



Property, Highways and Transport Select Committee

Councillors on the 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 BSC (Opposition Lead)

Date: TUESDAY, 14 NOVEMBER 2023

Time: 7.00 PM

Venue: COMMITTEE ROOM 5 - CIVIC CENTRE

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

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

Published: Monday, 6 November 2023

Contact: Steve Clarke

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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	• Cabinet Member for Property, Highways & Transport	
Relevant service areas	1. 1)	Property & Estates
	2. 2)	Capital Programme - Major Projects
	3. 3)	Transportation
	4. 4)	Highways
	5. 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 - 8
- 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 Select Committee Review into the Council's Road Safety Initiatives and Activities around the Borough's Schools - Witness Sessions 2 9 - 12
- 6 Cabinet Forward Plan 13 - 28
- 7 Work Programme 29 - 32

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Minutes

PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE

18 October 2023



Meeting held at Committee Room 5 - Civic Centre

	<p>Committee Members Present: Councillors Keith Burrows (Chairman) Alan Chapman Darran Davies Elizabeth Garelick Kamal Preet Kaur Tony Burles Ekta Gohil</p> <p>LBH Officers Present: Sophie Wilmot, Senior Transport Planner Steve Austin, Traffic, Parking, Road Safety and School Travel Team Manager David Knowles, Head of Transport and Town Centre Projects Lisa Mayo, Road Safety & School Travel Manager Steve Clarke, Democratic Services Officer</p> <p>Also Present: Councillor Jonathan Bianco, Deputy Leader of the Council and the Cabinet Member for Property, Highways and Transport</p>
30.	<p>APOLOGIES FOR ABSENCE AND TO REPORT THE PRESENCE OF ANY SUBSTITUTE MEMBERS (<i>Agenda Item 1</i>)</p> <p>Apologies for absence were received from Councillor Steve Tuckwell and Councillor Peter Money with Councillor Ekta Gohil and Councillor Tony Burles substituting respectively.</p>
31.	<p>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>There were no declarations of interest.</p>
32.	<p>TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING (<i>Agenda Item 3</i>)</p> <p>An amendment was suggested to minute number 25, where it was originally stated that "... there were no exceptional inflation items", it was later confirmed by officers that the development of housing stock was an exceptional inflation item that fell within the remit of the Property, Highways & Transport Select Committee. It was agreed that the minutes would be amended to reflect this.</p> <p>RESOLVED: That the minutes of the meeting dated 20 September 2023 be approved, subject to the agreed amendment.</p>
33.	<p>TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED AS PART 1 WILL BE</p>

	<p>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 held in public.</p>
34.	<p>SELECT COMMITTEE REVIEW INTO THE COUNCIL'S ROAD SAFETY INITIATIVE AND ACTIVITIES AROUND THE BOROUGH'S SCHOOLS (<i>Agenda Item 5</i>)</p> <p>The Chairman introduced the item highlighting that the first witness session for the Select Committee's review into road safety initiatives and activities around the Borough's schools would focus on evidence gathering from internal officers and the relevant Cabinet Member. With the following session focussing on external stakeholders such as school representatives and pupils.</p> <p>The Chairman welcomed the witnesses to the meeting and thanked them for attending. Witnesses for this session included:</p> <ul style="list-style-type: none"> • Councillor Jonathan Bianco - Deputy Leader of the Council and the Cabinet Member for Property, Highways and Transport • David Knowles – Head of Transportation and Town Centre Projects • Sophie Wilmot – Senior Transport Planner • Lisa Mayo – Road Safety and School Travel Manager • Steve Austin – Traffic, Parking, Road Safety and School Travel Team Manager <p>In giving an overview of road safety around the Borough's schools, officers stressed the importance of having a working partnership between the Council and Hillingdon's schools. Of the dozens of schools across the Borough, each school was different in terms of its students, road environment, accessibility, outlook and attitudes. The Council aims to collaborate with the Borough's schools although it requires responsiveness from the schools themselves, which varied from school to school. Where the Council does work with schools, officers can offer a range of tools and projects to help improve road safety in the local vicinity of schools, these were outlined further in the report.</p> <p>The Committee heard from Lisa Mayo, Road Safety and School Travel Manager, who's remit included the School Travel and Road Safety Team (STaRS). The team ensure the safety and well-being of students on their journeys to and from school; working closely with schools, parents, and local communities to promote safer and more sustainable travel options for students and develop Transport for London (TfL) Accredited School Travel Plans. The STaRS Team including a manager, two officers, a Borough Cycling Support Officer, a team of Practical Pedestrian Trainers, a team of cycle instructors, and the School Crossing Patrol Officers (SCPOs). The team was available to work with any school in the Borough, not just those maintained by Hillingdon as the local education authority.</p> <p>The Committee were informed that recent changes had taken place regarding the naming of TfL's road safety education programmes; since September 2023, all road safety education programmes now came under the umbrella of TfL Travel for Life.</p> <p>The Committee sought clarification regarding the Council's School Crossing Patrol Officers (SCPOs) as to the reasons why their numbers had dwindled in recent years, why it was difficult to recruit new SCPOs, and what was being done to combat the</p>

difficulty in recruiting. Officers highlighted that SCPOs tended to be very dedicated personnel, likely to be of an older generation and often had a link to the school at which they operated as an SCPO for example as a parent or ex-parent of a pupil at the school. It was a notoriously difficult role to recruit into given the unusual daily working hours through all seasons and there was a huge challenge in finding the right people for the role. Some neighbouring London Boroughs had suspended their SCPO programmes indefinitely where Hillingdon still had 12 SCPOs. By way of clarification, officers informed the Committee that, in terms of what was being done to ensure road safety was maintained, officers were looking at alternative methods. Engineering means were able to compensate for a lack of SCPOs in many cases and more investment in road safety engineering was deemed to be a more appropriate use of efforts due to the difficulty in recruiting SCPOs; more vivid and suitably located pedestrian crossings were highlighted as useful engineering means of helping to ensure road safety at the start and end of the school day. The Committee noted that engineering solutions were among the best solutions that can be achieved and discussions between officers and any schools identified as in need of possible assistance were paramount to identifying what kind of help could be delivered. Officers highlighted a recent example of productive cooperation between Council officers and St Helens College who were in need of improvements to an adjacent pedestrian crossing, it was noted that the school were a useful partner which resulted in the necessary crossing improvements being implemented.

The Committee discussed with officers the possibility of promoting the SCPO roles as a volunteer position among parents at schools. Officers confirmed that schools had been approached to this effect in the past and it was regarded as an additional responsibility that staff and parents were not willing to take on; this was respected by officers as the primary function of schools and staff was education matters. Members sought clarification whether an engineering approach was more cost-effective than SCPOs; it was noted that there had been instances of schools having a member of staff, and in some instances a SCPO, present at traffic lights merely to press the zebra crossing button which was clearly an inefficient use of time.

With regard to the free Adult Cycle Training that was due to resume in 2024 following the Covid-19 pandemic, it was highlighted that a trial session had taken place in mid-October 2023 to scope the delivery of these sessions going forward; the trial was a success and Members were encouraged by the commencement of these sessions from April to October 2024. Members also sought clarification regarding the attendance data around Cycle Training/Bikeability schemes. Officers noted that they report the attendance of these schemes to the Bikability Trust quarterly and that this information could be provided for the Committee.

The Committee queried the impact that the rise in popularity of electric bikes was having on the delivery of cycle safety programmes. Officers confirmed that there were concerns regarding the power and speed of e-bikes, it was noted that it was an emerging area and advice may need to be forthcoming. The Council had issued advice previously on e-scooters and there was a possibility that similar such advice would be needed.

The Committee noted that a lot of the secondary schools in the Borough were academies and wanted to know what challenges officers faced when communicating with these schools. Officer confirmed that, following the Covid-19 pandemic, there had been a steady return to engagement from academies in the Borough, however it was noted that there were challenges with regard to engagement. All of the schemes offered by the Council were free of charge but it was dependent on the appetite from

the schools as to whether they take up the Council's offer. Officers regularly approached all varieties of schools to offer sessions but the response received was dependent on the schools' willingness to engage. If concerns had been raised from residents or parents regarding specific schools and their road safety conditions then the team would be inclined to use local Ward Councillors as a means of facilitating engagement from schools.

The Committee particularly praised officers efforts with regard to Practical Pedestrian Training where the report had stated:

"In 2013/14, Hillingdon trained 5310 children in both KS1&2. In 2022/2023, the borough has trained 13,484 pupils ranging from 3 to 11 years old. This identifies a 154% increase in 9 years."

It was confirmed that this increase could be attributed to the improved levels of engagement and communication between officers and schools over that time period. In comparison to other London Boroughs, it was noted that Hillingdon was highly regarded in the delivery of these types of sessions. The Chairman confirmed this as a member of the London Road Safety Council. Hillingdon was in the minority of Boroughs that provide these schemes in-house, it was noted that a number of London Borough's outsourced the delivery of these schemes.

The Committee noted that the 'Safe Drive Stay Alive' programme was no longer being funded by TfL. Since the removal of funding for this programme, TfL had developed a similar programme called 'Travel Smart' which touched upon cycling and pedestrian safety in addition to driving, the resource had a quiz element to it; it was noted that the new resource was engaging but it lacked the emotional impact of the 'Safe Drive Stay Alive' sessions. Officers highlighted that Hillingdon was the only London Borough to have delivered this programme in schools, however the future of 'Travel Smart' was uncertain as TfL had put the programme on hold.

The Cabinet Member for Property, Highways and Transport addressed the Committee noting that in the last year there had only been one petition heard with regard to road safety specifically around the vicinity of a school in the Borough. It was noted that, on occasion there were requests to reduce the speed limit around some schools to 20mph; whilst the Cabinet Member was reluctant to consider 20mph zones generally, the exception to that was around the Borough's schools where further consideration of these requests and the circumstances would be made. The Cabinet Member emphasised the road safety schemes offered to schools for free by the Council and sought to highlight the need for the Borough's schools to engage with these programmes where there would be any road safety concerns as education of these matters was important in improving the road safety risk. On a separate level, it was noted that the Borough utilised other means of road safety around schools including zigzag lines by the entrance.

The Committee congratulated officers on the excellent work they did educating the Borough's children in road safety matters at such a formative and important age. However, it was noted that a common issue communicated to Ward Councillors regarding road safety around schools was the behaviour of parents; instances of blocking driveways, double parking and inconsiderate parking were endemic at the start and end of the school day.

The Committee thanked officers for providing a list of schools whereby engineering measures were proposed in the coming years and were minded to explore what further

	<p>detail there was for school related engineering measures and proposals in the 2023/24 year as these would currently be in various stages of development.</p> <p>The Chairman thanked officers for attending and congratulated them on the positive work they do for the Borough.</p> <p>RESOLVED: That the Select Committee used the first witness session of the review to broaden understanding of the Council's practical and strategic approach to road safety around the Borough's schools.</p>
35.	<p>DRAFT HILLINGDON CYCLING STRATEGY 2023 - 2028 <i>(Agenda Item 6)</i></p> <p>Sophie Wilmot, Senior Transport Planner, and David Knowles, Head of Transport & Town Centre Projects, were present for this item and introduced the report for the Committee. It was highlighted that, as an outer London Borough, Hillingdon was expectedly fairly car heavy and cycle light but there were many funding opportunities made available by Transport for London (TfL) with regard to cycling and Hillingdon now had a TfL Borough Cycling Support Officer who advises Hillingdon's officers on prospective infrastructure proposals and assists in securing grant funding from TfL to deliver parts of the Council's new Cycling Strategy. The Strategy was in a draft format for the Committee to view and was subject to consultation before it was scheduled to formally be approved by the Cabinet Member for Property, Highways and Transport at the end of 2023.</p> <p>Officers also highlighted page 7 of the draft strategy which gave an overview of the Borough's existing cycle infrastructure and explained that the strategy would form the basis by which the Borough's infrastructure could be bolstered to promote cycling as a means of active transport going forward. There were also partnership opportunities highlighted where cycle infrastructure and provision could be implemented with partners such as Brunel University who had indicated that there was an appetite to provide cycle infrastructure on their land.</p> <p>The Committee were supportive of the draft strategy and encouraged its adoption. Members also noted that it was positive to see such a strategy being implemented in Hillingdon as there were traditionally relatively high levels of vehicle ownership in Hillingdon when compared to other London Boroughs.</p> <p>The Committee sought clarification on how officers were working to ensure the Borough's cycle infrastructure was weatherproof and that cycle paths would remain accessible and safe for use year-round. Officers noted that, along with the Highways and Green Spaces Teams, assessments of suitable materials were made for all new cycle paths and infrastructure in the Borough, this was because paths in different parts of the Borough may be subject to different use patterns and environment for example urban paths, canal towpaths, and countryside paths and trails. This cooperative assessment also ensured that any new cycle infrastructure would not have an adverse impact on its surrounding environment and would be suitable for the local conditions. It was also highlighted that HS2 Ltd had recently delivered a footpath in the north of the Borough using a new permeable material, officers were due to investigate this for potential use elsewhere for the Borough's cycle infrastructure.</p> <p>Members sought to ensure that cycle routes were suitably well lit to provide adequate safety and usability throughout winter months. Officers confirmed that this was being factored into any new cycle infrastructure proposals although this would need to be</p>

	<p>carefully assessed, particularly in green spaces where it may have a detrimental impact on the environment. Officers would be exploring alternative infrastructure options such as low-level lighting, timed closures and bollards to ensure any environmental impact was mitigated.</p> <p>Members suggested the use of a QR code on page 19 of the new strategy to promote the Dr Bike sessions. Officers noted that the Dr Bike sessions were promoted through the Council's social media channels, via the Council website and through Hillingdon People Magazine which was delivered to every home in the Borough; officers commented that they would ensure a QR code taking readers through to further information about the Dr Bike sessions would be added to the strategy.</p> <p>Members were particularly encouraged by the canal works, highlighting the positive impact these works would bring in terms of safety along the canal towpaths as this had previously been an area in which Members had received concerns from residents regarding pedestrian and cyclist safety.</p> <p>The Committee queried cycle signage throughout the Borough. Officers noted that this was an area of concern that needed to be addressed, it was highlighted that TfL had given the Council a significant grant to have consultants review existing cycle infrastructure. The intention was that this would lead to a programme of signage improvements and development. Members were informed that all cycle infrastructure funding came through TfL, either through the Local Implementation Plan or through separate grant funding, or through Section 106 monies.</p> <p>Members thanked officers for their work and were pleased with the positive direction undertaken by implementing the new Borough Cycling Strategy.</p> <p>RESOLVED: That the Property, Highways and Transport Select Committee noted and commented on the draft Hillingdon Cycling Strategy 2023 – 2028.</p>
36.	<p>CABINET FORWARD PLAN (<i>Agenda Item 7</i>)</p> <p>The Committee considered the Cabinet Forward Plan, it was highlighted that the 'Transport for London Local Implementation Plan – Annual Spending Submission' item was included with the Cabinet papers for the 12 October meeting and was available for Members to view. Members also sought to receive information regarding the regular Cabinet item regarding 'Voluntary Sector Leases'; however it was noted that this was a Part 2 report; due to the confidentiality of the report, Members would not be able to consider it at a formal Select Committee meeting, however it was highlighted that the report would be available for Members to view when Cabinet papers were circulated to all Members.</p> <p>RESOLVED: That the Property, Highways and Transport Select Committee noted the Cabinet Forward Plan.</p>
37.	<p>WORK PROGRAMME (<i>Agenda Item 8</i>)</p> <p>Members considered the Select Committee's Work Programme and discussed November's upcoming witness session for the road safety around schools scrutiny review. Members sought to invite senior school representatives as witnesses for the session, officers confirmed that there were a number of witnesses lined up for the November session including school travel leads from two schools, including pupils and parents. Members specifically highlighted Hayes Park School and their ongoing road</p>

	<p>safety concerns in an effort to gain a greater understand of the issues the school faced, particularly barriers that staff may encounter in addressing the road safety concerns.</p> <p>The Committee discussed the possibility of adding a third witness session/evidence gathering session to the road safety review due to the number of stakeholders the Committee would like to hear from. Following a discussion, Members agreed that a third witness session would be appropriate, with a preference for the session to take place in January 2024 and to feature residents who live in the vicinity of schools. Members were encouraged to provide details if they knew of any residents who may be willing to engage with the Committee's review. Members were also informed that Parking Enforcement officers would be invited to attend the new witness session, it was also noted that they were available to receive questions from the Committee offline which could feed in as part of the review.</p> <p>RESOLVED: That the Property, Highways and Transport Select Committee noted the Committee's Work Programme and agreed to amend the Work Programme as discussed.</p>
	<p>The meeting, which commenced at 7.00 pm, closed at 8.09 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Steve Clarke at sclarke2@hillingdon.gov.uk.
Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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SELECT COMMITTEE REVIEW INTO THE COUNCIL'S ROAD SAFETY INITIATIVES AND ACTIVITIES AROUND THE BOROUGH'S SCHOOLS - WITNESS SESSION 2

Committee name	Property, Highways and Transport Select Committee
Officer reporting	Steve Clarke, Democratic Services Officer
Papers with report	None
Wards	All Wards

HEADLINES

At its meeting on 20 September 2023, the Property, Highways & Transport Select Committee formally agreed to commence a scrutiny review into the Council's road safety initiatives and activities around the Borough's schools.

The Select Committee held their first witness session with internal officers and the Cabinet Member for Property Highways and Transport on 18 October 2023. This item will act as the second witness session of the Select Committee's review into road safety around the Borough's schools. The aim of the review is for the Committee to take a broad assessment of road safety around Hillingdon's schools and to make recommendations to Cabinet for ways in which the Council could enhance its activities for the safety of the Borough's school children and residents as a whole. By looking at the local context within Hillingdon and the London-wide setting, the Select Committee will be in a position to offer their findings and recommendations to the decision-making Cabinet.

RECOMMENDATIONS:

That the Select Committee use the second witness session of the review to gain an understanding of the experiences of school representatives with regard to road safety around the Borough's schools.

SUPPORTING INFORMATION

The following witnesses will be present to take part in the second information gathering session on 14 November 2023:

Lisa Mayo	LBH Road Safety and School Travel Manager (A key officer in the development and engagement of the Council's road safety initiatives with schools)
Danielle Stanley-Watts	School Travel and Road Safety (STaRS) Officer
Rayna Ramtohl-Butler	Representative from Grange Park Juniors
Leo Harrington	Representative from St Helens College
Sharon Cargill	Representative from St Helens College
Charlee Green w/ parent	Pupil at St Helens College
Raiden Bhabara w/ parent	Pupil at St Helens College

Classification – Public

Property, Highways and Transport Select Committee – 14 November

The following Terms of Reference were set out at the start of the review:

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

Implications on related Council policies

A key role of Select Committees is to monitor the performance of Council services within their remit. Select Committees may also 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 vision for the Council's road safety initiatives sits within some of the Council's core commitments and ambitions to residents contained within the Council Strategy 2022 - 2026 (*To be / feel safe from harm* and *Safe and Strong Communities*).

Financial Implications

There are no direct financial implications associated with this report.

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.

Classification – Public

Property, Highways and Transport Select Committee – 14 November

APPENDICES

NIL.

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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.

BACKGROUND PAPERS

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

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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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)
Ref				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 9 November 2023 (report deadline 23 October)																		
164	Supplier of Kitchen Units to Housing Properties	To drive value for money, Corporate Procurement are supporting the Council's Planned Maintenance teams to establish a preferred single supplier for supply of Kitchen Units and materials. This report will recommend the selection of a single provider for a 5 year period who can provide suitable kitchen materials that need replacing as part of the wider planned work programme approved by Cabinet.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Merrick Knight / Michael Breen		NEW ITEM	Private (3)								
165	Planned Works Roofing Program	Cabinet approval will be sought to appoint contractors for Lots 1 & 2 of the 2023/24 Planned Works Roofing Program, which seeks to repair and replace roofs on council housing properties where required.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Merrick Knight / Michael Breen		NEW ITEM	Private (3)								
167	Fire Safety Works, Phase 22 - Purchase of Fire Door Sets	In order to comply with the Fire Safety Act, new fire doors / sets are required at various locations across the Borough contained in Phase 22 of the Council's Fire Safety Works Programme, to support the safety of those who use them.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Michael Emmett		NEW ITEM	Private (3)								
168	Land at Broadwater Gardens, Harefield	Cabinet will receive a report and consider whether to dispose of a parcel of vacant land at Broadwater Gardens in Harefield and make associated decisions.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Jacob Davies / Julia Thompson		NEW ITEM	Private (3)								
179	Roofs on Whitby Road, Ruislip & Shawford Court	Cabinet approval is sought for a contractor(s) following a procurement exercise to replace roofs on council housing properties at these locations.	Ruislip Manor		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Merrick Knight / Michael Breen		NEW ITEM	Private (3)								
182	54 Hallowell Road Northwood, HA6 1DS (previously Northwood Young Peoples' Centre)	Cabinet will receive a report to declare the vacant property at 54 Hallowell Road surplus to service requirements and consider whether to sell the site. This follow's Cabinet's decision in September 2023 on the new youth offer delivery model.	Northwood		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven / Julia Thompson		NEW ITEM	Private (3)								
183	Consultant appointment - accelerated Stock Condition Surveys for housing stock	The report seeks approval to appoint an external consultancy to support an accelerated programme of Stock Condition Surveys on the Council's housing stock.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Bobby Finch		NEW ITEM	Private (3)								

<div> <div>Scheduled Upcoming Decisions</div> <div>Further details</div> </div>			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							
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)
101	Rebuild of two Scout Community Buildings	Approval from Cabinet will be requested to demolish and rebuild of two Scout Community Buildings at 2nd Ickenham Scouts Group and Endeavours Sea Cadets Scout Group. Cabinet will consider the appointment of the contractor with capital release of associated project costs. Approval to accept grant funding from the HS2 for this project will also be sought.	Ickenham & South Harefield; Colham & Cowley		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Carmel Hynes / Neena Singh		NEW ITEM	Private (3)
162	Future ownership and operations of Uxbridge Golf Course and Haste Hill Golf Course	Subject to Cabinet considering an initial report on this at it's 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			Public
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)
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			Private (3)
SI	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven		New Standard Item	Private (3)

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<div> <div>Ref</div> <div>SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services</div> </div>											
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
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			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)											
077	Manned Guarding and General Security Contract	Cabinet will consider the Council's security contract for its building and infrastructure following a procurement exercise.	N/A			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P/R - Sean Stone / P Soward		NEW ITEM	Private (3)
057	Fleet Replacement Programme	As part of the Council's 7-year fleet replacement programme, Cabinet will consider the procurement of circa 90 vehicles required across Housing, Maintenance and Green Spaces.	All			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	R - Steve Gunter / Trudie Eldriny		NEW ITEM	Private (3)
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

<div> <div>Scheduled Upcoming Decisions</div> <div>Further details</div> </div>			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)
<div> <div>Ref</div> <div>SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services</div> </div>										
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	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	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 - 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)										
156	Planned Works Roofing Program - Melbourne House	Cabinet approval will be sought to appoint the successful contractor for roofing and associated works at Melbourne House, a high rise housing block, Yeading Lane, Hayes	Yeading		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P/R - Merrik Knight - P Soward		NEW ITEM	Private (3)
SI	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)
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			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

<div> <div>Scheduled Upcoming Decisions</div> <div>Further details</div> </div>		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)
<div> <div>Ref</div> <div>SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services</div> </div>									
Cabinet Member Decisions expected - January 2024									
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)
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)
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

<div> <div>Scheduled Upcoming Decisions</div> <div>Further details</div> </div>				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)
<div> <div>Ref</div> <div>SI = Standard Item each month/regularly</div> <div>Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services</div> </div>											
Cabinet meeting - Thursday 15 February 2024 (report deadline 29 January)											
172	Planned Works Window Replacement Program	Cabinet approval will be sought to appoint the successful contractor, following competitive tender for future phases of the Council's replacement window programme in council housing.	N/A			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Merrick Knight / Michael Breen		NEW ITEM	Private (3)
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			Private (3)
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
Page 22	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	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	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

<div> <div>Scheduled Upcoming Decisions</div> <div>Further details</div> </div>			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)
<div> <div>Ref</div> <div>SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services</div> </div>										
Cabinet meeting - Thursday 21 March 2024 (report deadline 4 March)										
SI	Housing Forward Investment Programme 2024/25 (and 2023/24 review)	Following Cabinet's decision in September 2023, this new annual report will agree the forward programme of specific Housing Revenue Account works for the ensuing financial year and provide suitable delegated authority to the Corporate Director to implement the programme over the period. The report will also include a look-back at delivering the past year's programme and the investment being made by the Council to upgrade the Council's housing stock.			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Perry Scott / Gary Penticost		NEW ITEM	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 Page 23	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	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

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)
Ref				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	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	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	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							
Cabinet meeting - Thursday 23 May 2024 (report deadline 3 May)																		
SI	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	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							

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

<div> <div>Scheduled Upcoming Decisions</div> <div>Further details</div> </div>			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	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
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)

<div> <div>Scheduled Upcoming Decisions</div> <div>Further details</div> </div>			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	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

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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
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	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		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		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 Draft Hillingdon Cycling Strategy Bus Routes around/across Borough (inc. TfL representative) TBC	X			X				X		X		X	
Utility Companies External Scrutiny TBC													
Past Review Delivery Highways Resurfacing (TBC for October 2024)													

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