



HILLINGDON
LONDON



Property, Highways and Transport Select Committee

Councillors on the Select Committee

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

Date: WEDNESDAY, 20
SEPTEMBER 2023

Time: 7.00 PM

Venue: COMMITTEE ROOM 5 - CIVIC
CENTRE, UXBRIDGE

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

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Useful information for residents and visitors

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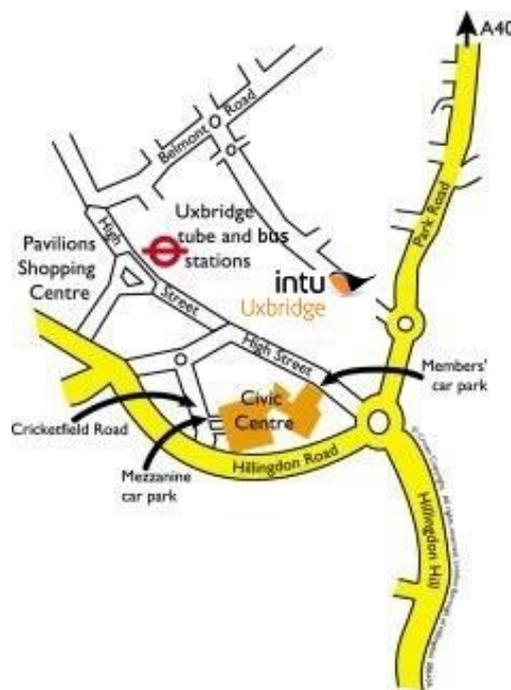
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Terms of Reference

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	<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

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 2024/25 Budget Planning Report for Services Within the Remit of the Property, Highways & Transport Select Committee 5 - 14
- 6 Draft Report: Attaining Best Practice and Value for the Council's Highways Resurfacing Activities To Follow
- 7 Scrutiny Review Into the Council's Road Safety Initiatives and Activities 15 - 24
- 8 Cabinet Forward Plan 25 - 38
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Minutes

PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE

11 July 2023



Meeting held at Committee Room 5 - Civic Centre

	<p>Committee Members Present: Councillors Keith Burrows (Chairman) Steve Tuckwell (Vice-Chairman) Alan Chapman Elizabeth Garelick Kamal Preet Kaur Peter Money (Opposition Lead)</p> <p>LBH Officers Present: Michael Naughton, Head of Capital Programme Steve Clarke, Democratic Services Officer</p>
13.	<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 although it was noted that Councillor Davies was not present.</p>
14.	<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>
15.	<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 June 2023 be agreed as a correct record.</p>
16.	<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 4</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>
17.	<p>PLATINUM JUBILEE LEISURE CENTRE, WEST DRAYTON – PROJECT UPDATE (<i>Agenda Item 5</i>)</p> <p>Michael Naughton, Head of Capital Programme, was present for this item and summarised the Platinum Jubilee Leisure Centre project for the Committee, giving an update on the progress made through the construction phase of the project. It was highlighted that the project had been years in the making with an initial feasibility study showing that there was a need for swimming space in the West Drayton area. The specific site on Rowhleys Place had been originally chosen because it had space for a</p>

25 metre, eight lane swimming pool with an ancillary leisure pool and slide. The Committee heard how the project had been designed to be commercially viable, to cover its costs and to deliver funds back to the Council whilst improving the sports and leisure offer in the Borough. The project was due to come online in summer 2024 and officer noted that they were happy with the progress being made highlighting that, despite the difficult economic environment, the project remained on-time and on budget.

On climate matters and the Council's move to net zero carbon emissions, it was highlighted that the production of the concrete and steel was always going to be a very carbon intensive process, however the project was expected to achieve its net zero carbon emissions target by the mid-2040s, this included the carbon generated during construction of the leisure centre; the project would eventually be carbon negative. Members commented that the development would be a fantastic addition to the Borough and were specifically encouraged by the eventual carbon negative nature of the scheme. Officers noted that air quality at the site was being extensively monitored during the construction phase and that the green nature of the development had been built into the design.

The Committee sought to explore the local employment opportunities facilitated by the new leisure centre development. Officers highlighted that, in addition to the employment opportunities brought about by the final development, it had been a part of the construction contractor's requirements to employ locally and that there had been a number of apprenticeship roles arising from the project.

On parking matters, it was confirmed that once finished, the site would have 140 available car parking spaces and one coach drop off/pick up point; it was not expected that coaches would remain on site. It was highlighted that the parking provision was lower than at the larger Hillingdon Sports and Leisure Centre but more than was provided at the Botwell Leisure Centre.

Members sought assurance that the £37M budget for the project was inclusive of all design and build phases and that it had taken account of inflationary pressures. Officers noted that, of the £37M, £32.9M came under a fixed cost contract with the contractor, meaning that there would be no extra cost to the Council due to inflationary pressures unless the requirement of the build was legally changed. The remaining £4.1M was inclusive of design, procurement, and all other costs associated with the project.

The Committee thanked officers for their work on this project highlighting that it would become a valuable community asset for Hillingdon. The Committee discussed the possibility of conducting a site visit to the project construction phase, to which officers commented that a site visit would be most appropriate in early 2024 when the framework of the building was more established and there would be more for the Committee to see in way of a semi-finished development.

RESOLVED: That the Property, Highways and Transport Select Committee noted the contents of the report.

18. **SELECT COMMITTEE REVIEW: TOPIC SELECTION** (*Agenda Item 6*)

The Chairman introduced the item noting that the Committee would soon be embarking on its next major scrutiny review and Members were encouraged to shortlist a number of potential review topics that could be explored and scoped out further by officers.

Final selection of a review topic would be brought to the Select Committee's following meeting.

The Committee went on to discuss a number of prospective review topics. Members highlighted an interest in the Council's built assets, specifically the reconfiguration of the Civic Centre in Uxbridge, as a cross cutting scrutiny topic that fell within the Select Committee's remit. It was noted that a large planned project regarding this was underway and that the Committee's position could be more appropriate in monitoring the project rather than conducting a review of the ongoing development. It was agreed that the Committee could receive an information item on this and possibly hold a site visit to see the reconfigurations first hand. The Committee also considered a prospective review looking at decarbonisation of the Council's buildings as the Council owned a number of large buildings such as the Civic Centre and Hillingdon Sports and Leisure Centre, and the Committee were interested in exploring the moves being made to become a carbon neutral council.

The Committee also sought to explore the possibility of reviewing housing maintenance activities and refurbishment of the Council's housing stock, with the possibility of drawing focus towards how the Council responds to maintenance needs mid-tenancy rather than when properties were voided and matters such a rainwater management in housing blocks.

Another prospective review topic discussed by Members was a possible review into the Council's approach to road safety, it was noted that this was an area which had not been subject to any form of in-depth scrutiny from Councillors for some time. The Committee highlighted their specific interest in how road safety was being managed within the vicinity of the Borough's schools and the impact on school children.

A further possible review topic suggested by members was bus routes and transportation, it was noted that there had been a recent impact on residents due to changes in bus routes and scheduling which had left some areas underserved. The Committee were also minded to explore the Council's fleet strategy with an eye to ensuring the progress made within this area of work aligned with the Council's zero carbon commitments.

The Committee discussed the possibility of conducting several concurrent small to mid-scale scrutiny reviews rather than one major review throughout the municipal year. Officers confirmed that they would explore this approach for feasibility and would report back to the Committee at the following meeting. It was also confirmed that the Committee had shortlisted a number of review topics and that these would be scoped further with the relevant teams, with the Committee's formal decision on a review topic, or topics, coming at the next meeting.

RESOLVED: That the Property, Highways and Transport Select Committee developed a shortlist of potential scrutiny review topic ideas for officers to scope further and report back to the Committee on feasibility.

19. **CABINET FORWARD PLAN** (*Agenda Item 7*)

The Chairman introduced the Cabinet Forward Plan discussing the upcoming items which would fall under the scrutiny remit of the Committee.

RESOLVED: That the Property, Highways and Transport Select Committee noted the Cabinet Forward Plan.

20.	<p>WORK PROGRAMME (<i>Agenda Item 8</i>)</p> <p>The Chairman introduced the Select Committee’s work programme asking for any suggestions from the Committee on potential new items to be added. The Committee discussed the Building Safety Strategy and building safety generally, it was noted that the Committee received an item on this at their April 2023 meeting but that the Committee were minded to have the item come back on a regular basis as an annual report due to the significance of the work area. This was agreed.</p> <p>It was also noted that the Committee would be receiving at their next meeting the draft report from their major scrutiny review into highways resurfacing. This would be finalised and agreed at the meeting and taken forward to Cabinet thereafter.</p> <p>RESOLVED: That the Property, Highways and Transport Select Committee noted the Committee Work Programme and agreed any amendments.</p>
	<p>The meeting, which commenced at 7.00 pm, closed at 7.45 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.

2024/25 BUDGET PLANNING REPORT FOR SERVICES WITHIN THE REMIT OF THE PROPERTY, HIGHWAYS & TRANSPORT SELECT COMMITTEE

Committee name	Property, Highways & Transport Select Committee
Officer reporting	Chris Mayo, Assistant Director Financial Management Andy Goodwin, Head of Strategic Finance
Papers with report	N/A
Ward	All

HEADLINES

This is the first opportunity for the Select Committee to discuss the current stage of development of budget planning work with regard to services within the remit of the Property, Highways & Transport committee. This paper gives a strategic context in which the detailed proposals to be discussed at Select Committee meetings in January 2024 will need to be considered.

RECOMMENDATIONS

1. **That the Property, Highways & Transport Select Committee notes the financial context in which the 2024/25 budget setting process will take place in advance of detailed savings proposals being developed and approved at Cabinet in December 2023.**

SUPPORTING INFORMATION

2. This is the first of two opportunities within the planning cycle for the Select Committee to consider issues relating to budget planning for 2024/25 and beyond. The focus of this report is the broader financial position of the Council, with the report to be considered in January 2024 setting out the detailed budget proposals for relevant services, those proposals having been included in the report to Cabinet on the Medium Term Financial Forecast (MTFF) in December 2023.

Corporate Overview – General Fund

2023/24 General Fund Revenue Monitoring

3. A marginal underspend of £23k is reported against General Fund revenue budget normal activities as of June 2023 (Month 3), representing no movement from Month 2, with a range of risks and pressures being managed within this position. This will result in unallocated General Balances totalling £26,869k at 31 March 2024, in line with MTFF expectations.

4. Over and above specific variances being reported, there are a number of potential risk areas which continue to be closely monitored; the key items relating to progress in delivery of savings, pressures on demand-led services and inflationary pressures.
 - a. Within this position, £10,141k of the £22,762k savings planned for 2023/24 are banked or on track for delivery in full by 31 March 2024, with £7,953k or 35% tracked as being at an earlier stage of implementation. Where slippage in savings delivery is expected this has been factored into the reported monitoring position, with the full £22,762k savings expected to be delivered in full.
 - b. At this early stage in the financial year, no pressures have been reported against demand-led service budgets, although a significant increase in approaches by households seeking support with homelessness will necessitate a significant level of management action to avoid a pressure in this area. As in previous years Social Care continues to be monitored closely given the volatility and national systemic challenges across this sector.
 - c. The 2023/24 budget incorporated £21,691k to absorb inflationary pressures, with current projections indicating that a further £3,622k additional funding may be required, largely to meet the costs of a higher than anticipated staff pay award. Specific provision has been made within the Council's Earmarked Reserves to meet such costs, with this sum being offset in-year by £1,500k windfall income from the West London Waste Authority.
5. The Council holds Earmarked Reserves to manage risks and fund cyclical and project-based activities, with £20,060k being held at the beginning of 2023/24. Based on the Month 3 forecast, including the projected Local Authority pay award and an estimation for further inflationary demands above the approved budget totalling £3,622k, the Council is forecasting to drawdown £5,602k of this balance, with £4,550k of this being planned use within the Council's budget strategy, leaving a projected closing balance of £14,458k as at 31 March 2024 to support the Council's ongoing financial resilience and fund project and cyclical based work in 2024/25 and beyond.
6. The Council's budget contains a number of areas subject to demographic pressures and higher levels of volatility which are closely monitored and discussed in the Budget Strategy & MTF under the "demand-led growth" banner.
7. Within the Council budget there is a Managed Vacancy Factor across the board of 3.5%, or £4,149k, to reflect natural levels of turnover and resulting structural underspend in the workforce budgets. Current indications are that the higher vacancy rate experienced during 2022/23 will continue into the new financial year and therefore result in an underspend over and above the Managed Vacancy Factor. The Council continues to closely manage recruitment activity, with post-level establishment controls providing a key mechanism for managing workforce costs at the organisational level.

8. The Council budgeted for a pay award in 2023/24 of 4%, however, due to the exceptional inflationary environment, the current pay offer exceeds this sum and equates to approximately 5.7% with an allowance of £2,622k being in place to meet this additional uplift in the Council's workforce expenditure included in the forecast use of the Council's identified earmarked reserve for exceptional inflationary pressures above the Council's approved budget.
9. Further provision for use of Earmarked Reserves has been included in this position, with £1,754k support for local priority initiatives, £1,535k release of grant funding to cover brought forward COVID-19 pressures in the Collection Fund, £1,000k further provision for inflationary risks and a net £191k of other costs. Windfall income from the West London Waste Authority's Energy from Waste operations has allowed £1,500k to be allocated to Earmarked Reserves, resulting in a net drawdown of £5,602k to leave a closing balance of £14,458k at 31 March 2024.

Savings Programme Update

10. The savings requirement for 2023/24 is £21,197k, which together with £1,565k brought forward from 2022/23, which gives an overall total of £22,762k to be managed in the current financial year. The savings being reported as undelivered in 2022/23 (£1,565k) were attributable to the Council managing measures required to contain and offset inflationary pressures as well the ongoing legacy issues associated with the COVID-19 pandemic. This value has been added to the budgeted savings agreed as part of the 2023/24 budget.

Table 1: Savings Tracker

Cabinet Member Portfolio	Blue Banked £'000	Green Delivery in progress £'000	Amber I Early stages of delivery £'000	Amber II Potential problems in delivery £'000	Red Serious problems in delivery £'000	Total £'000
Cabinet Member for Property, Highways & Transport	(671)	(147)	(736)	(303)	0	(1,857)
Services within the remit of other committees	(5,456)	(3,367)	(6,717)	(1,333)	(1,083)	(17,955)
Cross-Cutting	(500)	0	(500)	(1,950)	0	(2,950)
Total 2022/23 Savings Programme	(6,627) 29%	(3,514) 15%	(7,953) 35%	(3,586) 16%	(1,083) 5%	(22,762) 100%
Month on Month Movement	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%

11. As of Month 3, £6,627k (29%) of the savings programme has already been banked, with a further £3,514k (15%) being reported as delivery in progress and £11,539k (51%) in the early stages of delivery which are ultimately expected to be delivered in full. There are a further £1,083k of savings recorded as having a serious problem with timely delivery, these savings could ultimately slip into 2024/25. Key items within this £1,083k include £600k linked to PCN banding changes where third-party approval is required ahead of implementation, with the remainder of this sum relating to timing issues on practical implementation of two further projects.
12. Where savings are at risk of not being delivered in full during 2023/24, the associated pressures have been factored into the monitoring position with compensating actions bringing the overall position back to breakeven. At this time, it is expected that the full £22,762k will ultimately be delivered in full or replaced with alternative measures in the event of any ongoing shortfall.
13. The Council is permitted to finance the costs associated with the delivery of this savings programme through Capital Receipts, with both one-off implementation costs and the support for service transformation being funded from this resource. Current projections include £4,595k for such costs, with all such costs subject to a specific funding strategy. It is anticipated that these pump priming costs will be financed from a combination of the £3,000k budget established for this purpose in 2023/24, alongside release of additional Capital Receipts secured during 2022/23.

Service Operating Budgets

14. Service Operating Budgets represent the majority of the Council's investment in day-to-day services for residents. With the Council continuing to operate in a high inflation environment driven by global and national influences, these budgets were supplemented with £21,691k

of funding to meet forecast inflationary pressures and £12,753k for demographic and other drivers impacting on demand for services going into the 2023/24.

15. Table 2 represents the position reported against normal activities for the Service Operating Budgets, the salient risks and variances within this position are summarised in the following paragraphs.

Table 2: Service Operating Budgets

Cabinet Member Portfolio		Approved Budget	Forecast Outturn	Variance (As at Month 2)	Variance (As at Month 1)	Movement from Month 1
		£'000	£'000	£'000	£'000	£'000
Property, Highways & Transport	Expenditure	20,031	20,013	(18)	(360)	342
	Income	(10,613)	(10,544)	69	360	(291)
	Subtotal	9,418	9,469	51	0	51
Services within the remit of other committees	Expenditure	463,577	463,457	(120)	(713)	593
	Income	(212,256)	(212,210)	46	690	(644)
	Subtotal	251,321	251,247	(74)	(23)	(51)
Total Service Operating Budgets		260,739	260,716	(23)	(23)	0

16. As can be seen from the table above, Service Operating Budgets are forecasting a marginal underspend of £23k which is the cumulative effect of a number of variances which are briefly outlined below by Cabinet Portfolio:
- a. **Property, Highways & Transport** – An overspend of £51k is forecast, representing an adverse movement of £51k from Month 2. With both the variance and the movement being driven by an improvement in recharge income offset by increased expenditure on services that are fully charged out.

2022/23 to 2026/27 General Fund Savings Requirement

17. While the focus of the discussion for the Select Committee should be the specific services within its remit, it is important that this discussion is conducted in the context of the overall corporate financial position. The following paragraphs outline the medium-term financial position presented in the 2023/24 Budget Setting Report approved by Cabinet and Council in February 2023.
18. At the time of budget setting, the gross savings requirement for the Council's General Fund over the period 2023/24 to 2027/28 was projected to total £55,414k which was primarily driven by inflationary cost pressures driven by global and national economics, growing demand for services and the cost of servicing and repaying borrowing incurred in delivery of the capital programme which are expanded upon below. For 2024/25, the gross savings requirement was forecast to total £12,148k.

Table 3: Projected Savings Requirement detail

	2023/24	2024/25	2025/26	2026/27	2027/28	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Changes in Funding	(13,653)	(10,198)	(1,794)	(6,750)	(6,987)	(39,382)
Inflation	21,691	10,906	9,349	8,862	9,141	59,949
Contingency / Service Pressures	9,080	4,547	3,141	3,211	3,192	23,171
Corporate Items (incl. capital financing costs)	3,673	6,893	2,411	(1,114)	(187)	11,676
Annual Underlying Savings Requirement	20,791	12,148	13,107	4,209	5,159	55,414
Cumulative Underlying Savings Requirement	20,791	32,939	46,046	50,255	55,414	N/A

19. An uplift of £39,382k in recurrent funding was projected over the five-year MTFF period, primarily driven by Council Tax increase of 4.99% in 2023/24 and 2024/25, with a proposed increase of 2.8% per annum thereafter accounting for £27,387k of the increase, with a further £7,474k expected to be driven by increases in the taxbase. Government Grants were forecast to increase by £4,143k, with this wholly being front loaded in 2023/24 as a result of the Spending Review announcements and increases in Social Care Funding. Furthermore, retained Business Rates income is forecast to increase by £5,268k primarily driven by inflationary increases. This position is netted down by the unwinding of £4,890k of one-off funding, predominantly linked to the release of COVID-19 funding.
20. Inflation represents the single largest element of the underlying savings requirement, reflecting the growing cost of maintaining current service provision, with a headline pressure of £59,949k over the MTFF period, with this being materially higher than recent budget strategies due to the exceptionally high inflation rates being experienced globally and nationally, in part due to the war in Ukraine. Workforce inflation through anticipated annual pay awards accounts for £19,120k of this growth, with £9,604k inflation reflecting other contracted expenditure and expenses, offset by increases in recharges and contributions to services, all of which span across all of the Select Committees.
21. There are no specific inflation issues within the remit of the Property, Highways & Transport Select Committee, with the material movements relating to the pay award and assumed contract uplifts.
22. Increasing demand for services linked to a growing and changing population accounts for £23,171k of the projected savings requirement, which reflects Hillingdon's growing population and the impact this has on services, with none of the increases being within the remit of the Property, Highways & Transport Select Committee.
23. Corporate Items, which primarily relate to the ongoing costs of financing capital investment, represent the remainder of the budget gap with £11,676k growth required over the MTFF period. Budgeted capital investment in the current programme is the key driver of a £6,475k growth in debt financing and repayment costs over the medium term. The remaining balance of Corporate Items relate to movements in the TfL Concessionary Fare Levy

(£4,104k) and use of capital receipts to finance transformation activity (£1,029k), alongside moving the Council Tax Older People's Discount to being funded from base budget rather than Earmarked Reserves, with funding coming in from Hillingdon First Limited from 2023/24 and 2024/25.

24. The approved budget presented to Cabinet and Council in February 2023 included a saving programme of £45,683k over the five-year period, leaving a budget gap of £9,731k by 2027/28 still to be found. Within the Savings Programme, £4,072k related to Further BID Reviews that were yet to be identified.

New and Emerging Risks

25. In light of the exceptional inflation environment that the economy continues to experience, the Council has begun to refresh its savings requirement over the budget strategy period, with inflation rates forecast to average at 7% for 2023 before reducing to 3% by 2024 before returning to the Bank of England target rate of 2% thereafter. The local experience suggests that inflationary uplifts to contract expenditure run at a time lag between CPI updates and spend. The Council has therefore reassessed the inflationary requirement associated with contracted expenditure, including within Social Care placements and SEND Transport, as well as rebasing workforce inflation based on the latest pay award offer. To this end, it is anticipated that further savings will be required by 2028/29 to fund additional inflationary demand, with this impact likely to be front-loaded, but set within the context of very limited government funding information being available from 2025/26 onwards.
26. Furthermore, demand-led growth continues to be monitored on a monthly basis, with the latest intelligence showing signs that the legacy elements of pandemic-driven demand for services has largely been accounted for within the Council's budget strategy, with other issues like the cost-of-living crisis impacting on services, particularly homelessness. This area will remain under close review in development of budget proposals for 2024/25 and beyond.
27. These factors are being fed into a reassessment of the savings requirement against which proposals for the 2024/25 budget and MTFP to 2028/29 are being developed, with the monthly budget monitoring updates to Cabinet providing commentary on these drivers.

Strategy to deal with the Budget Gap

28. Due to the revised forecast for the new and emerging pressures, the Council is therefore undergoing a series of reviews to address this new and the emerging position, with an ongoing update of transformational workstreams, a further review of the existing saving programme and a refresh of the Council's Fees and Charges schedule and policy to bridge this gap.
29. As part of this work, the Council will also incorporate its standard approach to assessing the savings requirements strategy, including:

- a. Service Transformation, which represents the single largest category of savings, with items presented in this category primarily linked to implementation of the BID Programme;
 - b. Savings proposals from Zero Based Reviews represent budgets which have been identified as being surplus to requirements through the line-by-line review of outturn and similar exercises being undertaken by Finance;
 - c. Effective Procurement savings capture the benefits secured from efficiency savings from contracted services and reviews of delivery models in a number of areas;
 - d. Preventing Demand - initiatives such as the Supported Living Programme where investment in early intervention and other support can avoid more costly intervention at a later date, and;
 - e. Income Generation & Commercialisation proposals primarily relate to amendments to Fees and Charges.
30. With the current monitoring position forecasting General Balances to be £26,869k by 31 March 2024 and the Council's reserves policy setting a minimum reserves balance of £22,000k, there is a need to deliver against these workstreams at pace. The initial review of the revised savings requirement and savings programme will be presented at December Cabinet and to Select Committees in January 2024 alongside the public consultation on the budget for the forthcoming year.

MTFF Process Update and Timetable

31. The timetable for the budget process follows a similar format to previous years, with the consultation budget being presented by Cabinet in December for consideration by residents and Select Committees during January, before final budget proposals are considered by Cabinet and Council in February. Alongside this local process, the Council will receive indicative funding allocations for the forthcoming year from Central Government in December, which will be confirmed in advance of the new financial year starting in April.

Table 4: Budget Setting Timetable

December	Provisional Local Government Finance Settlement
	Consultation Budget Report to Cabinet
January	Public Budget Consultation
	Following year Budget Proposals to January Select Committees
February	Final Local Government Finance Settlement
	Final Budget to Cabinet and Council

Next Steps

32. The Medium Term Financial Forecast setting out the draft revenue budget and capital programme will be considered by Cabinet in December 2023 and issued for consultation

during the remainder of December 2023 and January 2024. This will include detailed consideration by each of the Select Committees of the proposals relating to their respective services.

33. Key issues within the remit of this Select Committee will continue to be tracked through the Council's budget monitoring process, with monthly reports to Cabinet detailing the latest position and outlook for 2023/24.

Implications on related Council policies

Select Committees are at the heart of how the Council shapes policy at Member level.

How this report benefits Hillingdon residents

Select Committees directly engage residents in shaping policy and recommendations from the Committees seek to improve the way the Council provides services to residents.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

The Council's Budget: General Fund Revenue Budget and Capital Programme 2023/24 – reports to Cabinet 16 February 2023 and Council 23 February 2023.

The Council's Budget: 2023/24 Revenue and Capital Month 3 Budget Monitoring – report to Cabinet 14 September 2023.

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SCRUTINY REVIEW INTO THE COUNCIL'S ROAD SAFETY INITIATIVES AND ACTIVITIES

Committee name	Property, Highways and Transport Select Committee
Officer reporting	Steve Clarke, Democratic Services Officer
Papers with report	Draft Scoping Report for Review
Ward	N/A

HEADLINES

At its meeting on 11 July 2023, the Property, Highways & Transport Select Committee suggested a number of topics for its next major scrutiny review. These topics were explored with officers for feasibility with the frontrunning topic being a review looking into how the Council addresses road safety matters. Officers have produced a draft scoping report for the Committee's consideration.

It is envisaged that there will be three witness sessions, with a suggested schedule set out in the attached scoping report and on the Committee's Multi-Year Work Programme. Members are invited to amend the scope of the review as they see fit.

RECOMMENDATION:

That the Property, Highways and Transport Select Committee comment on, amend, and agree the scoping report to initiate the review into Road Safety.

SUPPORTING INFORMATION

At the Select Committee's previous meeting, there was appetite from Members to conduct a number of simultaneous smaller scale scrutiny reviews on the topic areas set out below.

The Council's statutory scrutiny officer has advised that this approach would present feasibility issues, not only for officer capacity, but also the committee's workload itself. However, the Committee are reminded that, if they are minded to, they can conduct back-to-back short-mid length reviews rather than conducting one major review per municipal year.

As mentioned above, the Committee had shortlisted a number of potential review topics at their previous meeting to be explored further. These areas are listed below with a brief explanation regarding their feasibility and recommended course of action.

Decarbonisation of the Council's Buildings

With a number of large buildings under the Council's asset portfolio, including, the Civic Centre, Highgrove Pool and Hillingdon Leisure Centre, the Select Committee were minded to explore the decarbonisation of these assets. Upon liaising with officers, a decarbonisation plan is already underway, but at a relatively early stage, so it is advised this would be more appropriate for a one-off monitoring item than an in-depth scrutiny review, at a suitable time when visible progress has been made.

Housing Maintenance and Refurbishment

The Committee were minded to investigate further the maintenance and refurbishment of the Council's housing stock, whilst looking at specific factors such as maintenance during tenancies and rainwater management. Discussions with officers deemed this topic more appropriate as a monitoring item due to the extensive ongoing work under the Housing Forward Investment Programme 2023/24, which was presented to [Cabinet on 14 September 2023](#). The Committee currently has a Building Safety monitoring report scheduled on its work programme for early 2024.

Road Safety (recommended review)

Members were minded to conduct a review assessing the Council's approach to road safety, with a specific interest in how road safety was managed within the vicinity of the Borough's schools. A review into this topic would be feasible taking a broad assessment of the Council's road safety initiatives and its engagement with Hillingdon's schools, for example. It is also an area of council responsibility that has not had any in-depth scrutiny or review by Members in a very long time.

A draft scoping report for a prospective road safety review is attached to this report and it is advised this may be the best option for a review at the current time, naturally subject to Members' views.

Bus Routes

The Committee were interested in exploring the way in which bus routes within Hillingdon could be reviewed with an eye to assisting areas of the Borough that may presently be underserved. The routing of buses within the Borough falls under the remit of Transport for London and would therefore not lend itself fully for a Council based scrutiny review; it is however suggested that the Committee seek to add a one-off item to the work programme inviting a representative from TfL to attend a future meeting to discuss this topic with Members.

Fleet Strategy

Members expressed an interest in reviewing the Council's fleet of vehicles and Fleet Strategy to ensure that the strategy and fleet were aligning with the Council's zero carbon commitments, that it was fit for purpose, and cost effective. Discussions with officers highlighted that a review of the Fleet Replacement Programme had recently taken place and work is ongoing which would move the fleet towards the Council's zero carbon commitments. There are plans for new initiatives and technologies in this area already underway. There is a one-off Fleet information item scheduled on the Committee's work programme for November 2023 which would be an appropriate juncture to monitor the implementation of the Fleet Strategy and replacement programme.

Implications on related Council policies

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

How this report benefits Hillingdon residents

None at this stage, pending any findings approved by Cabinet.

Financial Implications

It is important that the Committee considers cost effective proposals that benefit resident

taxpayers in relation to this review, which would ultimately be determined by Cabinet as part of the Council's broader budget planning process.

Legal Implications

None at this stage.

BACKGROUND PAPERS

NIL.

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Property, Highways & Transport Select Committee

Review Scoping Report - 2023/24

Draft Working Title: “A Review of the Council’s Road
Safety Initiatives and Activities”

1. REVIEW OBJECTIVES

Aim and background to review

At its meeting on 11 July 2023, the Property, Highways & Transport Select Committee suggested a number of topics for its next major scrutiny review. These topics were explored with officers for feasibility with the frontrunning topic being a review looking into how the Council addresses road safety matters.

The aim of the prospective review, for the Committee to consider, would be to take a broad assessment of road safety in Hillingdon and to make recommendations to Cabinet for ways in which the Council could enhance its activities for the safety of the Borough’s residents. By looking at the local context within Hillingdon, the London-wide setting, and the national picture, the Select Committee will be in a position to offer their findings and recommendations to the decision-making Cabinet.

This document serves as an introduction to the topic and sets out, in general terms the legislative and national context to road safety at a local government level. The scoping report also offers a framework for any subsequent review.

Topics suggested to be considered as part of the review are set out within the Terms of Reference:

Terms of Reference (DRAFT):

The following Terms of Reference are suggested for the review, subject to any changes agreed by the Committee:

1. To understand the Council's current position and procedures with regard to road safety initiatives;
2. To explore the national legislative setting and initiatives undertaken by other London Boroughs and local authorities in relation to road safety, particularly outer London Boroughs;
3. To explore road safety trends both locally and nationally;
4. To assess the Council's approach to road safety within the vicinity of schools;
5. To influence any emerging Council plans with respect to road safety and traffic calming;
6. Subject to the Committee's findings, to make any conclusions, propose actions, service and policy recommendations to the decision-making Cabinet.

2. SUPPORTING INFORMATION

Key information and issues

Local authorities play an important role in facilitating the safety of their highways for all types of road users. Central government sets the regulatory framework for highways, vehicles and road users, and the UK's national road safety strategy by:

- Providing funding and resources to local government and others to deliver road safety initiatives;
- Commissioning research into the nature, causes of, and potential solutions to road casualties;
- Collecting and publishing road casualty data;
- Conducting education and publicity campaigns;
- Setting standards for road design, construction and maintenance;
- Setting requirements for driver licensing, training and testing;
- Setting standards for vehicles and requirements for vehicle licensing; and
- Setting road use laws, including offences and penalties, and guidance on safe road use, such as the ever evolving Highway Code.

Legislative context

There is a raft of legislation which covers management of the highway, both in terms of how the roads and footways are looked after (e.g. The Highways Act 1980) and also how people and traffic moves over them (e.g. The Road Traffic Act 1988 and 1991, and the Road Traffic Regulation Act 1984).

Local authorities are the main delivery agent of tangible road safety schemes. Local authorities have a statutory duty under **section 39 of the 1988 Road Traffic Act** to “take steps both to reduce and prevent accidents”.

39 (1) The Secretary of State may, with the approval of the Treasury, provide for promoting road safety by disseminating information or advice relating to the use of roads.

39 (2) Each local authority must prepare and carry out a programme of measures designed to promote road safety and may make contributions towards the cost of measures for promoting road safety taken by other authorities or bodies.

39 (3) Each local authority –

[a] must carry out studies into accidents arising out of the use of vehicles on roads or part of roads, other than trunk roads, within their area,

[b] must, in the light of those studies, take such measures as appear to the authority to be appropriate to prevent such accidents, including the dissemination of information and advice relating to the use of the roads, the giving of practical training to road users or any class or description of road users, the construction, improvement, maintenance or repair of roads for which they are the highway authority (in Scotland, local roads authority) and other measures taken in the exercise of their powers for controlling, protecting or assisting the movement of traffic on roads, and

[c] in constructing new roads, must take such measures as appear to the authority to be appropriate to reduce the possibilities of such accidents when the roads come into use.

Current data, best practice and research

Further data and research will be identified as the review progresses.

Connected work

The Council has an ongoing Road Safety Programme and undertakes general road safety initiatives regularly. This work will be identified in further detail as part of the Committee’s review.

Executive Responsibilities

The review would fall under the Property, Highways & Transport Select Committee's remit as set out in the Constitution. The Cabinet Member responsible for Highways is Councillor Jonathan Bianco - Cabinet Member for Property, Highways & Transport.

3. EVIDENCE & ENQUIRY

Lines of Enquiry

Lines of enquiry can be expanded as the review progresses or included in relevant witness session reports. However, lines of enquiry may include:

- The securing of funding for road safety schemes;
- The development of the Council's Road Safety Programme and the methods by which road safety initiatives are chosen and prioritised;
- Enquiring as to the Council's approach to road safety within the vicinity of schools, including the School Streets Scheme;
- Examining the level of engagement and cooperation with schools with regard to road safety, including cycle safety and pedestrian safety;
- Assessing the way in which road safety concerns and service requests from residents and Members are handled by the Council;
- Enquiring as to the emergence of any road safety trends, be it trends in reported accident data, traffic offences, or trends in the number service requests or concerns raised by residents;
- Exploring road safety initiatives undertaken elsewhere, both locally and nationally.

Potential witnesses

Witnesses will be identified by the Committee in consultation with relevant officers; although some suggested witnesses could include;

- Testimony from LBH Officers;
- Representatives of Hillingdon's schools, including parents and/or school leaders;
- Hillingdon residents;
- Representatives from other local authorities.

Surveys, site-visits or other fact-finding events

Such opportunities will be identified as the review progresses. It is expected that witness sessions within the Committee's meetings will act as the primary method of enquiry. There is the possibility of conducting site visits to witness works or programmes undertaken by the Council with regard to road safety, cycle safety or pedestrian safety.

Future information that may be required

Further information may be identified as the review progresses.

4. REVIEW PLANNING & ASSESSMENT

The proposed timeframe and milestones for the review are set out below:

Meeting Date	Action	Purpose / theme	Witnesses / officers attending
20 September 2023	Agree Scoping Report		
18 October 2023	Witness Session 1	Understand the Council's current position and national setting	LBH Officers
14 November 2023	Witness Session 2	Exploring levels of engagement with schools	TBC LBH Officers Representatives of the Borough's schools
Possible site visit			
10 January 2024	Witness Session 3	Exploring initiatives undertaken by other local authorities	TBC LBH Officers Representatives from other local authorities.
08 February 2024	De-brief and emerging findings	To discuss key findings and identify potential recommendations	LBH Officers
March/April 2024	Approval of draft final report	Proposals – agree recommendations and final draft report to Cabinet	
TBC 2024	Submission of final report for endorsement by Cabinet		

Resource requirements

None.

Equalities impact

TBC.

Background reading

[LBH Website – School Streets in Hillingdon](#)

[Road Traffic Act 1988](#)

[Department for Transport – The Highway Code](#)

[Police.UK – Road Safety](#)

[TfL Road Network \(TLRN\) Boundaries](#)

Previous Related Reviews:

None.

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>

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BACKGROUND PAPERS

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

Classification: Public

Property, Highways and Transport Select Committee – 20 September 2023

Scheduled 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)
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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)

154	Disposal of garage sites and garden land	Cabinet will receive a report to declare two garage sites surplus to requirements and consider whether to sell the sites for a residential scheme. These sites are rear of 66 – 72 Farmlands, Eastcote and Ash Grove in Hayes. Cabinet will also consider the disposal of a small site of garden land rear of 114 Harmondsworth Road, West Drayton.	Eastcote, Wood End, West Drayton		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Julie Markwell		NEW ITEM	Private (3)
159	Highways Term Services Contract	The Highways Term Service Contract for planned, reactive and drainage maintenance works is up for expiry in March 2024. To ensure the Boroughs' roads are maintained to a good standard as well as street lighting infrastructure, Cabinet will receive a report to review procurement options for these services going forward.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P/R - Poonam Pathak / Allison Mayo		NEW ITEM	Private (3)
169	Street Lighting Term Contract	The Street Lighting (supply, installation, repair and maintenance) contract is up for expiry in March 2024. To ensure the Borough's street lighting infrastructure is maintained to a good standard, Cabinet will receive a report to review procurement options for services going forward.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P/R - Poonam Pathak / Allison Mayo		NEW ITEM	Private (3)
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
147	Charville Lane Childrens Home, Hayes	Cabinet will progress a project - and appoint a contractor - to rebuild the Charville Children's Home site with new, modern accommodation for Looked After Children in line with Ofsted regulations, which will reduce reliance on more expensive out-of-Borough placements. The development is being funded by a grant from the DfE, with a Council contribution .	Charville		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Jenny Evans / Neena Singh	Resident consultation as part of the Planning process. In addition the Service has consulted its staff.		Private (3)

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Scheduled 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

Ref	Scheduled 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	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)
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	C - Democratic Services			Public
Cabinet Member Decisions expected - October 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)

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Scheduled 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

Ref	Scheduled 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)
131b	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)

Scheduled 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

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
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Cabinet meeting - Thursday 9 November 2023 (report deadline 23 October)

162	Future ownership and operations of Uxbridge Golf Course and Haste Hill Golf Course	Subject to Cabinet considering an initial report on this at its September meeting, Cabinet will receive a comprehensive report following a review of options and operations at two Council owned golf courses and make any necessary decisions on the future of the sites.	Ickenham & South Harefield / Northwood		Cllr Jonathan Bianco - Property, Highways & Transport / Cllr Eddie Lavery - Residents' Services	Property, Highways & Transport	P - Perry Scott / James Raven		NEW ITEM	Public / Private (3) - TBC
152	Ventilation, Air Handling and Air Conditioning Units in Council Housing & Corporate Properties	Cabinet will consider the corporate contract for the Service, Maintenance and Repair of Communal & Dwelling Ventilation, Air Handling and Air Conditioning Units In Council Housing & Corporate Properties.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P / R - John Phillips / M Breen		NEW ITEM	Private (3)
148	Cleaning Service for the Civic Centre and other Corporate Properties	The Council is conducting a re-tender exercise for the provision of cleaning and porter / caretaker services at the Civic Centre and 70 other premises across the Borough. The proposed contract will include internal cleaning, window cleaning and porter/caretaker services.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P / R - Sean Stone / Michael Breen			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)
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	C - Democratic Services			Public
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

Scheduled 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)
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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 expected - November 2023

157	Hillingdon Cycling Strategy	The Cabinet Member will consider approval of a new Hillingdon Cycle Strategy outlining the Council's proposals for improving cycling provision across the Borough.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Sophie Wilmot		NEW ITEM	Public
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 December 2023 (report deadline 27 November)

110a	The Council's Budget Medium Term Financial Forecast 2024/25 - 2028/29 (BUDGET FRAMEWORK)	This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2023/24 for consultation, along with indicative projections for the following four years. This will also include the HRA rents for consideration.	All	Proposed Full Council adoption - 22 February 2024	Cllr Martin Goddard - Finance	All	R - Andy Evans	Public consultation through the Select Committee process and statutory consultation with businesses & ratepayers		Public
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	C - Democratic Services			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
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Scheduled 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

Cabinet meeting - Thursday 11 January 2024 (report deadline 11 December 2023)

153	Void Property Repair Service Contract	Cabinet will consider appointing a suitably experienced and qualified contractor(s) to undertake the Void Property Repair Service Contract. The Contract is predominantly for general building fabric repairs in all trades to Hillingdon's properties and dwellings, including outbuildings.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P / R - Liam Bentley / M Breen		NEW ITEM	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)
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	C - Democratic Services			Public

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
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Cabinet meeting - Thursday 15 February 2024 (report deadline 29 January)

155	Supply and delivery of fuel for the Council's Fleet	Cabinet will consider the award a contract for the supply and delivery of fuel for the Council's fleet. There are two types of fuel required – Ultra Low Sulphur Diesel (ULSD) for road vehicles and Gas Oil (also known as Red Diesel) for mechanical plant vehicles. Ad Blue being an additive for euro 6 engine powered vehicles is also required.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	R - Trudie Eldriny / Stephen Gunter		NEW ITEM	Private (3)
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Scheduled 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

110a	The Council's Budget Medium Term Financial Forecast 2024/25 - 2028/29 (BUDGET FRAMEWORK)	Following consultation, this report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2024/25 for consultation, along with indicative projections for the following four years. This will also include the HRA rents for consideration.	All	Proposed Full Council adoption - 22 February 2024	Cllr Ian Edwards - Leader of the Council / Cllr Martin Goddard - Finance	All	R - Andy Evans	Public consultation through the Select Committee process and statutory consultation with businesses & ratepayers		Public
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			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)
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	CS - Democratic Services	TBC		Public

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
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Cabinet meeting - Thursday 21 March 2024 (report deadline 4 March)

SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			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)
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	CS - Democratic Services	TBC		Public

Scheduled 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)
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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 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
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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	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	C - Democratic Services			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	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
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Scheduled 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

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

Ref	Decision	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	Urgent Cabinet-level decisions & interim decision-making (including emergency decisions)	The Leader of the Council has the necessary authority to make decisions that would otherwise be reserved to the Cabinet, in the absence of a Cabinet meeting or in urgent circumstances. Any such decisions will be published in the usual way and reported to a subsequent Cabinet meeting for ratification. The Leader may also take emergency decisions without notice, in particular in relation to the COVID-19 pandemic, which will be ratified at a later Cabinet meeting.	Various		Cllr Ian Edwards - Leader of the Council	TBC	C - Democratic Services	TBC		Public / Private
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 Page 35	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	Release of Capital Funds	The release of all capital monies requires formal Member approval, unless otherwise determined either by the Cabinet or the Leader. Batches of monthly reports (as well as occasional individual reports) to determine the release of capital for any schemes already agreed in the capital budget and previously approved by Cabinet or Cabinet Members	TBC		Cllr Martin Goddard - Finance (in conjunction with relevant Cabinet Member)	All - TBC by decision made	various	Corporate Finance		Public but some 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

Scheduled 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

Ref	Scheduled 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	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
SI	Acceptance of Tenders	To accept quotations, tenders, contract extensions and contract variations valued between £50k and £500k in their Portfolio Area where funding is previously included in Council budgets.	n/a		Cllr Ian Edwards - Leader of the Council OR Cllr Martin Goddard - Finance / in conjunction with relevant Cabinet Member	TBC	various			Private (3)
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)

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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
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											2023/24
Property, Highways & Transport Select Committee	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
Road Safety (TBC as next review) Topic selection / scoping stage Witness sessions / evidence / consultation stage / site visits Findings, conclusions and recommendations Final review report agreement Target Cabinet reporting				Selection / Scoping	Evidence Gathering	Evidence Gathering		Findings	Draft Report	Cabinet		
Highways Resurfacing Review Topic selection / scoping stage Witness sessions / evidence / consultation stage / site visits Findings, conclusions and recommendations Final review report agreement Target Cabinet reporting	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 Building Safety Strategy - Monitoring Report Cabinet Forward Plan Monthly Monitoring				X				X			X	
One-off information items Hayes Estate Regeneration Platinum Jubilee Leisure Centre - Project Progress Preservation & Maintenance of our Heritage Assets Future of the Council's Fleet (Inc. electrification of LBH fleet) Civic Centre Works - Project Update Decarbonisation of Council Buildings Bus Routes around/across Borough (inc. TfL representative)	X	X		X	X	X		X	X	X	X	
Utility Companies External Scrutiny TBC												
Past Review Delivery Highways Resurfacing (TBC for October 2024)												
Site Visits New Reactive Highways Maintenance Machine Civic Centre - Capital Programme (Date TBC) Platinum Jubilee Leisure Centre (Date TBC)						Autumn date TBC X			X			

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