.
 - LED lighting at The Grainges Car Park, Uxbridge.
 - Battle of Britain Bunker enhancements – Faces of Britain Exhibition.
 - Belmore Parade greening & enhancement project.
 - Ongoing delivery of the Council's Air Quality Action Plan.
 - Delivery of the School Pollution Screening Programme 2022/23.
 - 30% contribution towards the purchase of 4 additional affordable housing units as part of the Council's Buy Back Programme 2022/23.

6. A programme for delivering some of the larger S106 balances currently held by the council is also in development and the earmarked balances set out in Table 2 will be progressed for formal allocation through the relevant decision-making process.

7. It is important to note that S106 monies received within a particular financial year will not generally be spent within the same financial year. This is because expenditure can be reliant on a development reaching a specific stage or because monies are pooled from multiple developments to deliver a larger piece of infrastructure. Furthermore, some funds received are held as bonds to be paid back many years after completing the development. Consequently, the reporting of the cumulative balance of S106 does not demonstrate the year-on-year movement of monies received and spent. A summary of the S106 monies received and spent in the last five financial years is shown in Table 3 below. This indicates that whilst S106 funding spent during the reporting year has been in line with previous years, there has been an uplift in the amount of S106 funding received in the last two years. This is due to changes to the Council's S106 monitoring processes and some large developments in the borough reaching payment triggers.

Table 3: S106 Income and Expenditure – FY18/19 to FY22/23

Financial year	Received £000	Spent £000
18/19*	4,501	3,540
19/20*	3,908	3,360
20/21	1,384	2,241
21/22	8,031	3,405
22/23	10,903	2,661
TOTALS	28,727	15,207

*Figures for these years include S278 monies relate to highways works and have been historically reported as part of S106 funding.

SUMMARY COMMUNITY INFRASTRUCTURE LEVY (CIL) OUTTURN 2022/23

8. The London Borough of Hillingdon is a CIL charging authority. It is also responsible for collecting both Hillingdon CIL and the Mayoral CIL set by the Mayor of London. Hillingdon's CIL monies are allocated to the fund infrastructure delivered through both the Council's Capital Programme and the Chrysalis programme (where the majority of the Neighbourhood CIL monies are spent). In line with the CIL Regulations, a further 5% of the total CIL monies collected is spent on the costs of administering CIL. The total amount of Hillingdon CIL collected in the 2022/23 financial year, excluding the 5% administration charge, is £2,528k. A proportion of this funding (15% minimum) has been allocated to the Chrysalis fund and the remainder has been spent towards the delivery of the Council's Sports Club Refurbishment Programme and the new West Drayton Leisure Centre.

Financial Implications

9. This report details the financial position of S106 funds under each of the existing Cabinet portfolios and provides a summary of the outturn for S106 at the end of 2022/23, as well as providing the outturn for the Hillingdon Community Infrastructure Levy (HCIL) income. It should be noted that the allocation of S106 funds and their release as capital funds is subject to a Cabinet Member approval process, and that the receipt of income is entirely dependent on developers progressing their schemes. CIL income is spent in accordance with the requirements of the CIL Regulations.
10. There is currently £18,248k unallocated S106 balances, which represents amounts yet to be formally allocated for specific projects, this has increased by £2,853k from March 2022, due to further contributions received (including some large S106 contributions) than that have been allocated to specific schemes. Proposals are in various stages of development to utilise the majority of unallocated balances, with sums for which are yet to be earmarked limited to £2,909k – noting that £2,114k of these monies are held on behalf of partner organisations.
11. Officers will continue to review the applicability of unallocated balances within existing and proposed capital and revenue budgets in order to minimise the Council's internal resources.
12. HCIL income will be used to finance the Chrysalis Programme which will enable the neighbourhood portion requirement being adhered to, whilst the remaining HCIL income will be used to finance the West Drayton Leisure Centre Project.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed this report, noting the current financial position of S106 balances. As outlined in the financial implications above, proposals are in various stages of development to utilise these balances and officers will continue to review the applicability of these unallocated balances to ensure that where appropriate these are deployed to support existing or planned expenditure.

Corporate Finance further notes the Hillingdon Community Infrastructure Levy outturn for 2022/23 excluding the 5% administration charge, is £2,528k, which will be spent on the Chrysalis fund and West Drayton Leisure Centre.

Legal

The legal implications are included within the body of this report. Legal Services confirm that legal advice is provided whenever necessary to ensure that Section 106/CIL monies are spent in accordance with the terms of the relevant planning agreement and there are no legal impediments in agreeing the recommendations.

Infrastructure / Asset Management

There are no property implications arising from the recommendations in the report.

BACKGROUND PAPERS

[Previous monitoring reports to Cabinet](#)

PUBLIC PREVIEW:

MATTERS TO BE CONSIDERED LATER IN PRIVATE

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

HEADLINES

Summary	<p>A report to Cabinet to provide maximum transparency to residents on the private matters to be considered later in Part 2 of the Cabinet meeting and agenda.</p> <p>This will enable Cabinet Members to openly discuss such matters generally in public, and via the Council’s live broadcast of the meeting, without prejudicing their later consideration in private.</p>
<p>Putting our Residents First</p> <p>Delivering on the Council Strategy 2022-2026</p>	<p>This report supports our ambition for residents / the Council of: An efficient, well-run, digital-enabled council working with partners to deliver services to improve the lives of all our residents</p> <p>This report supports our commitments to residents of: A Digital-Enabled, Modern, Well-Run Council</p>
Financial Cost	As set out in the report.
Relevant Select Committee	As set out in this report under each item – however, this item is not for scrutiny call-in as it is information only.
Ward(s)	As set out in the report

RECOMMENDATION

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

Reasons for recommendation

Why are certain reports considered in private?

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

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

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

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

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

Alternative options considered

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

Legal comments

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

SUPPORTING INFORMATION

ITEM 7 - VOID REPAIR SERVICE CONTRACTS

Relevant Cabinet Portfolio(s)	Property, Highways & Transport
Relevant Ward(s)	N/A
Relevant Select Committee	Property, Highways & Transport

Information

Cabinet will consider a report to appoint contractors for the Void (or Empty Homes) Repair Service for Council housing properties, in order to quickly turn such properties back into use after people leave. The current arrangements were tendered nearly four years ago and are now up for renewal, following competitive market tender.

The Council seeks to maximise the utilisation of the existing housing stock and the proposed new contractual arrangements going forward, will minimise the time required to bring vacated or unoccupied properties back to the Lettable Standard for use, thereby reducing the reliance on costly temporary or bed and breakfast accommodation.

ITEM 8 - MANNED GUARDING, CCTV MONITORING & GENERAL SECURITY CONTRACT

Relevant Cabinet Portfolio(s)	Property, Highways & Transport
Relevant Ward(s)	N/A
Relevant Select Committee	Property, Highways & Transport

Information

Cabinet will consider a contract in respect of the Council's corporate security arrangements, following competitive tender. This will include security at the Civic Centre and a number of other corporate sites across the Council's portfolio, and CCTV monitoring.

ITEM 9 - CONTRACT FOR THE COLLECTION AND TREATMENT OF CO-MINGLED DRY RECYCLING

Relevant Cabinet Portfolio(s)	Residents' Services
Relevant Ward(s)	N/A
Relevant Select Committee	Residents' Services

Information

Cabinet will consider a report with regard to the current position within the dry mixed recycling materials market and future legislative changes, recommending an extension of the current contract to treat such waste, which is collected from Hillingdon and taken to a Material Recycling Facility in North London.

The extension of this contract has no effect on the Council's in-house weekly collection of recycling waste direct from households. The contract will, however, allow residents to continue to benefit from the opportunity to recycle a wide range of their waste items, which can then be treated and bought back into use.

ITEM 10 - LAND ADJACENT TO 2 BARRA HALL VILLAS, WOOD END ROAD, HAYES (BLACK HORSE YARD)

Relevant Cabinet Portfolio(s)	Property, Highways and Transport
Relevant Ward(s)	Wood End
Relevant Select Committee	Property, Highways and Transport

Information

Cabinet will consider the future of a plot of land that the Council owns adjacent to 2 Barra Hall Villas, Wood End Road Hayes UB3 or Black Horse Yard as it may also be known. The land was previously used as storage and to park vehicles by a local charity, however, it is now occupied by a Council contractor under a temporary agreement.

ITEM 11 - CCTV SERVICE, MAINTENANCE & REPAIR CONTRACT

Relevant Cabinet Portfolio(s)	Residents' Services
Relevant Ward(s)	N/A
Relevant Select Committee	Residents' Services

Information

The Council's investment in CCTV since 2017 has allowed for a programme to be delivered to upgrade the CCTV infrastructure and cameras using the latest high-definition technology and importantly to protect the Borough and its residents from crime and disorder.

Cabinet will consider a contract for the maintenance, servicing and repairs for the Council's CCTV system, and also for any approved upgrades to the infrastructure and capabilities.

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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 8

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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 10

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