



Property, Highways and Transport Select Committee

Councillors on the Committee

Councillor Keith Burrows (Chairman)
Councillor Steve Tuckwell (Vice-Chairman)
Councillor Alan Chapman
Councillor Darran Davies
Councillor Elizabeth Garelick
Councillor Kamal Preet Kaur
Councillor Peter Money (Opposition Lead)

Date: TUESDAY, 11 JULY 2023

Time: 7.00 PM

Venue: COMMITTEE ROOM 5 -
CIVIC CENTRE

**Meeting
Details:** Members of the Public and
Press are welcome to attend.
The meeting may also be
broadcast live.

You can view the agenda online at:
www.hillingdon.gov.uk

Published: Monday, 3 July 2023

Contact: Steve Clarke

Email: sclarke2@hillingdon.gov.uk

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

Useful information for residents and visitors

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 from the Council's main reception where you will be directed to the Committee Room.

Accessibility

An Induction Loop System is available for use in the various meeting rooms. Please contact us for further information.

Attending, reporting and filming of meetings

For the public part of this meeting, residents and the media are welcomed to attend, and if they wish, report on it, broadcast, record or film proceedings as long as it does not disrupt proceedings. It is recommended to give advance notice to ensure any particular requirements can be met. The Council will provide a seating area for residents/public, an area for the media and high speed WiFi access to all attending. The officer shown on the front of this agenda should be contacted for further information and will be available at the meeting to assist if required. Kindly ensure all mobile or similar devices on silent mode.

Please note that the Council may also record or film this meeting and publish this online.

Emergency procedures

If there is a FIRE, you will hear a continuous alarm. Please follow the signs to the nearest FIRE EXIT and assemble on the Civic Centre forecourt. Lifts must not be used unless instructed by a Fire Marshal or Security Officer.

In the event of a SECURITY INCIDENT, follow instructions issued via the tannoy, a Fire Marshal or a Security Officer. Those unable to evacuate using the stairs, should make their way to the signed refuge locations.



Terms of Reference

Property, Highways and Transport Select Committee

To undertake the overview and scrutiny role in relation to the following Cabinet Member portfolio(s) and service areas:

| | |
|---------------------------|---|
| Cabinet Member Portfolios | • Cabinet Member for Property, Highways & Transport |
| Relevant service areas | <ol style="list-style-type: none">1. 1) Property & Estates2. 2) Capital Programme - Major Projects3. 3) Transportation4. 4) Highways5. 5) Repairs & Engineering (including housing repairs)6. 6) Building Safety / Facilities Management |

Cross-cutting topics

This Committee will scrutinise and review the work of utility companies whose actions affect residents of the Borough.

This Committee will also act as lead select committee on the monitoring and review of the following cross-cutting topics:

- Civic Centre, Property and built assets

Specific portfolio responsibilities of the Cabinet Member for Property, Highways and Transport

To oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of:-

- Major construction projects
- Housing stock development and construction
- Housing maintenance and refurbishment
- Facilities management including Energy / Carbon use and consumption
- Building Safety
- The Council's land and property holdings including its industrial and business units, shops, car parks and meeting halls
- Maintenance of Heritage Assets
- Highway maintenance
- Bus routes and transportation
- Fleet and Passenger Services
- Road safety
- Traffic management and parking management schemes

The Cabinet Member for Property, Highways & Transport, in conjunction with the Leader of the Council and Chief Officers, will oversee the acquisition, development, use and disposal of land and property assets across all Cabinet portfolios.

Agenda

- 1 Apologies for absence and to report the presence of any substitute Members
- 2 Declarations of interest in matters coming before this meeting
- 3 To receive the minutes of the previous meeting 1 - 4
- 4 To confirm that the items of business marked as Part 1 will be considered in Public and that the items marked Part 2 will be considered in Private
- 5 Platinum Jubilee Leisure Centre, West Drayton - Project Update 5 - 14
- 6 Select Committee Review: Topic Selection 15 - 24
- 7 Cabinet Forward Plan 25 - 36
- 8 Work Programme 37 - 40

This page is intentionally left blank

Minutes

PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE

6 June 2023



Meeting held at Committee Room 5 - Civic Centre

| | |
|----|--|
| | <p>Committee Members Present: Councillors Keith Burrows (Chairman) Steve Tuckwell (Vice-Chairman) Alan Chapman Darran Davies Elizabeth Garelick Kamal Preet Kaur Peter Money (Opposition Lead)</p> <p>LBH Officers Present: Perry Scott, Corporate Director of Place Steve Clarke, Democratic Services Officer</p> |
| 4. | <p>APOLOGIES FOR ABSENCE AND TO REPORT THE PRESENCE OF ANY SUBSTITUTE MEMBERS (<i>Agenda Item 1</i>)</p> <p>There were no apologies for absence.</p> |
| 5. | <p>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>There were no declarations of interest made.</p> |
| 6. | <p>TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING (<i>Agenda Item 3</i>)</p> <p>RESOLVED: That the minutes of the meeting dated 06 April 2023 be agreed as a correct record.</p> |
| 7. | <p>MINUTES OF THE MEETING ON 11 MAY 2023 (AGM) (<i>Agenda Item 4</i>)</p> <p>RESOLVED: That the minutes of the meeting dated 11 May 2023 be agreed as a correct record.</p> |
| 8. | <p>TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED AS PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS MARKED PART 2 WILL BE CONSIDERED IN PRIVATE (<i>Agenda Item 5</i>)</p> <p>It was confirmed that all items on the agenda were marked as Part 1 and would therefore be heard in public.</p> |

9. **SELECT COMMITTEE REVIEW: HIGHWAYS RESURFACING REVIEW: ATTAINING BEST PRACTICE AND VALUE FOR THE COUNCIL'S HIGHWAYS RESURFACING ACTIVITIES** (*Agenda Item 6*)

The Democratic Services Officer introduced the item noting that the Committee was coming to the closing stages of its major review into attaining best practice and value for the Council's Highways Resurfacing Programme. The bulk of the review had consisted of witness sessions with stakeholders including contractors and internal officers, and a site visit to observe a reactive maintenance road repair. The Committee were invited to discuss their findings from the review and to finalise the recommendations arising that would be taken forward to Cabinet through the Committee's final report, which would be due to come to a Select Committee meeting in the coming months. It was also noted that this item had been deferred from the Committee's previous meeting as Councillors Chapman and Money were unable to attend the previous meeting, and as key Members of the Committee throughout the review, it was felt that their presence would be beneficial to putting together the Committee's findings.

The Committee's attention was drawn to page 11 of agenda pack A where a list of initial areas for potential recommendations arising from the review based on the Committee's discussions and debate throughout had been appended to the report. The Committee were asked whether they were in agreement that the listed ideas should be taken forward into their final report to Cabinet. Members were generally in agreement that the ideas listed should be taken forward as recommendations and particular attention was given to proposed recommendation regarding engagement and communication with residents and ward councillors.

The Chairman highlighted the good work that had gone into the review so far however noted that the report should mention the Committee's disappointment that the Council's Rhino Patch reactive roadway maintenance machines had come to the end of their working life, with just one machine in a usable state, which was to be replaced as replacement parts for the machine were no longer being manufactured leading to the machine's impending obsolescence. The Corporate Director for Place confirmed that replacement technologies had been explored by officers and Cabinet Member agreement had been obtained to purchase replacement reactive maintenance roadway resurfacing machines. The Committee expressed an interest in receiving information on the newly purchased resurfacing technologies with the prospect of organising a site visit to observe the new machines. Officers confirmed that the new machines were expected to be delivered in July, and that operatives would be commencing training throughout August and September, it was suggested that the Committee's site visit could be scheduled for September or October 2023.

The Committee took the opportunity to query whether some of the new resurfacing materials discussed throughout the review had gone into regular use following trials within the Borough. Officers confirmed that the new resurfacing materials, including Warm Mixed Asphalt, had been trialled in a small number of locations throughout the Borough, and officers were currently monitoring the performance of the roadways before expanding implementation of the new product.

With regard to the resurfacing of footways, the Committee sought some additional information in relation to how the protrusion of tree roots was accounted for and what relationship there was between the Highways Resurfacing Team and the Green Spaces Team to ensure the issue was mitigated effectively. Officers confirmed that the Highways Team regularly consulted with the Green Spaces Team, specifically ahead of

| | |
|-----|--|
| | <p>the resurfacing programme being agreed, regarding how to handle tree root protrusions and ensuring that appropriate trees were planted adjacent to the Borough's footways. The Committee were minded to raise this point within their final report to Cabinet as it was important that due consideration was given to tree root protrusion.</p> <p>RESOLVED: That the Select Committee commented on and suggested potential recommendations to be included within the final report to Cabinet.</p> |
| 10. | <p>HAYES ESTATE REGENERATION PROJECT UPDATE (<i>Agenda Item 7</i>)</p> <p>Perry Scott, the Corporate Director for Place, was present for this item and gave the Committee an overview of the two Hayes Estate Regeneration Projects, the Hayes Town Centre Estate and Avondale Drive Estate, so far and an update on the project's progress. The Committee were informed about the extensive amount of resident engagement that took place prior to the development regarding what challenges there were on the estates and what the objectives of the new developments should be. A high level brief was drawn up and a ballot took place asking residents if they would like the Council to go ahead and regenerate the estates, the results of which were overwhelmingly positive. The Council was now in a place where there was a construction partner on board with the project, Higgins, who had started work in September 2022 with final delivery of the homes expected to be summer 2025.</p> <p>Members were encouraged to see the high levels of resident engagement with the schemes and the positive feedback received, it was noted how important this project was in terms of the Council's offer of high-quality social housing stock in the Borough. The Committee sought information regarding the transition process for residents in terms of moving out of the estate during construction and moving back once the units were finished. Officers informed the Committee that there multiple phases to what was called the 'decanting' process and officers liaised with each family on the estate to take up alternative properties across the Borough where they have the right to either return to the regenerated Hayes Town estates once the project had completed or to stay in their alternative accommodation. This had resulted in a good mix of those who sought to return to the newly built estates and those who were happy with their alternative accommodation.</p> <p>The Committee queried what key performance indicators had been given to the chosen contractor, Higgins, with regard to utilising and supporting local workers and businesses. Members were informed that the Council had a whole raft of performance indicators and service level agreements within the contract with Higgins that held them to account regarding where their supply chains are, the number of jobs they create and their use of apprenticeship schemes; a significant facet of the key performance indicators related to social value.</p> <p>More information was sought with regard to the strategic partnership between the Council and Higgins to which officers explained that there was a direct contract with Higgins to deliver the two Hayes Estate regeneration projects; secondly, there was a strategic partnership contract with Higgins enabling the Council to identify additional prospective regeneration schemes in the future and under the same contract. This could circumvent for future regeneration projects, what was a lengthy and expensive process in getting a partner on board. Equally, it was noted that the Council was not obliged to proceed with Higgins should any further projects be identified, this gave the Council a degree of flexibility.</p> <p>Members queried to what extent the materials from the previous estates were being</p> |

| | |
|-----|---|
| | <p>recycled into the new estates. Officers noted that a key piece of material recycling pertained to the fire doors that had been retained from the previous estates. These doors were expensive and well within their usable lifespan so officers felt it necessary to reuse the fire doors within the new iterations of the estates. Further information regarding the level of material recycling would be within the construction plan with Higgins.</p> <p>There was appetite from the Committee to look into conducting a site visit with the contractor to observe the onsite progress of the project, it was expected that this could take place in the autumn.</p> <p>RESOLVED: That the Property, Highways and Transport Select Committee noted the contents of the report.</p> |
| 11. | <p>CABINET FORWARD PLAN (<i>Agenda Item 8</i>)</p> <p>The Chairman introduced the Cabinet Forward Plan and discussed the Committee's interest in the Civic Centre Transformation Project which would be noted further within the Committee's own work programme.</p> <p>Members noted the Electric Vehicle Strategy item and discussed the consultation process that could have taken place beyond the draft strategy which came to the Committee in April 2023. The Committee noted that there was now an annual Electric Vehicle Infrastructure report which was scheduled to come to the Select Committee in early 2024, where the Committee could probe officers on the consultation process.</p> <p>RESOLVED: That the Property, Highways and Transport Select Committee noted the Cabinet Forward Plan.</p> |
| 12. | <p>WORK PROGRAMME (<i>Agenda Item 9</i>)</p> <p>The Chairman introduced the item noting that the draft report for the Committee's major review into Highways Resurfacing was due to come to a forthcoming meeting. It was also noted that the Committee may be interested in conducting a site visit to see the progress made on the Yiewsley and West Drayton Leisure Centre; the Committee were due to receive an update on this project at the following meeting and would discuss the prospect of a site visit then.</p> <p>With regard to the Civic Centre Transformation Project Update, the Committee queried when would be the ideal time to hear this item; it was confirmed that discussions with officers would take place to ascertain the most appropriate time for this report to come to the Committee. Members also sought to bring forward the topic selection of their next major review to the July meeting.</p> <p>RESOLVED: That the Property, Highways and Transport Select Committee noted the Committee Work Programme.</p> |
| | <p>The meeting, which commenced at 7.01 pm, closed at 7.35 pm.</p> |

These are the minutes of the above meeting. For more information on any of the resolutions please contact Democratic Services at democratic@hillingdon.gov.uk. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

PLATINUM JUBILEE LEISURE CENTRE, WEST DRAYTON

| | |
|---------------------------|---|
| Committee name | Property, Highways and Transport Select Committee |
| Officer reporting | Michael Naughton, Place Directorate |
| Papers with report | Appendix A - Perspective Views |
| Wards | Yiewsley and West Drayton (with an impact upon the wider Borough) |

HEADLINES

This paper gives an update on the construction of the Platinum Jubilee Leisure Centre on Harmondsworth Road / Rowlheys Place, West Drayton.

Following a feasibility study on the need to develop additional sport and recreational facilities in the Yiewsley and West Drayton areas, the assessment demonstrated that there is a clear need to provide additional sports hall and swimming facilities in this area of the Borough. The centre will support the additional demand which has been created by the recent population increases in the area and will form part of the regeneration plan for West Drayton and Yiewsley area.

RECOMMENDATIONS

That the Property, Highways and Transport Select Committee note the contents of the report.

SUPPORTING INFORMATION

The project involves the construction of a 25 metre 8 lane pool, a leisure pool with a slide / splash zone, a training pool and changing village along with a sauna and steam room. It includes spinning studios, gymnasium and health suite, a 4-court sports hall, soft play area, sensory room, party room and a roof top 5 a side 3G football pitch. It also includes a café, a terrace and further function rooms. The building will also incorporate a youth and community hub. The project commenced on site in February 2022 and is currently on target to complete in Summer 2024. The project budget is £37m.

Commercial viability has also been taken into consideration, so along with the core activities, there are additional spaces that can be let or used to generate income, enhancing the desirability of the facility to an operator.

The initial resident consultation took place in September 2019 and where possible the feedback was included in the design. The Contractor is working very well with the Project team, End Users and the potential operators. They have also been working well with local residents and local employers. Project officers are working with colleagues in the communications team to keep

Residents informed on the progress of the project.

Currently the foundations, floor slabs, base for the pools and the steel structure are in place, with work now continuing on the walls and roof. Once the building is watertight, work will begin on the internal fitout. A 'topping out' event was held in May to celebrate the structure having reached its highest point. The building has been designed to be net zero carbon.

PERFORMANCE DATA

The current programme shows completion in Summer 2024 and the contractor is on target to achieve this. The project is also running to budget and so far, there are no quality issues.

RESIDENT BENEFIT

The provision of a Leisure Centre to serve residents in the local community and the borough. It will provide increased access to sports and leisure facilities, augmenting the existing centres, Hillingdon Sports and Leisure Centre, Uxbridge, Botwell Leisure Centre, Hayes, Highgrove Leisure Centre, Ruislip and Queensmead Sports Centre, Ruislip.

FINANCIAL IMPLICATIONS

The budget for the project is £37m with the contractor accounting for £32.9m of this amount. Currently the project is within budget.

LEGAL IMPLICATIONS

None at this point

BACKGROUND PAPERS

NIL

APPENDIX A - PERSPECTIVE VIEWS

1. Artistic Images of the proposed Leisure Centre



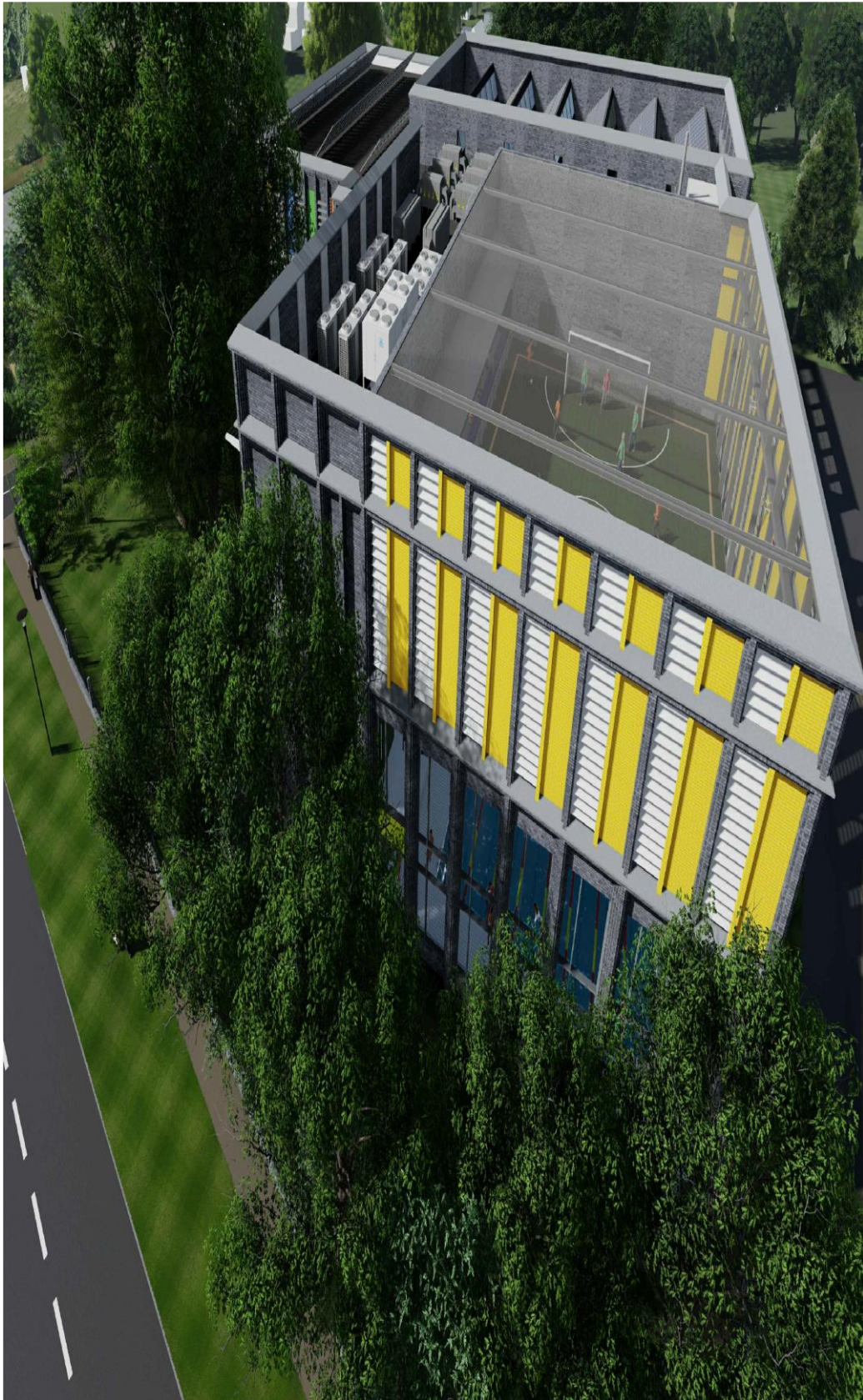
Front View



View of External Areas



View of Main Entrance (from Rowhleys Place)



Aerial View

2. Photographs Showing Progress (May 2023)



Photograph 1: Front of New Building



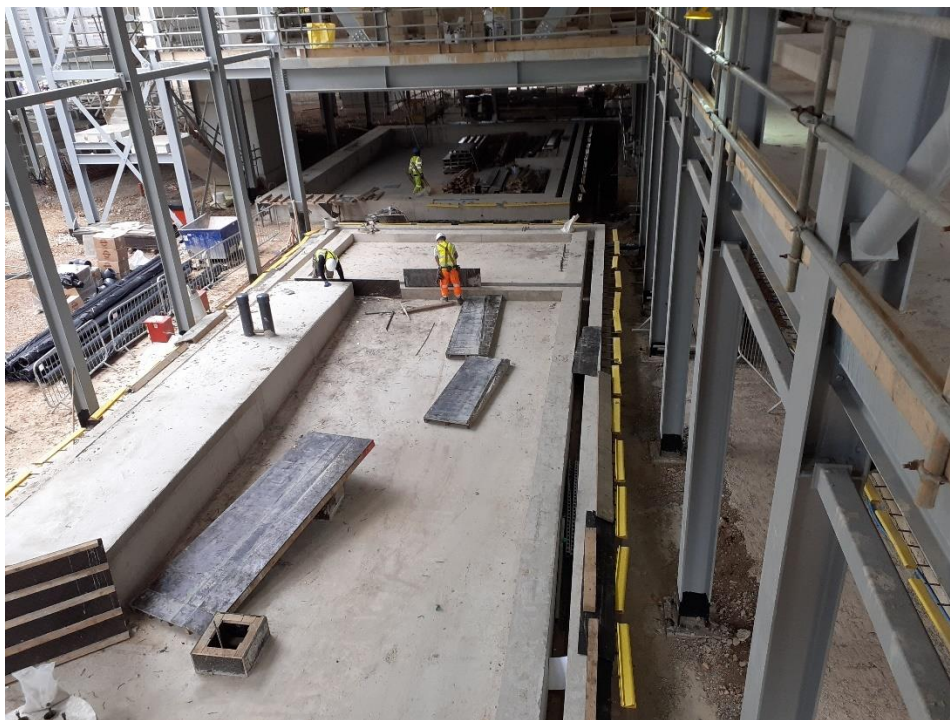
Photograph 2: Internal View



Photograph 3: External View of Pool Area.



Photograph 4: View of Beams Over Main Pool Area



Photograph 5: View of Splash Pool and Training Pool

This page is intentionally left blank

MAJOR SCRUTINY REVIEW TOPIC SELECTION - POLICY REVIEW DISCUSSION & GUIDANCE

| | |
|---------------------------|---|
| Committee name | Property, Highways and Transport Select Committee |
| Officer reporting | Steve Clarke – Democratic Services |
| Papers with report | Appendix 1 – Guidance on undertaking policy reviews |
| Ward | All |

HEADLINES

To discuss ideas on suitable major scrutiny review topics to be undertaken by the Committee. To assist, this report provides guidance on the Committee's remit, an overview of how reviews can be undertaken, potential new and previous review topics and a scorecard to use to assess.

RECOMMENDATIONS

That the Select Committee:

1. **Note the guidance on undertaking policy reviews in Appendix 1;**
2. **Seek to make use of the scorecard attached in Appendix 1 (Annex A) to assess any policy review topic ideas;**
3. **Develop a shortlist of potential topic ideas over the coming months or year for officers to scope further and report back to the Committee on feasibility;**
4. **Delegate to the Democratic Services Officer, in conjunction with the Chairman (and in consultation with the Opposition Lead) any further agreement on review topic selection as required.**

SUPPORTING INFORMATION

The Committee's direct remit of activity

This Select Committee's specific Terms of Reference are set out below. This sets the parameters (or service areas) in which the Committee can undertake a policy review, present findings, request reports and provide direct input on matters:

| | |
|--------------------------|---|
| Cabinet Member Portfolio | <ul style="list-style-type: none">• Cabinet Member for Property, Highways & Transport |
| Relevant service areas | <ol style="list-style-type: none">1) Property & Estates2) Capital Programme - Major Projects3) Transportation4) Highways5) Repairs & Engineering (including housing repairs)6) Building Safety / Facilities Management |

This Committee also acts as lead select committee on the monitoring and review of the following cross-cutting topics:

- Civic Centre, Property and built assets

Additionally, to oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of:-

- Major construction projects
- Housing stock development and construction
- Housing maintenance and refurbishment
- Facilities management including Energy / Carbon use and consumption
- Building Safety
- The Council's land and property holdings including its industrial and business units, shops, car parks and meeting halls
- Maintenance of Heritage Assets
- Highway maintenance
- Bus routes and transportation
- Fleet and Passenger Services
- Road safety
- Traffic management and parking management schemes

Selecting a topic and undertaking a review

Appendix 1 attached provides detailed guidance on selecting topics and undertaking any policy review. A Scrutiny Topic Scorecard is provided to assist with this. Further guidance can be sought from Democratic Services.

Previous policy reviews

It is advised not to review an area that has either been recently reviewed by a committee or is subject to internal review or planned service transformation to avoid duplication and additional resourcing. A list of past reviews over recent years, pertinent to this Committee's remit is shown below for information:

2021/22

- [Electric Vehicles, Infrastructure and Future Policy Development for the Borough](#)
(Highways remit - considered at the [Cabinet meeting on 24 March 2022](#))

2022/23

- Attaining Best Value and Practice for the Council's Highways Resurfacing Activities
(Highways remit - Ongoing review)

Possible topics under current consideration

Members may wish to present their own new topic ideas at the meeting and provide details of what particular aspects merit a review to assist officers in any scoping exercise.

It is important to differentiate between “information reports” you may wish to come before a committee to look at a service and “review topics” which are more in-depth reviews resulting in a final report and which are the focus of this report.

As mentioned in Appendix 1, one way to ‘test out’ a potential policy review topic would be to add it as an ‘information report’ to an upcoming meeting on your work programme, to probe the matter further with Council officers or other stakeholders and ascertain whether it merits a fuller review – again perhaps running it through the Scrutiny Topic Scorecard provided.

Implications on related Council policies

A statutory role of the Select Committees is to undertake reviews and make recommendations to the Cabinet who are responsible for the Council’s policy and direction. Reviews selected should be consistent with the Council’s policy and budgetary framework.

How this report benefits Hillingdon residents

None at this stage, pending any findings and recommendations devised in the final report.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

NIL

Appendix 1 - Guidance on undertaking policy reviews

Over the years, Hillingdon's overview and scrutiny committees have undertaken successful in-depth reviews of Council services and policies. This has resulted in a number of positive changes locally, with some also affecting policy at a national level. Such committees engage Councillors in a wide range of Council activity and build a greater understanding about service provision to residents.

Policy reviews generally seek to:

1. Address a [significant] matter affecting the Borough
2. Seek to improve the delivery and/or efficiency of local services
3. Consider changes to policies or procedures to improve outcomes to residents/users

REVIEW PHASES

The typical phases of a review are as follows and set out further below:

- 1 Selection of topic
- 2 Scoping the review / setting out objectives
- 3 Witness & evidence stage (this is the main activity)
- 4 Findings and Draft recommendations (possible early report draft)
- 5 Final report approved by Committee
- 6 Referred to Cabinet for consideration
- 7 Monitoring the implementation of recommendations once approved / amended by Cabinet at meetings, i.e. in twelve months

1. Selection of topic

It is always best to sound out and check the feasibility of potential review topics early on, as there will be lots of ideas coming forward and often knowing what topic will add most value will be difficult to gauge at this stage. It is important not to generalise, e.g. a review into waste services. Potential topics should

It may also not be known whether a topic is currently under review by the Cabinet or Council officers or part of a planned service transformation in due course. All of this and other factors need to be investigated and in particular, any duplication of review activity should not take place.

Whilst most policy reviews last a number of months, not all policy review ideas will suit this and may benefit from a single meeting review. It really depends on the scope of the review. It very narrow, i.e. a particular service policy, then a single meeting review may suffice. If a review seeks to look at an entire way a service operates then a number of months may be required to ensure

you can undertake all your witness sessions and secure the necessary evidence and information before you formulate your findings.

Ideas for review topics can come from a number of sources including:

- Committee Members
- Cabinet Members.
- Council officers
- External partners / organisations
- Residents
- Ombudsman findings

When Councillors or the Committee itself considers a potential review topic, it is recommended running it through the Scrutiny Topic Scorecard (see Annex A). This gives you the opportunity to 'score' topics based upon their impacts under the following criteria:

| Resident focused | Influence | Achievable |
|---------------------------|---|------------------------|
| Correct remit | New | Wider support |
| Drives improvement | Drives transformation and efficiency | National impact |

Another way to consider a potential review topic, is to add this as an information item at an upcoming meeting on your work programme, to probe the matter further with Council officers and ascertain whether it merits a fuller review – again perhaps running it through the Scorecard above.

It is strongly advised that one review topic is undertaken at any one time, given resources.

2. Scoping report

Once a topic is agreed upon by the Committee, then officers will prepare a scoping report setting out the objectives of the review for your consideration. The scoping report will show how the review can be timetabled and structured, i.e. through themed witness sessions, along with details of potential witnesses and other contextual information to get the review started, e.g. lines of enquiry or questioning of witnesses.

The scoping report is a 'live' document owned by the Committee. Should the review's focus change mid-review, then the scoping document and its objectives can be adapted.

3. Witness and evidence stage

Ultimately, the Committee's efforts are at their best when external witnesses and residents participate, adding value to intelligence gathering and findings. In support of this, Committees have undertaken a variety of both formal and informal activity "in meetings" and "outside meetings". It is important to pull together a broad evidence based for any potential findings later on. Additionally, the ability for Councillors to bring their 'local' insight is highly valuable. Activities the Committee can undertake include:

- Surveys / social media
- Promotion of review to seek views

- Invite the relevant Cabinet Member to attend for their views
- Question key council officers
- Hold informal workshops
- Networking events, e.g. with partners
- Have closed meetings, i.e. confidential, such as social care clients
- Commission reports from council officers / externally
- Request data and intelligence on the topic
- Visits to other local authorities
- Undertake site visits within the Borough or council facilities
- Appoint experts or advisors to join the Committee throughout its review
- Selecting the best range of witnesses to get a real user / resident perspectives
- Invite national experts in their field

Whilst information will be provided to Councillors, it may be helpful when preparing for this stage of a review, that Councillors:

- Prepare their draft questions for each witness in advance;
- Read a witness bio or find out more about their organisation;
- Do their own additional research on the topic - you may find something officers don't!
- Use their network of councillors in other local authorities to seek views;
- Tell residents at Surgeries / Ward Walks about your review, get their thoughts.

4. Findings and draft recommendations & 5. Final Report

After hearing from witnesses and receiving evidence, the Committee then will meet to pull together all the information and shape its collective findings, i.e. what needs to be improved or changed as a result.

The Committee will form 'draft' recommendations from this, which consistent with the Protocol on Cabinet and Scrutiny Relations, are usually shared with the Cabinet Member for their feedback and valuable insight.

In developing any recommendation, the Committee should bear in mind the following:

- Meet the initial aims / objectives of the review
- Be SMART, Specific, Measurable, Achievable, Relevant, Time-bound
- Not be a short-term fix, but a lasting outcome
- Consider the financial aspect, e.g. cost neutral, provide savings or if at a cost, then affordable – and if possible aligned with the MTFP (budget planning process)
- Be based on a broad evidence base as possible and 'user or resident' insight
- Not create additional bureaucracy, e.g. if it relates to a policy, then to seek to review or amend existing policies (unless there is an absolute imperative for a new policy)
- If publicity or wider engagement or education is recommended, to target such communications as best as possible rather than generally
- Consider 'conclusions' as well as any specific recommendations.

Around this time, the Democratic Services Officer supporting the Committee will advise further on findings and drafting recommendations. Throughout this process, their role is critical to the Committee, to guide Members and secure the information and any witness activity that Members wish to undertake. They also work with the Chairman to bring the final draft report for the

Committee to approve before it is scheduled to Cabinet.

6. Referred to Cabinet & 7. Monitoring of recommendations

The Committee's report will be shared with the Leader and Cabinet Member and scheduled to a Cabinet meeting as soon as possible. There is a legal requirement for any such report to be considered by the Cabinet.

Should Cabinet approve the Committee's recommendations, then they become official policy and officers are charged with implementing them.

A post report review is undertaken in say 6 months or a years' time to see how the Committee's recommendations have been implemented. This is scheduled on your work programme.

Annex A – Scrutiny Topic Scorecard 2022-2026

| <i>Criteria scores showing 1-5 (5 being the highest, 0 the lowest). Then add up the total score. The higher the better review.</i> | | | | | | | | | | |
|--|-------------------------|----------------------|------------------|------------|-------------------|----------------------|---------------------------|---|------------------------|--------------|
| Topic | Resident focused | Correct remit | Influence | New | Achievable | Wider support | Drives improvement | Delivers transformation and efficiency | National impact | Score |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

| | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|

See criteria descriptions overleaf...

Detailed criteria to assess review scoring *(5 being the highest, 0 the lowest)*

Resident-focused – The topic will have high impact on residents and the community, with public interest and scope for making a positive difference (can be universal or a targeted group of people or an area of the Borough e.g. young people or a particular town centre)

Correct remit – A topic that is clearly covered in the Committee's Terms of Reference and does it cut clearly into the domain of other Committees (unless a cross-cutting brief). If it does, then see if you can narrow the focus of the topic.

Influence - A topic that relates to a service, event or issue in which the Council is in control of, has a significant stake in or influence over the matter, e.g. with partners.

New - A new, fresh topic preferably. One which has not previously been reviewed by a Committee in the last 2-3 years, or which is not currently being reviewed by another Committee or internally by Cabinet Members and Officers, e.g. through service transformation.

Achievable – A topic that is not open ended. One where the Committee's work programme can accommodate the review. Where there is likely to be a good level of expertise and information to draw on to complete. Does the topic need to be narrowed to make it more achievable?

Wider support - A topic that is likely to receive buy-in from the Committee and wider Council, e.g. Cabinet Members, Officers. Or support is welcome from partner organisations to review the matter.

Drives improvement - A topic where performance levels of a service have dropped on a consistent basis, or the contractor is not performing against agreed standards or there are significance (evidenced) complaints or feedback from residents on the matter.

Delivers transformation and efficiency – a topic in support of the Council budgetary objectives, any areas where service re-modelling is under consideration in the medium to longer-term, that with Members' insight can help to deliver future savings, efficiencies and value for money services to residents. A topic where new ways of working could be adopted to benefit service delivery.

National impact – A topic where emerging or recent legislation mean that it would be timely to review the matter to ensure Hillingdon Council is well prepared. Or a topic, that whilst Hillingdon focussed, could potentially be of benefit to other local councils or governmental authorities.

CABINET FORWARD PLAN

| | |
|---------------------------|---|
| Committee name | Property, Highways and Transport Select Committee |
| Officer reporting | Steve Clarke, Democratic Services Officer |
| Papers with report | Appendix A – Latest Forward Plan |
| Ward | As shown on the Forward Plan |

HEADLINES

To monitor the Cabinet's latest Forward Plan which sets out key decisions and other decisions to be taken by the Cabinet collectively and Cabinet Members individually over the coming year. The report sets out the actions available to the Committee.

RECOMMENDATION

That the Property, Highways and Transport Select Committee notes the Cabinet Forward Plan.

SUPPORTING INFORMATION

The Cabinet Forward Plan is published monthly, usually around the first or second week of each month. It is a rolling document giving the required public notice of future key decisions to be taken. Should a later edition of the Forward Plan be published after this agenda has been circulated, Democratic Services will update the Committee on any new items or changes at the meeting.

As part of its Terms of Reference, each Select Committee should consider the Forward Plan and, if it deems necessary, comment as appropriate to the decision-maker on the items listed which relate to services within its remit. For reference, the Forward Plan helpfully details which Select Committee's remit covers the relevant future decision item listed.

The Select Committee's monitoring role of the Forward Plan can be undertaken in a variety of ways, including both pre-decision and post-decision scrutiny of the items listed. The provision of advance information on future items listed (potentially also draft reports) to the Committee in advance will often depend upon a variety of factors including timing or feasibility, and ultimately any such request would rest with the relevant Cabinet Member to decide. However, the 2019 Protocol on Overview & Scrutiny and Cabinet Relations (part of the Hillingdon Constitution) does provide guidance to Cabinet Members to:

- Actively support the provision of relevant Council information and other requests from the Committee as part of their work programme;
- Where feasible, provide opportunities for committees to provide their input on forthcoming executive reports as set out in the Forward Plan to enable wider pre-decision scrutiny (in addition to those statutorily required to come before committees, *i.e. policy framework documents – see para. below*).

As mentioned above, there is both a constitutional and statutory requirement for Select Committees to provide comments on the Cabinet's draft budget and policy framework proposals after publication. These are automatically scheduled in advance to multi-year work programmes.

Therefore, in general, the Committee may consider the following actions on specific items listed on the Forward Plan:

| | Committee action | When | How |
|---|---|--|---|
| 1 | To provide specific comments to be included in a future Cabinet or Cabinet Member report on matters within its remit. | <p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to provide its influence and views on a particular matter within the formal report to the Cabinet or Cabinet Member before the decision is made.</p> <p>This would usually be where the Committee has previously considered a draft report or the topic in detail, or where it considers it has sufficient information already to provide relevant comments to the decision-maker.</p> | <p>These would go within the standard section in every Cabinet or Cabinet Member report called "Select Committee comments".</p> <p>The Cabinet or Cabinet Member would then consider these as part of any decision they make.</p> |
| 2 | To request further information on future reports listed under its remit. | <p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to discover more about a matter within its remit that is listed on the Forward Plan.</p> <p>Whilst such advance information can be requested from officers, the Committee should note that information may or may not be available in advance due to various factors, including timescales or the status of the drafting of the report itself and the formulation of final recommendation(s). Ultimately, the provision of any information in advance would be a matter for the Cabinet Member to decide.</p> | <p>This would be considered at a subsequent Select Committee meeting. Alternatively, information could be circulated outside the meeting if reporting timescales require this.</p> <p>Upon the provision of any information, the Select Committee may then decide to provide specific comments (as per 1 above).</p> |
| 3 | To request the Cabinet Member considers providing a draft of the report, if feasible, for the Select Committee to consider prior to it being considered formally for decision. | <p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to provide an early steer or help shape a future report to Cabinet, e.g., on a policy matter.</p> <p>Whilst not the default position, Select Committees do occasionally receive draft versions of Cabinet reports prior to their formal consideration. The provision of such draft reports in advance may depend upon different factors, e.g., the timings required for that decision. Ultimately any request to see a draft report early would need the approval of the relevant Cabinet Member.</p> | <p>Democratic Services would contact the relevant Cabinet Member and Officer upon any such request.</p> <p>If agreed, the draft report would be considered at a subsequent Select Committee meeting to provide views and feedback to officers before they finalise it for the Cabinet or Cabinet Member. An opportunity to provide specific comments (as per 1 above) is also possible.</p> |
| 4 | To identify a forthcoming report that may merit a post-decision review at a later Select Committee meeting | <p>As part of its post-decision scrutiny and broader reviewing role, this would be where the Select Committee may wish to monitor the implementation of a certain Cabinet or Cabinet Member decision listed/taken at a later stage, i.e., to review its effectiveness after a period of 6 months.</p> <p>The Committee should note that this is different to the use of the post-decision scrutiny 'call-in' power which seeks to ask the Cabinet or Cabinet Member to formally re-consider a decision up to 5 working days after the decision notice has been issued. This is undertaken via the new Scrutiny Call-in App members of the relevant Select Committee.</p> | <p>The Committee would add the matter to its multi-year work programme after a suitable time has elapsed upon the decision expected to be made by the Cabinet or Cabinet Member.</p> <p>Relevant service areas may be best to advise on the most appropriate time to review the matter once the decision is made.</p> |

BACKGROUND PAPERS

- [Protocol on Overview & Scrutiny and Cabinet relations adopted by Council 12 September 2019](#)
- [Scrutiny Call-in App](#)

Ref **Upcoming Decisions** Further details

Ward(s)

| Final decision by Full Council | Cabinet Member(s) Responsible | Relevant Select Committee | Directorate / Lead Officer | Consultation related to the decision | NEW ITEM | Public or Private (with reason) |
|--------------------------------|-------------------------------|---------------------------|----------------------------|--------------------------------------|----------|---------------------------------|
|--------------------------------|-------------------------------|---------------------------|----------------------------|--------------------------------------|----------|---------------------------------|

SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services

Cabinet meeting - Thursday 27 July 2023 (report deadline 10 July)

| | | | | | | | | | | |
|------|--|--|---------------------|--|--|--------------------------------|------------------------------------|---|----------|-------------|
| 142 | Property Disposals - 9A Carew Road & 45 Chester Road Northwood | Cabinet will receive a report regarding the disposal and sale of a vacant residential property at 9a Carew Road Northwood and also a 2 bed ground floor flat at 45 Chester Road, Northwood which has become void. | | | Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P - Julia Thompson | | NEW ITEM | Private (3) |
| 143 | Proposed appropriation of land at Otterfield Road and Falling Lane, West Drayton, UB7 8PE | Hillingdon Council proposes to appropriate an area of land for planning purposes at Otterfield Road and Falling Lane, West Drayton, UB7 8PE (including land forming part of open space in connection with the proposed future development of the site for the provision of housing and community uses). This report will consider any objections received prior to making a decision on the matter. | | | Cllr Ian Edwards - Leader of the Council / Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P - Michael Naughton / Neena Singh | | NEW ITEM | Public |
| 122a | Electric Vehicle Strategy | Cabinet will consider approval of the Borough's first Electric Vehicle Strategy following consideration by the Property, Highways and Transport Select Committee and a previous Select Committee review into the future infrastructure for EV within the Borough. | All | | Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P - Poonam Pathak / Allison Mayo | Property, Highways and Transport Select Committee | | Public |
| 122b | Provision of Electric Vehicle Charge Point (EVCP) infrastructure including feasibility, design, installation, maintenance and operation | Following a procurement exercise, Cabinet will consider the appointment of an EVCP supplier for the upgrade, replacement or removal of legacy EVCP's and the introduction of new charging points on adopted highways or other Council owned property within the Borough. This will provide an accessible charging point infrastructure for residents and visitors to Hillingdon. The proposed contract will encompass feasibility works, design, installation, maintenance and operation of the charging points. | All | | Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P - Poonam Pathak / Allison Mayo | Property, Highways and Transport Select Committee | | Private (3) |
| 127 | Relocation of Motor Mechanics Workshop | Cabinet will consider the appointment of the contractor and funding for the proposed new Motor Vehicle Workshop at Blackhorse Yard, in Uxbridge for educational purposes. The workshop will be relocated from the former Hillingdon Tuition Centre site at Providence Road, Yiewsley. | Uxbridge / Yiewsley | | Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P - Carmel Hynes | | | Private (3) |

Upcoming Decisions

Further details

Ref

Ward(s)

| | | | | Final decision by Full Council | Cabinet Member(s) Responsible | Relevant Select Committee | Directorate / Lead Officer | Consultation related to the decision | NEW ITEM | Public or Private (with reason) |
|---|---|--|--|--------------------------------|--|--------------------------------|---|--------------------------------------|----------|---------------------------------|
| SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services | | | | | | | | | | |
| 132 | Managed Service for the Supply & Distribution of Materials for the In-House Repairs Team | Hillingdon's In House Repairs Team is seeking a Merchant to provide a material supply solution that will be tailored to maintain the efficient delivery of maintenance tasks to housing stock across the Borough. Cabinet will consider the appointment of a contractor for a 3 year period, with options to extend for a further 2 years. | N/A | | Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P/R - Liam Bentley / Michael Breen | | | Private (3) |
| 130 | Contract for new residential project, West Drayton | Cabinet will consider a tender for the building of a new detached four bedroom house at Rowan Road in West Drayton which has planning consent. | West Drayton | | Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P - Michael Naughton / Pardeep Gehdu / Neil Dowsing | | | Private (3) |
| 126 | Passenger Lift Maintenance, Service and Repairs Contract | Following a competitive tender exercise, Cabinet will consider a contract for Passenger Lift Maintenance, Service and Repairs in the Borough. | Various | | Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P - John Philips | | | Private (3) |
| SI | Voluntary Sector Leases Report | Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community | All | | Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P - James Raven | | | Private (3) |
| Cabinet Member Decisions expected - July 2023 | | | | | | | | | | |
| 131a | Hillingdon Water Sports Facility and Activity Centre - Pre Contract Service Agreement | Cabinet in June 2022 agreed to progress this project and provided for delegated decision-making going forward for efficient project delivery. Therefore, Cabinet Members will receive a report regarding the appointment of a contractor for a Pre Contract Service Agreement and enabling works for the new Hillingdon Water Sports Facility and Activity Centre at Broadwater Lake, Harefield. This will include dredging works of the lake during September in close consultation with Natural England. | Harefield Village / Ickenham & South Harefield | | Cllr Ian Edwards - Leader of the Council / Cllr Jonathan Bianco - Property, Highways & Transport / Cllr Martin Goddard - Finance | Property, Highways & Transport | P - Michael Naughton / Richard Weston | | | Private (3) |
| SI | Standard Items taken each month by the Cabinet Member | Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan. | Various | | All | | C - Democratic Services | Various | | Public |

SI
Page 26

Upcoming
Decisions Further details

| | | | | | | | | | | | |
|--|--|---|--|--|--|--------------------------------|---------------------------------------|---------|--|--|-------------|
| SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services | | | | | | | | | | | |
| AUGUST 2023 - NO CABINET MEETING | | | | | | | | | | | |
| SI | Standard Items taken each month by the Cabinet Member | Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan. | Various | | All | TBC | C - Democratic Services | Various | | | Public |
| Cabinet meeting - Thursday 14 September 2023 (report deadline 25 August) | | | | | | | | | | | |
| SI | Voluntary Sector Leases Report | Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community | All | | Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P - James Raven | | | | Private (3) |
| SI | Reports from Select Committees | Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee. | All | | All | TBC | C - Democratic Services | TBC | | | Public |
| Cabinet Member Decisions expected - September 2023 | | | | | | | | | | | |
| 1316 Agenda 2023 | Hillingdon Water Sports Facility and Activity Centre - Main Works Contract | Cabinet in June 2022 agreed to progress this project and provided for delegated decision-making going forward for efficient project delivery. As part of this, Cabinet Members will consider the appointment of the main works contractor for the detailed design and construction of the new Hillingdon Water Sports Facility and Activity Centre at Broadwater Lake, Harefield. | Harefield Village / Ickenham & South Harefield | | Cllr Ian Edwards - Leader of the Council / Cllr Jonathan Bianco - Property, Highways & Transport / Cllr Martin Goddard - Finance | Property, Highways & Transport | P - Michael Naughton / Richard Weston | | | | Private (3) |
| SI | Standard Items taken each month by the Cabinet Member | Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan. | Various | | All | TBC | C - Democratic Services | Various | | | Public |

Upcoming Decisions Further details

| Ref | Upcoming Decisions | Further details | Ward(s) | Final decision by Full Council | Cabinet Member(s) Responsible | Relevant Select Committee | Directorate / Lead Officer | Consultation related to the decision | NEW ITEM | Public or Private (with reason) |
|---|--|--|---------|--------------------------------|---|--------------------------------|----------------------------|--------------------------------------|----------|---------------------------------|
| SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services | | | | | | | | | | |
| Cabinet meeting - Thursday 12 October 2023 (report deadline 25 September) | | | | | | | | | | |
| SI | School Capital Programme Update | The twice yearly update to Cabinet on the Council's major school infrastructure programme and upgrading of educational facilities to deliver a good quality education for all children in the Borough. | Various | | Cllr Jonathan Bianco - Property, Highways & Transport / Cllr Susan O'Brien - Children, Families & Education | Property, Highways & Transport | P - Bobby Finch | | | Public |
| SI | Voluntary Sector Leases Report | Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community | All | | Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P - James Raven | | | Private (3) |
| Cabinet Member Decisions expected - October 2023 | | | | | | | | | | |
| SI | Standard Items taken each month by the Cabinet Member | Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan. | Various | | All | TBC | C - Democratic Services | Various | | Public |
| Cabinet meeting - Thursday 9 November 2023 (report deadline 23 October) | | | | | | | | | | |
| SI | Voluntary Sector Leases Report | Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community | All | | Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P - James Raven | | | Private (3) |
| Cabinet Member Decisions expected - November 2023 | | | | | | | | | | |
| SI | Standard Items taken each month by the Cabinet Member | Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan. | Various | | All | TBC | C - Democratic Services | Various | | Public |

| Ref | Upcoming Decisions | Further details | Ward(s) | Final decision by Full Council | Cabinet Member(s) Responsible | Relevant Select Committee | Directorate / Lead Officer | Consultation related to the decision | NEW ITEM | Private (with reason) |
|--|---|---|---------|--------------------------------|---|--------------------------------|--------------------------------|--------------------------------------|----------|-----------------------|
| SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services | | | | | | | | | | |
| Cabinet meeting - Thursday 14 December 2023 (report deadline 27 November) | | | | | | | | | | |
| 109 | Transport for London Local Implementation Plan - Annual Spending Submission | Cabinet will consider the Council's submission to Transport for London for funding on local transport infrastructure projects. | All | | Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P - Alan Tilly / Sophie Wilmot | | | Public |
| SI | Voluntary Sector Leases Report | Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community | All | | Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P - TBC | | | Private (3) |
| Cabinet Member Decisions expected - December 2023 | | | | | | | | | | |
| SI | Standard Items taken each month by the Cabinet Member | Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan. | Various | | All | TBC | C - Democratic Services | Various | | Public |
| Cabinet meeting - Thursday 11 January 2024 (report deadline 11 December 2023) | | | | | | | | | | |
| SI | Voluntary Sector Leases Report | Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community | All | | Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P - James Raven | | | Private (3) |
| Cabinet Member Decisions expected - January 2024 | | | | | | | | | | |
| SI | Standard Items taken each month by the Cabinet Member | Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan. | Various | | All | TBC | C - Democratic Services | Various | | Public |

| Ref | Upcoming Decisions | | | Further details | Ward(s) | Final decision by Full Council | Cabinet Member(s) Responsible | Relevant Select Committee | Directorate / Lead Officer | Consultation related to the decision | NEW ITEM | Public or Private (with reason) |
|--|---|---|---------|-----------------|---|--------------------------------|-------------------------------|---------------------------|----------------------------|--------------------------------------|----------|---------------------------------|
| | | | | | | | | | | | | |
| SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services | | | | | | | | | | | | |
| Cabinet meeting - Thursday 15 February 2024 (report deadline 29 January) | | | | | | | | | | | | |
| SI | Voluntary Sector Leases Report | Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community | All | | Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P - James Raven | | | Private (3) | | |
| Cabinet Member Decisions expected - February 2024 | | | | | | | | | | | | |
| SI | Standard Items taken each month by the Cabinet Member | Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan. | Various | | All | TBC | CS - Democratic Services | Various | | Public | | |
| Cabinet meeting - Thursday 21 March 2024 (report deadline 4 March) | | | | | | | | | | | | |
| SI | Voluntary Sector Leases Report | Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community | All | | Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P - James Raven | | | Private (3) | | |
| Cabinet Member Decisions expected - March 2024 | | | | | | | | | | | | |
| SI | Standard Items taken each month by the Cabinet Member | Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan. | Various | | All | TBC | CS - Democratic Services | Various | | Public | | |

| Ref | Upcoming Decisions | | | Further details | Ward(s) | Final decision by Full Council | Cabinet Member(s) Responsible | Relevant Select Committee | Directorate / Lead Officer | Consultation related to the decision | NEW ITEM | Public or Private (with reason) |
|--|---|--|---------|-----------------|---|--------------------------------|-------------------------------|---------------------------|----------------------------|--------------------------------------|----------|---------------------------------|
| | | | | | | | | | | | | |
| SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services | | | | | | | | | | | | |
| Cabinet meeting - Thursday 18 April 2024 (report deadline 1 April) | | | | | | | | | | | | |
| SI | School Capital Programme Update | The twice yearly update to Cabinet on the Council's major school infrastructure programme and upgrading of educational facilities to deliver a good quality education for all children in the Borough. | Various | | Cllr Jonathan Bianco - Property, Highways & Transport / Cllr Susan O'Brien - Children, Families & Education | Property, Highways & Transport | P - Bobby Finch | | | Public | | |
| SI | Voluntary Sector Leases Report | Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community | All | | Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P - James Raven | | | Private (3) | | |
| Cabinet Member Decisions expected - April 2024 | | | | | | | | | | | | |
| SI 80633 | Standard Items taken each month by the Cabinet Member | Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan. | Various | | All | TBC | C - Democratic Services | Various | | Public | | |

| Final decision by Full Council | Cabinet Member(s) Responsible | Relevant Select Committee | Directorate / Lead Officer | Consultation related to the decision | NEW ITEM | Public or Private (with reason) |
|--------------------------------|-------------------------------|---------------------------|----------------------------|--------------------------------------|----------|---------------------------------|
|--------------------------------|-------------------------------|---------------------------|----------------------------|--------------------------------------|----------|---------------------------------|

SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services

CABINET MEMBER DECISIONS: Standard Items (SI) that may be considered each month

| | | | | | | | | | | |
|----|---|---|---------|--|---|--------------------------------|-------------------------|-----------------------|--|-----------------|
| SI | Business, shops and commercial rents, leases, surrenders and renewals | To approve various rents, leases, surrenders and lease renewals for a variety of businesses, organisations, properties or via commercial transactions, as per thresholds for decision-making set out in the Procurement and Contract Standing Orders. | Various | | Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P - TBC | | | Private (3) |
| SI | To consider rent reviews | To consider rent reviews of commercial and other premises. | tbc | | Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P - TBC | | | Private (1,2,3) |
| SI | The purchase of ex Council properties or new private properties for the Council's housing supply | Cabinet Member may determine, as and when required, the purchase of new properties using HRA capital funds to increase the affordable housing stock within the Borough. Such acquisitions will be reported back to Cabinet. | TBC | | Cllr Martin Goddard - Finance / Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P - Perry Scott | | | Private (1,2,3) |
| SI | Petitions about matters under the control of the Cabinet | Cabinet Members will consider a number of petitions received by local residents and organisations and decide on future action. These will be arranged as Petition Hearings. | TBC | | All | TBC | C - Democratic Services | | | Public |
| SI | Local Safety Schemes and Parking Revenue Account funded schemes | To consider petitions received and decide on future action | TBC | | Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P - David Knowles | Traffic Liaison Group | | Public |
| SI | Pedestrian Crossings | To approve schemes to provide crossing facilities | TBC | | Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P - David Knowles | | | Public |
| SI | To approve compensation payments | To approve compensation payments in relation to any complaint to the Council in excess of £1000. | n/a | | All | TBC | various | | | Private (1,2,3) |
| SI | Transport - Local Implementation Programme | Local Implementation Programme including schemes for the public realm, parking, road safety, school travel, walking, cycling, air quality improvement and Traffic Regulation Orders. | TBC | | Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P - David Knowles | | | Public |

| Upcoming Decisions | | | | Further details | | | | Ward(s) | | | | Final decision by Full Council | Cabinet Member(s) Responsible | Relevant Select Committee | Directorate / Lead Officer | Consultation related to the decision | NEW ITEM | Public or Private (with reason) |
|---|--|--|-----|-----------------|---|--------------------------------|-----------------|---------|--|--|--|--------------------------------|-------------------------------|---------------------------|----------------------------|--------------------------------------|----------|---------------------------------|
| Ref | SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services | | | | | | | | | | | | | | | | | |
| SI | All Delegated Decisions by Cabinet to Cabinet Members, including tender and property decisions | Where previously delegated by Cabinet, to make any necessary decisions, accept tenders, bids and authorise property decisions / transactions in accordance with the Procurement and Contract Standing Orders. | TBC | | All | TBC | various | | | | | | | | | | | Public / Private (1,2,3) |
| SI | Sale, and conversion, of loft space to leaseholders and also extension of Leasehold Interests of flats under the 1993 Act | To consider any issues in relation to loft space and also consider an extension of the leasehold interests for several flats where the Council as freeholder has received an application under the Leasehold Reform Housing and Urban Development Act 1993. The report will recommend grant of the extensions in each case where the Notice is valid and in accordance with legislation. | TBC | | Cllr Jonathan Bianco - Property, Highways & Transport | Property, Highways & Transport | P - James Raven | | | | | | | | | | | Private (1,2,3) |
| SI | External funding bids | To authorise the making of bids for external funding where there is no requirement for a financial commitment from the Council. | n/a | | All | TBC | various | | | | | | | | | | | Public |
| SI | Response to key consultations that may impact upon the Borough | A standard item to capture any emerging consultations from Government, the GLA or other public bodies and institutions that will impact upon the Borough. Where the deadline to respond cannot be met by the date of the Cabinet meeting, the Constitution allows the Cabinet Member to sign-off the response. | TBC | | All | TBC | various | | | | | | | | | | | Public |
| The Cabinet's Forward Plan is an official document by the London Borough of Hillingdon, UK - Published 28 June 2023 | | | | | | | | | | | | | | | | | | |

This page is intentionally left blank

PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE - WORK PROGRAMME

| | |
|---------------------------|---|
| Committee name | Property, Highways and Transport Select Committee |
| Officer reporting | Steve Clarke - Democratic Services |
| Papers with report | Appendix A – Work Programme |
| Ward | All |

HEADLINES

To enable the Committee to track the progress of its work in 2023/24 and forward plan its work for the current municipal year.

RECOMMENDATION

That the Property, Highways and Transport Select Committee considers the Work Programme and agrees any amendments.

SUPPORTING INFORMATION

1. The Committee's meetings tend to start at 7pm and the witnesses attending each of the meetings are generally representatives from external organisations, some of whom travel from outside of the Borough. The forthcoming meeting dates for the Committee are as follows:

| 2023/24 Municipal Year Meetings | Room |
|--|-------------|
| 11 July 2023, 7pm | CR5 |
| 20 September 2023, 7pm | CR5 |
| 18 October 2023, 7pm | CR5 |
| 14 November 2023, 7pm | CR5 |
| 10 January 2024, 7pm | CR5 |
| 08 February 2024, 7pm | CR5 |
| 06 March 2024, 7pm | CR5 |
| 09 April 2024, 7pm | CR5 |

Implications on related Council policies

A role of the Council's Select Committees is to make recommendations on service changes and improvements to the Cabinet who are responsible for the Council's policy and direction.

How this report benefits Hillingdon residents

The Council's Select Committees directly engage residents and external partners in the work they do.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

NIL

MULTI-YEAR WORK PROGRAMME 2022 - 2026

| 2023/24 | | | | | | | | | | | | | |
|--|-------------------|-----------|------------|----------------------|-----------------|------------------|------------------|------------------------|------------------|---------------|--------------|------------|-------------------|
| Property, Highways & Transport Select Committee | May No meeting | June 6 | July 11 | August No meeting | September 20 | October 18 | November 14 | December No meeting | January 10 | February 8 | March 6 | April 9 | May No meeting |
| Major Review Topic selection / scoping stage Witness / evidence / consultation stage Findings, conclusions and recommendations Final review report agreement Target Cabinet reporting | | | Selection | | Scoping | Witness/Evidence | Witness/Evidence | | Witness/Evidence | Findings | Draft Report | Cabinet | |
| Regular service & performance monitoring Mid-year budget / budget planning report Quarterly Performance Monitoring (TBC) Cabinet's Budget Proposals For Next Financial Year Annual Electric Vehicle Infrastructure Report Cabinet Forward Plan Monthly Monitoring | | | | | X | | | | X | | | X | |
| | | X | X | | X | X | X | | X | X | X | X | |
| One-off information items Hayes Estate Regeneration Update Yiewsley and West Drayton Leisure Centre - Project Progress Heritage Asset Maintenance Fleet Information Report (Inc. electrification of LBH fleet) Civic Centre Works - Project Update Building Safety Strategy - Monitoring Report | | X | X | | X | X | X | | | | X | | |
| Past review delivery Highways Resurfacing (Date TBC) | | | | | | | | | | | | X | |
| Site Visits Highways Resurfacing - New Reactive Maintenance Machine (Date TBC) Civic Centre - Capital Programme Project (Date TBC) Hayes Estate Regeneration (Date TBC) | | | | | | X | X | | X | | | | |

This page is intentionally left blank