



HILLINGDON  
LONDON



# Corporate Resources & Infrastructure Select Committee

## Councillors on the Committee

Councillor John Riley (Chair)  
Councillor Adam Bennett (Vice-Chair)  
Councillor Kaushik Banerjee  
Councillor Farhad Choubedar  
Councillor Stuart Mathers (Opposition Lead)  
Councillor Elizabeth Garelick  
Councillor Narinder Garg

**Date:** WEDNESDAY 12 JUNE  
2024

**Time:** 7.00 PM

**Venue:** CCOMMITTEE ROOM 5 -  
CIVIC CENTRE

**Meeting  
Details:** Members of the Public and  
Press are welcome to attend  
this meeting

**This agenda and associated  
reports can be made available  
in other languages, in braille,  
large print or on audio tape.  
Please contact us for further  
information.**

**Published:** Tuesday 4 June 2024

**Contact:** Anisha Teji, Democratic Services  
**Tel:** 01895 277655  
**Email:** [ateji@hillingdon.gov.uk](mailto:ateji@hillingdon.gov.uk)

This Agenda is available online at:  
<http://modgov.hillingdon.gov.uk/ieListMeetings.aspx?CId=118&Year=0>

Lloyd White  
Head of Democratic Services  
London Borough of Hillingdon,  
Phase II, Civic Centre, High Street, Uxbridge, UB8 1UW  
[www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)

# Useful information for residents and visitors

## Travel and parking

Bus routes 427, U1, U3, U4 and U7 all stop at the Civic Centre. Uxbridge underground station, with the Piccadilly and Metropolitan lines, is a short walk away. Limited parking is available at the Civic Centre. For details on availability and how to book a parking space, please contact Democratic Services. Please enter from the Council's main reception where you will be directed to the Committee Room.

## Accessibility

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

## Attending, reporting and filming of meetings

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

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

## Emergency procedures

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

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



## Terms of Reference

<b>Cabinet Member Portfolios</b>	<ul style="list-style-type: none"> <li>• Leader of the Council</li> <li>• Cabinet Member for Corporate Services</li> <li>• Cabinet Member for Finance</li> <li>• Cabinet Member for Property, Highways &amp; Transport</li> </ul>
<b>Relevant service areas</b>	<ol style="list-style-type: none"> <li>1) Democratic Services</li> <li>2) Finance</li> <li>3) Procurement &amp; Commissioning</li> <li>4) Counter Fraud &amp; Business Assurance</li> <li>5) Digital &amp; Information (Customer Access, Business Intelligence, Digital, Technology, Information Governance)</li> <li>6) Strategic Partnerships</li> <li>7) Consultation &amp; engagement</li> <li>8) Corporate Communications</li> <li>9) Legal Services</li> <li>10) Human Resources</li> <li>11) Business Administration (incl. Mortuary)</li> <li>12) Transformation (BID)</li> <li>13) Operational Assets (Repairs &amp; Engineering, Planned Works, Disabled Facilities, Building safety &amp; FM)</li> <li>14) Property Services</li> <li>15) Capital Programme (inc. Major Projects)</li> <li>16) Transportation</li> <li>17) Highways</li> <li>18) Health &amp; Safety / Emergency Response</li> </ol>

### Cross cutting topics

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

- Resident Experience
- Civic Centre, Property and built assets

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

# Agenda

- 1 Apologies for Absence
- 2 Declarations of interest in matters coming before this meeting
- 3 Minutes of the previous meeting 1 - 2
- 4 Minutes from the Property, Highways and Transport Select Committee - 9 April 2024 3 - 6
- 5 Minutes from Finance and Corporate Services Select Committee - 17 April 2024 7 - 10
- 6 To confirm that the items of business marked as Part I will be considered in Public and that the items marked as Part II will be considered in Private
- 7 Introduction to the Corporate Resources and Infrastructure Select Committee and its remit 11 - 20
- 8 Council's Emergency Management and Response Service 21 - 22
- 9 Road Safety Review Update 23 - 28
- 10 Forward Plan 29 - 40
- 11 Work Programme 41 - 44

# Agenda Item 3

## Minutes

### CORPORATE RESOURCES & INFRASTRUCTURE SELECT COMMITTEE

9 May 2024

Meeting held at Council Chamber - Civic Centre,  
High Street, Uxbridge UB8 1UW



	<b>Committee Members Present:</b> Councillors John Riley (Chair) Adam Bennett (Vice-Chair) Kaushik Banerjee Farhad Choubedar Stuart Mathers (Opposition Lead) Elizabeth Garelick Narinder Garg	
1.	<b>ELECTION OF CHAIR</b> ( <i>Agenda Item 1</i> )  <b>RESOLVED: That Councillor Riley be elected as Chair of the Corporate Resources &amp; Infrastructure Select Committee for the 2024/2025 Municipal Year.</b>	<b>Action by</b>
2.	<b>ELECTION OF VICE-CHAIR</b> ( <i>Agenda Item 2</i> )  <b>RESOLVED: That Councillor Bennett be elected as Vice-Chair of the Corporate Resources &amp; Infrastructure Select Committee for the 2024/2025 Municipal Year.</b>	<b>Action by</b>
The meeting, which commenced at 9.05 pm, closed at 9.10 pm.		

These are the minutes of the above meeting. For more information on any of the resolutions please contact Anisha Teji, Senior Democratic Services Officer on . Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

This page is intentionally left blank

## Minutes

### PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE

9 April 2024



Meeting held at Committee Room 5 - Civic Centre

	<p><b>Committee Members Present:</b> Councillors Keith Burrows (Chair), Peter Smallwood (in place of Steve Tuckwell), Ekta Gohil (in place of Darran Davies), Elizabeth Garelick, Kamal Preet Kaur and Peter Money (Opposition Lead)</p> <p><b>LBH Officers Present:</b> Anisha Teji – Senior Democratic Services Officer Stephen Gunter – Fleet Manager Matthew Kelly - Director of Procurement and Commissioning</p>
70.	<p><b>APOLOGIES FOR ABSENCE AND TO REPORT THE PRESENCE OF ANY SUBSTITUTE MEMBERS</b> (<i>Agenda Item 1</i>)</p> <p>Apologies for absence were received from Councillor Steve Tuckwell with Councillor Peter Smallwood substituting. Apologies for absence were also received from Councillor Darran Davies with Councillor Ekta Gohil substituting.</p>
71.	<p><b>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING</b> (<i>Agenda Item 2</i>)</p> <p>There were no declarations of interest.</p>
72.	<p><b>TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING</b> (<i>Agenda Item 3</i>)</p> <p><b>RESOLVED:</b> That the minutes from the meeting on 6 March 2024 be confirmed as an accurate record.</p>
73.	<p><b>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</b> (<i>Agenda Item 4</i>)</p> <p>It was confirmed that all items would be heard in Part I.</p>
74.	<p><b>REVIEW INTO THE COUNCIL'S ROAD SAFETY INITIATIVES AND ACTIVITIES AROUND THE BOROUGH'S SCHOOLS</b> (<i>Agenda Item 5</i>)</p> <p>The Committee considered the draft recommendations for the review that were circulated to Members prior to the meeting.</p> <p>Members also discussed suggestions put forward by Councillor Kaur and these were incorporated into the draft recommendations.</p> <p><b>RESOLVED:</b> That delegated authority be given to Democratic Services to finalise the recommendations with the Chair and Labour Lead and prepare a report</p>

**concluding the Committee's review.**

**75. PRESENT AND FUTURE OF THE FLEET** (*Agenda Item 6*)

The Director of Procurement & Commissioning and the Fleet Manager introduced the report on the Present and Future of the Fleet which provided details on the composition of the Council's fleet, the key challenges within fleet and future decision making around the fleet replacement programme.

It was reported that the main challenge for the fleet was driver behaviour and avoidable fleet damage. Avoidable fleet damage was costing the Council more than £800k per annum.

The Committee heard that the cost of fleet damage had been under review by management and the reasons for the increasing costs were wide and varied. It was reported that historically data had been unavailable to provide sufficient management oversight however this had improved in the last 12 months with the purchase and installation of new 'tracker' devices and improved reporting. Vehicles and associated budgets were managed by the fleet team which created a disconnect in ownership of vehicles and users, the culture of work within some teams and the nature of the fleet was different from an average road fleet undertaking the same function day in and day out. Hillingdon vehicles operated in challenging operational environments where damage was more likely to be incurred and external factors such as the costs of operating vehicles and costs relating to insurance, repair & maintenance continued to rise.

A regular fleet forum comprising operational and senior management took place to help address the issues and drive down the costs being incurred. One of the outputs of the forum was a combined insurance damage report which required the operational teams to record actions taken for incidents. The Fleet team also liaised with other councils to share good work practices and perform benchmarking exercises.

The Committee heard that driver behaviour played a crucial role in fleet costs and the inclusion of tracking devices offered information on how vehicles were used. The system processed the data to generate an Eco Efficient Driver Index (EDI). Each driver received an EDI score which served as an overall performance monitor. These scores were specifically used in regular discussions with drivers with poor performance.

Members were informed that vehicles consumed substantial amounts of fuel. A review was underway to assess green spaces' winter fleet, aiming to identify opportunities for reduction during winter months. Over the past 18 months, significant progress had been made in fleet utilisation and four vehicles had been from the fleet. The Council followed a cyclical vehicle replacement program to maintain cost-effectiveness and reliability.

There were 90 frontline service vehicles that had reached the end of their serviceable life and were no longer subject to daily fees. These vehicles were in their ninth year of operation, with reliability declining and maintenance costs rising. There was a recommendation to replace 32 vehicles with electric equivalents however factors such as charging facilities, speed of charging, grid capacity, payload, cost and maintenance first had to be considered.

During Member questions it was noted that 45% of the heavy duty drivers were agency



	<p>drivers and there were numerous behaviour challenges including conflict between newer and more established drivers. Training had been provided to drivers and the introduction of the EDI was good as it alerted drivers to instances of speeding or harsh braking. The benchmark score for EDI was 80% a week however there was still room for improvement.</p> <p>In response to questions regarding trailing 26 tonne wagons, it was explained that charging the vehicles could only be done at the depot and this was difficult due to the amount of charge or battery required. The charging time would be approximately 7 hours to fully charge. When the vehicle came back after its daily use there was only 30% charge left so it couldn't be used for second day without charge which was problematic. Factors such as weight and weather conditions also needed to be considered when charging vehicles along with grid capacity.</p> <p>It was confirmed that the 800k per annum in avoidable fleet damage was a combined cost of damages and insurance. There were plans to include dash cams in vehicles in the future and the introduction of the ULEZ charge was around £20k a month. A close eye was kept on the market for both electric and hydrogen vehicles.</p> <p>In terms maintenance versus hiring, it was noted that the current arrangement involved purchasing vehicles and maintaining them through an on-site maintenance provider. Hiring vehicles was significantly more expensive than the present arrangements. When Council owned vehicles reached the end of their life, they still had asset value in contrast to hired vehicles which had no residual value. Damage costs were also incurred when returning hired vehicles. It was noted that hiring vehicles impacted the revenue budget and purchasing vehicles affected the capital budget, allowing for better financial planning.</p> <p>It was acknowledged that it was difficult to maintain the fleet for the size of Hillingdon and officers were thanked for their work and detailed presentation.</p> <p><b>RESOLVED: That the report on the Future and Present of the Fleet was noted.</b></p>
76.	<p><b>CABINET FORWARD PLAN</b> (<i>Agenda Item 7</i>)</p> <p>It was noted that the report on the School Capital Programme had been deferred to May Cabinet due to project time-frames and to allow a more meaningful update on the Meadow School project and proposed SEN free school to be provided.</p> <p><b>RESOLVED: That the update and the Forward Plan be noted.</b></p>
77.	<p><b>WORK PROGRAMME</b> (<i>Agenda Item 8</i>)</p> <p><b>RESOLVED: That the work programme be noted.</b></p>
	<p>The meeting, which commenced at 7.00 pm, closed at 7.55 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Anisha Teji on Ateji@hillingdon.gov.uk 01895 277655. Circulation of these minutes is to Councillors, Officers, the Press and Members of the



## Minutes

### FINANCE AND CORPORATE SERVICES SELECT COMMITTEE

17 April 2024



Meeting held at Committee Room 5 - Civic Centre

	<p><b>Committee Members Present:</b> Councillors John Riley (Chair), Wayne Bridges (Vice-Chair), Kaushik Banerjee, Kishan Bhatt, Narinder Garg, Raju Sansarpuri and Stuart Mathers (Opposition Lead)</p> <p><b>LBH Officers Present:</b> Anisha Teji, Democratic Services Dan Kennedy, Corporate Director for Central Services Andy Evans, Corporate Director for Finance Matthew Wallbridge, Chief Digital and Information Officer Fiona Irvine, Lead Officer for Transformation and Business Change</p>
71.	<p><b>APOLOGIES FOR ABSENCE</b> (<i>Agenda Item 1</i>)</p> <p>There were no apologies for absence.</p>
72.	<p><b>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING</b> (<i>Agenda Item 2</i>)</p> <p>None.</p>
73.	<p><b>MINUTES OF THE PREVIOUS MEETING</b> (<i>Agenda Item 3</i>)</p> <p><b>RESOLVED:</b> That the minutes from the meeting on 5 March 2024 be agreed subject to noting the Committee's request for the final report on the Council's Consultation Arrangements be considered at Full Council.</p>
74.	<p><b>TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED AS PART I WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS MARKED AS PART II WILL BE CONSIDERED IN PRIVATE</b> (<i>Agenda Item 4</i>)</p> <p>It was confirmed that agenda items 1 – 5 and 7 – 8 would be considered in Part I.</p> <p>It was agreed that agenda item 6 – Presentation on Cyber Security would be heard in Part II due to information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.</p>
75.	<p><b>THE COUNCIL'S TRANSFORMATION AND BUSINESS CHANGE PROGRAMME</b> (<i>Agenda Item 5</i>)</p> <p>The Lead Officer for Transformation and Business Change, Chief Digital and Information Officer, Corporate Director for Central Services and Corporate Director for Finance presented the item on The Council's Transformation and Business Change Programme.</p>

The presentation provided an overview on the Council's transformation programme, the programme to date, current projects, the Council Strategy 2022 – 2026, change projects and delivering financial effectiveness. Officers discussed the ambition, resources, and governance structure for the transformation, highlighting the mission to create a sustainable, efficient, and resident-friendly council. The Council's history of transformation and the recent focus on technology to enhance service delivery was emphasised.

In March 2023, a new transformation program was initiated, involving the recruitment of a skilled business change team and a £10 million capital investment in technology, digital, and data. A digital roadmap for the next three years was established. The governance process for project monitoring was explained, featuring a lifecycle approach and regular service development meetings for oversight and accountability.

The presentation covered 27 live projects aligned with the Council's strategy, including projects for housing and homelessness, which aimed to improve customer experience and data use. A review of fostering services sought to address recruitment and retention challenges, aiming for cost savings and better outcomes for foster children.

The UK Shared Prosperity Fund project was allocated £1.7 million, including capital, for community, business growth and how the Council could improve communities and place. An employability project in the concept stage aimed to maximise employment opportunities for residents, and updates on the digital project focused on enhancing the Council's digital capabilities.

The employability project's goal to link residents with meaningful work and the digital project's focus on customer experience and digital inclusion were discussed. The financial case for service transformation was emphasised, with a need for efficiency and value for money despite financial challenges.

The Committee welcomed the transformation programme's focus on Council operation efficiency and improved resident services. Officers detailed their resident engagement approach, using the fostering project as an example of feedback collection. The importance of tracking project benefits, the outcomes and ensuring delivery in accordance with the business plan and exploring why desired outcomes had not been delivered was highlighted.

The conversation shifted to the broader benefits of the transformation programme, such as the positive impact on children in foster care. The need to communicate these benefits to residents was discussed. Officers reported on a fostering event and ongoing evaluations of initiatives. They also discussed the financial aspects of transformation, including potential efficiency gains through digital transformation.

Specific examples included establishing children's residential homes and integrating technology to support independent living were highlighted to the Committee.

Some concerns were raised regarding project feasibility and resilience. Officers outlined their strategic planning process, emphasising best practices and strong governance. It was explained in the past, the Council embarked on transformative projects, initially driven by data demands and opportunities in areas like housing and fostering. However, moving forward, the Zero Based budgeting collaboration with Grant Thornton provided an additional layer of assurance. Officers were mapping out initiatives, assessing costs, and considering lead times to create a structured roadmap. There was a focus on identifying the right projects that provided maximum returns.

	<p>It was reported that in May 2024, the Corporate Management Team would review the draft strategy and over the next few months, these initiatives would be rolled using channels such as social media. Trend analysis was being conducted on the Members enquiries system as there was a high volume of enquiries and how to signpost queries was being explored.</p> <p>Some Members raised concerns about quality and sustainability in transformation projects. The response highlighted the importance of quality and innovative solutions like cameras on refuse trucks for issue detection.</p> <p>The committee discussed the need for effective communication and engagement with residents, the consolidation of projects to avoid duplication, and the Council’s focus on prevention and process streamlining. A comprehensive communications plan was acknowledged as necessary to educate residents and encourage self-service.</p> <p>Members thanked officers for their presentation and attendance. The Committee invited officers to attend Committee in the new municipal year to provide an update on work.</p>
76.	<p><b>PRESENTATION ON CYBER SECURITY</b> (<i>Agenda Item 6</i>)</p> <p><i>This item was discussed as a Part II item without the press or public present as the information under discussion contained confidential or exempt information as defined by law in the Local Government (Access to Information) Act 1985. This was because it discussed ‘information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime, e.g. proposed police action or planned trading standards investigation.’ (paragraph 7 of the schedule to the Act).</i></p> <p>The Council’s Chief Digital and Information Officer provided the Committee with insights into the current threat landscape and recent cyber incidents. The presentation highlighted various trends, including supply chain attacks, triple extortion, ransomware as a service, attacking unpatched systems, and phishing. Case studies were explored and how different organisations had been impacted by the attacks. Members heard about the need for improvement in specific areas and the importance of addressing cyber threats and enhancing cyber security culture in organisations.</p> <p><b>RESOLVED: That the presentation on Cyber Security be noted.</b></p>
77.	<p><b>CABINET FORWARD PLAN</b> (<i>Agenda Item 7</i>)</p> <p><b>RESOLVED: That the Forward Plan be noted.</b></p>
78.	<p><b>WORK PROGRAMME</b> (<i>Agenda Item 8</i>)</p> <p><b>RESOLVED: That the work programme be noted.</b></p>
	<p>The meeting, which commenced at 7.00 pm, closed at 8.55 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Anisha Teji on 01895 277655 [ateji@hillington.gov.uk](mailto:ateji@hillington.gov.uk).

---

Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

## INTRODUCTION TO THE CORPORATE RESOURCES AND INFRASTRUCTURE SELECT COMMITTEE AND ITS REMIT

<b>Committee name</b>	Corporate Resources and Infrastructure Select Committee
<b>Officer reporting</b>	Anisha Teji, Democratic Services
<b>Papers with report</b>	Appendix A – Overview and Scrutiny in Hillingdon Appendix B – Full Breakdown of Service Areas Appendix C – List of previous Reviews undertaken by all Select Committees

### HEADLINES

This report provides Members with an introduction to the Corporate Services and Infrastructure Select Committee and its remit.

### RECOMMENDATION:

**That the Committee notes the report and seek any clarifications required.**

### SUPPORTING INFORMATION

#### The role of Select Committees

In Hillingdon, overview and scrutiny is undertaken by 4 select committees:

- Residents' Services Select Committee
- Health and Social Care Select Committee
- Children, Families and Education Select Committee
- Corporate Resources and Infrastructure Select Committee

*Appendix A* provides further information on the overview and scrutiny structure in Hillingdon.

The Committees have a responsibility in monitoring council and other public services in Hillingdon, influencing policy and directly engaging residents and local organisations in this important work. Each Committee's remit provides close alignment with the responsibilities of Cabinet Member and Officer Directorates. This gives strong accountability in the council's overall decision-making process.

Select Committees play an important role in:

- assisting in the development of Council policy and the improvement of services and efficiency;
- reviewing and evaluating the actions of the executive (i.e. Cabinet / Cabinet Member) before and after decisions are taken;
- having the power to make reports and recommendations on such matters and;
- scrutinising local health services and crime and disorder (if in a committee's remit).

## Remit of this Select Committee

On 9 May 2024 Full Council approved the appointment of the Corporate Resources and Infrastructure Select Committee, a merger of the two previous select committees.

This updated Committee's specific Terms of Reference are set out below, as per the Council's Constitution. They set the parameters (Cabinet Member portfolios and service areas) in which the Committee can undertake reviews, monitor, request reports from and provide input to Cabinet on matters, as per its general responsibilities above:

<b>Cabinet Member Portfolios</b>	<ul style="list-style-type: none"> <li>• Leader of the Council</li> <li>• Cabinet Member for Corporate Services</li> <li>• Cabinet Member for Finance</li> <li>• Cabinet Member for Property, Highways &amp; Transport</li> </ul>
<b>Relevant service areas</b>	<ol style="list-style-type: none"> <li>1) Democratic Services</li> <li>2) Finance</li> <li>3) Procurement &amp; Commissioning</li> <li>4) Counter Fraud &amp; Business Assurance</li> <li>5) Digital &amp; Information (Customer Access, Business Intelligence, Digital, Technology, Information Governance)</li> <li>6) Strategic Partnerships</li> <li>7) Consultation &amp; engagement</li> <li>8) Corporate Communications</li> <li>9) Legal Services</li> <li>10) Human Resources</li> <li>11) Business Administration (incl. Mortuary)</li> <li>12) Transformation (BID)</li> <li>13) Operational Assets (Repairs &amp; Engineering, Planned Works, Disabled Facilities, Building safety &amp; FM)</li> <li>14) Property Services</li> <li>15) Capital Programme (inc. Major Projects)</li> <li>16) Transportation</li> <li>17) Highways</li> <li>18) Health &amp; Safety / Emergency Response</li> </ol>

### Cross cutting topics

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

- Resident Experience
- Civic Centre, Property and built assets

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

A full breakdown of the different service areas can be found in *Appendix C*.

It is important that the Committee remains wholly within its Terms of Reference when undertaking scrutiny activity and Democratic Services can advise further on this if required at meetings, as and when potential items are requested to be looked into by the committee.



## Recent and Current Activity Undertaken by other Select Committees

<b>Select Committee</b>	<b>Activity areas during 2023-2024</b>
<b>Former Property, Highways and Transport Select Committee</b>	Platinum Jubilee Leisure Centre, Project Updates on West Drayton and Hayes Estate Regeneration Budget, Draft Hillingdon Cycling Strategy 2023 – 2028, Civic Centre Works - Project Update, Cranford Park Heritage Asset Project, Building Safety Update, Present and Future of the Fleet
<b>Former Finance and Corporate Services Select Committee</b>	Digitalisation of the Contact Centre and Human Resources Function, Annual Complaints and Service Monitoring Update Report, Budget Updates, Staff Skills, Learning and Development, First Aid Awareness and Training, Health, and Safety Services, Treasury Management, Members Enquiry, The Council’s digital journey & resident/Member experience, The Council’s Transformation and Business Change Programme and Cybersecurity
<b>Children, Families and Education Select Committee</b>	Persistent Absenteeism, Hillingdon 0-19 Years Core Offer to Children, Young People And Their Families, Youth Offer Consultation, School Place Planning, Budget, Children's Safeguarding Partnership Annual Report, SEND Strategy, Ukrainian Children update, School Admissions Arrangements, DPS for Alternative Provision - Education and SEND, Learn Hillingdon Annual Report, School Organisation Plan, Annual Education Standards report and Hillingdon Music Hub Annual Report, Budget
<b>Residents’ Services Select Committee</b>	Homeless Prevention & the Customer Journey, Impact of HS2 on Parking and Noise, Public Space Protection Order 2023 Review, High Street Regeneration Post Covid Evaluation, Scrutiny of the Safer Hillingdon Partnership, Budget, The Locata Housing System, Hillingdon Canals, Anti-social and Environment Team (ASBET) update, Community Infrastructure Levy and S106 Monitoring - Annual Report, Local Flood Risk Management Strategy, Strategic Climate Action Plan, Tree Planting and Weed Control and Food Waste – Success of the Scheme
<b>Health and Social Care Select Committee</b>	Family Hubs - National and Local Context, Police and Mental Health Attendance at A&E, Older People’s Plan, Hillingdon Safeguarding Partnership Annual Report 2022-2023, GP Pressures, 2023/25 Better Care Fund Section 75 Agreement, Health Scrutiny and the New Reconfiguration Arrangements, Health Service Provision in Hillingdon's Rural Areas, North West London Joint Health Overview and Scrutiny Committee and Budget updates.

--	--

## Multi-year work programme

The way that each select committee plans their work is via the multi-year work programme, which is on the agenda for every meeting. It's an important 'live' document, as it sets out the programme of activity at each committee meeting. It is developed and steered with the chairman and owned by the Committee, who can shape and adapt it, as the time progresses.

Multi-year work programmes can cover:

1. Policy reviews (which can span months with witness sessions)
2. Regular service / performance reports
3. One off information reports
4. Cabinet Forward Plan
5. Any external scrutiny (if applicable)
6. Past review monitoring
7. Other activity, e.g. site visits

It is important to keep the work programme manageable, and thereby the activity undertaken at each meeting, achievable. For example, each additional information report requested by the Committee will have additional resource implications for council service areas. Good timing is also a factor to enable officers sufficient notice to prepare any information or committee report given competing demands on their service areas.

## Undertaking policy reviews

A key role of select committees are to shape and develop policies and deliver improvements to council services. Over the years, committees have undertaken successful in-depth reviews and this has resulted in a number of positive changes locally, with some also affecting policy at a national level. The typical cycle of a more in-depth policy review is as follows:

1. Selection of topic;
2. Scoping and structuring the review;
3. Witness & evidence stage (this is the main activity seeking out evidence);
4. Draft recommendations considered;
5. Final report, with recommendations, approved by Committee;
6. Report referred to Cabinet for consideration and decision;
7. If agreed by Cabinet, monitoring of the approved recommendations at a later date.

Some committees opt for quick single meeting reviews where the topic and service area to be scrutinised is very focussed. It is advisable that any review is done one at a time, given resources.

In undertaking reviews, committees have a lot of tools at their disposal to get the best outcome. This is usually gained from the external witnesses that participate, the evidence and data considered but importantly the voice of users or residents concerned. It is vital for the committee to have both qualitative and quantitative data to support their inquiries. Committee are also not bound by their formal structure of evening meetings. Site visits, informal meetings and workshops can sometimes be more productive in gathering evidence.

Useful things that Councillors themselves can also do in preparation for reviews are:

- Prepare your own draft questions for witnesses in advance;
- Find out more about any individual or external organisation invited;
- Do your own additional research on the topic - you may find something officers don't!
- Use your network of councillors in other local authorities to seek any views;
- Talk to residents at surgeries about the review - get their thoughts.

Policy reviews will be a matter for a more detailed discussion at the July meeting of the committee.

However, for information, *Appendix B* of this report, sets out the previous reviews undertaken by Overview and Scrutiny Committees in Hillingdon over the last 5 years.

## **BACKGROUND PAPERS**

[Council Constitution](#)

# Appendix A – Overview and Scrutiny Structure in Hillingdon

## Select Committees & Chairs 2024/25



## Appendix B – Full Breakdown of Relevant Service Areas

Relevant service areas	Breakdown
<b>Democratic Services</b>	<ul style="list-style-type: none"> <li>• Democracy – Council Governance / Decision-Making / Committee Support / Overview &amp; Scrutiny / Petitions / Appeals / Member Advice &amp; Support</li> <li>• Member Development &amp; Training</li> <li>• Elections / Electoral Registration</li> <li>• Registrar of Births, Deaths and Marriages</li> <li>• Member Standards and Ethics</li> <li>• Mayoralty &amp; Civic &amp; Ceremonial Events</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Medium Term Financial Forecast (MTFF) Strategy, Budget Setting and Monitoring</li> <li>• Capital Budgeting and Monitoring</li> <li>• Revenues and Benefits</li> <li>• Transactional Finance</li> <li>• Systems Maintenance and Development Lead</li> <li>• Client Financial Affairs</li> <li>• Service Finance and Business Partnering</li> <li>• Insurance</li> <li>• Children's Access to Resources</li> <li>• Finance Directorate Training and Development</li> </ul>
<b>Procurement &amp; Commissioning</b>	<ul style="list-style-type: none"> <li>• Procurement and Commissioning Governance</li> <li>• Category Management</li> <li>• Energy Management</li> <li>• Fleet Management</li> </ul>
<b>Counter Fraud</b>	<ul style="list-style-type: none"> <li>• Counter Fraud</li> <li>• Investigations</li> </ul>
<b>Audit &amp; Business Assurance</b>	<ul style="list-style-type: none"> <li>• Internal Audit</li> <li>• External Audit</li> <li>• Risk Assurance</li> <li>• Annual Governance Reporting</li> </ul>
<b>Digital &amp; Information</b>	<ul style="list-style-type: none"> <li>• Customer Access / Experience &amp; Contact Centre</li> <li>• Technology</li> <li>• Digital / ICT</li> <li>• Business Intelligence (inc. Performance, complaints &amp; MEs)</li> <li>• Information Governance</li> </ul>
<b>Strategic Partnerships</b>	<ul style="list-style-type: none"> <li>• Various partnerships, e.g. Brunel University</li> </ul>
<b>Consultation &amp; engagement</b>	<ul style="list-style-type: none"> <li>• Corporate Consultation guidance</li> <li>• Consultation events / assemblies</li> </ul>
<b>Corporate Communications</b>	<ul style="list-style-type: none"> <li>• Media Relations</li> <li>• Campaigns and Marketing</li> <li>• Publications</li> </ul>

	<ul style="list-style-type: none"> <li>• Social Media</li> <li>• Design</li> <li>• Website Content</li> <li>• Internal Communications</li> </ul>
<b>Legal Services</b>	<ul style="list-style-type: none"> <li>• Legal Casework</li> <li>• GDPR</li> <li>• Freedom of Information Requests</li> <li>• Subject Access Requests</li> <li>• Monitoring Officer</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• HR Strategy, policies &amp; guidance</li> <li>• Recruitment Processes</li> <li>• Workforce Planning</li> <li>• Learning and Development</li> <li>• Apprenticeships</li> </ul>
<b>Business Administration (incl. Mortuary)</b>	<ul style="list-style-type: none"> <li>• Executive Assistants and PAs</li> <li>• Business Support and Technical Admin for Service Areas</li> <li>• Post Room</li> <li>• Mortuary</li> </ul>
<b>Transformation (BID)</b>	<ul style="list-style-type: none"> <li>• Various connected activity</li> </ul>
<b>Operational Assets</b>	<ul style="list-style-type: none"> <li>• Repairs and Engineering, incl. housing</li> <li>• Planned Works</li> <li>• Disabled Facilities</li> <li>• Green Homes Projects</li> <li>• Decarbonisation Projects</li> <li>• Building Safety</li> <li>• Facilities Management</li> <li>• Disabled Facilities Grants / Major Adaptations</li> </ul>
<b>Property Services</b>	<ul style="list-style-type: none"> <li>• Estates Management</li> <li>• Strategic Property</li> </ul>
<b>Capital Programme (inc. Major Projects)</b>	<ul style="list-style-type: none"> <li>• Capital Programmes</li> <li>• School Building and Conditions Programme</li> <li>• Major Projects, e.g. Leisure Centre</li> </ul>
<b>Transportation</b>	<ul style="list-style-type: none"> <li>• Strategic aspects of all transport modes (principally road traffic and all forms of public transport)</li> <li>• Parking and Road Safety Engineering design (including design of new parking schemes and related Traffic Management Order making)</li> <li>• Road Safety Education, training and publicity (including sustainable transport associated with schools)</li> <li>• Transport for London liaison (including making bids for transport related funding)</li> <li>• Town Centre renewal projects;</li> <li>• £1.5M per annum Chrysalis Programme</li> <li>• Ward Budgets Programme</li> <li>• S106 transport spend</li> <li>• Borough transport liaison with external stakeholders</li> </ul>
<b>Highways</b>	<ul style="list-style-type: none"> <li>• Reactive maintenance (routine safety inspections and defect repairs)</li> <li>• Licences and temporary traffic order</li> <li>• Street work licences and work coordination</li> </ul>

	<ul style="list-style-type: none"><li>• Strategy and Policy</li><li>• Highways asset management</li><li>• Planned maintenance and improvement projects.</li><li>• Highways project design and delivery</li><li>• Vehicle crossovers</li><li>• Developer works - S278/S38</li><li>• External/Internal communication and liaison</li><li>• Street lighting maintenance</li><li>• Electric Vehicle Infrastructure</li><li>• Highway structure maintenance i.e. Bridges, footbridges, culverts and retaining walls etc</li><li>• Highway drainage – annual gully cleaning and maintenance</li><li>• Line marking and sign maintenance.</li><li>• Winter service – gritting</li><li>• Emergency response team - 24/7 all year round</li></ul>
--	--

# Appendix C - List of recent reviews undertaken by all Select Committees

(with hyperlinks)

## May 2022 - 2024

- [Procurement within Hillingdon](#)  
(Considered at the Cabinet meeting on 15 February 2024)
- [Stronger Families Hub: Our Engagement with Key Stakeholders – Exploring Participation and Feedback to Improve Service and Satisfaction](#)  
(Considered at the Cabinet meeting on 9 November 2023)
- [Alley Gating in Hillingdon](#)  
(Considered at the Cabinet meeting on 9 November 2023)
- [Attaining Best Practice and Value for the Council's Highways Resurfacing Programme](#)  
(Considered at the Cabinet Meeting on 24 March 2024)
- [Hillingdon's Empty Homes Council Tax](#)  
(Considered at the Cabinet meeting on 15 December 2022)
- [Review of the CAMHS Referral Pathway](#)  
(Considered at the Cabinet meeting on 24 March 2024)

## Previous reviews 2019 - 2022

- [The Council's offer of Assisted Living Technologies](#)  
(considered at the [Cabinet meeting on 21 April 2022](#))
- [Electric Vehicles, Infrastructure and Future Policy Development for the Borough](#)  
(considered at the [Cabinet meeting on 24 March 2022](#))
- [Our engagement with tenants and leaseholders](#)  
(considered at the [Cabinet meeting on 17 February 2022](#))
- [Performance Reporting and Monitoring in Hillingdon](#)  
(considered at the [Cabinet meeting on 17 February 2022](#))
- [Adult & Community Learning Service \(ACE\)](#)  
(considered at the [Cabinet meeting on 11 November 2021](#))
- [Children's Dental Health](#)  
(considered at the [Cabinet meeting on 14 October 2021](#))
- [Voluntary Sector Response to Covid-19](#)  
(considered at the [Cabinet meeting on 27 May 2021](#))
- [Making the Council More Autism Friendly](#)  
(considered at the Virtual [Cabinet meeting on 22 April 2021](#))
- [Review into Littering and Fly-tipping](#)  
(considered at the Virtual [Cabinet meeting on 22 October 2020](#))
- [Review into GP Pressures](#)  
(considered at the [Cabinet meeting on 23 January 2020](#))
- [Universal Credit: likely favourable and adverse impacts, risks and local partnership response](#)  
(considered at the [Cabinet meeting on 14 November 2019](#))
- [Community safety and new policing structures in Hillingdon](#)  
(considered at the [Cabinet meeting on 25 July 2019](#))
- [Combating the homophobic, biphobic and transphobic bullying of young people in Hillingdon](#)  
(considered at the [Cabinet meeting on 20 June 2019](#))



## COUNCIL'S EMERGENCY MANGEMENT AND RESPONSE SERVICE

<b>Committee name</b>	Corporate Resources & Infrastructure Select Committee
<b>Officer reporting</b>	Kirstie Newham, Emergency Management and Response Service Manager
<b>Papers with report</b>	Presentation to follow at the meeting
<b>Ward</b>	All Wards

### HEADLINES

The Committee will hear a presentation on the Council's Emergency Management and Response Service.

### RECOMMENDATIONS:

**That the Committee notes the presentation on the Council's Emergency Response service.**

### Background

The presentation will aim to provide the Committee with an understanding of the role and responsibilities of the local authority when emergencies and major incidents occur. This directly links to the role of the Emergency Management and Response Service which supports the local authority to discharge its statutory duties in relation to emergencies.

### Resident Benefit

The Emergency Management and Response Services provides a critical role in civil protection in supporting residents and addressing community needs.

### Financial Implications

There are no direct financial implications associated with this report.

### Legal Implications

None.

### Background Papers

[What does the council do? - Hillingdon Council](#)

This page is intentionally left blank

## FORWARDING TO CABINET: FORMER REVIEW INTO THE COUNCIL'S ROAD SAFETY INITIATIVES AND ACTIVITIES AROUND THE BOROUGH'S SCHOOLS

<b>Committee name</b>	Corporate Resources & Infrastructure Select Committee
<b>Officer reporting</b>	Anisha Teji – Democratic Services
<b>Papers with report</b>	Appendix 1 – Draft Conclusions, Findings & Recommendations
<b>Ward</b>	All Wards

### HEADLINES

To progress the former select committee's review into Road Safety to Cabinet, following its merger into the new Corporate Resources & Infrastructure Select Committee.

### RECOMMENDATIONS:

**That the Committee:**

- 1. Note the former select committee's review and their final draft conclusions, findings and recommendations in Appendix 1;**
- 2. Delegate submission of these, and the final report on the matter to the Cabinet, to the Democratic Services Officer, in consultation with this Committee's Chair and other Members as appropriate.**

### Background

Before the Council's AGM in May, the former Property, Highways and Transport Select Committee was in the final stages of completing its in-depth review into the Council's Road Safety Initiatives and activities around the Borough's schools. A summary of the committee's review is set out below. A number of witness sessions were held by the Committee over a year, culminating in draft conclusions, findings and recommendations being considered at their meeting in April 2024.

The former chair of the Committee has agreed that its successor Select Committee [this committee] take forward the process of submitting the final recommendations and the associated report to Cabinet. These are set out in Appendix 1.

To do this in an efficient manner, and conscious that the current committee does not fully comprise Members on the former one who took part in the review, Officers advise that the Committee note the current recommendations and provide full delegated authority to submit them and also the final report to the Cabinet at the earliest opportunity.

In doing so, Democratic Services will consult with this Committee's Chair, the former chair, other relevant Councillors and ultimately the Cabinet Member before submitting the final report to Cabinet.

## Summary of the former committee's review

The former Property, Highways and Transport Select Committee agreed the following Terms of Reference for its review into road safety initiatives and activities around the Borough's schools:

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.

To take these objectives forward, during 2023/24, a number of witness sessions were held, hearing testimonies from officers, the Cabinet Member for Property, Highways and Transport, school representatives as well as witness testimonies from a local resident, schools and Youth Travel Ambassadors (YTA).

At the first witness session, the Committee heard about the importance of partnership between the Council and schools, emphasising the needs of different schools. Officers detailed the School Travel and Road Safety Team's efforts, highlighting collaboration with Transport for London. Additionally, discussions covered adult cycle training and the impact of electric bikes. The Committee praised efforts in Practical Pedestrian Training and discussed changes in TfL-funded safety programs.

At the second session, the Committee heard from witnesses from St Helen's College, who presented their Junior Travel Ambassador (JTA) program's achievements. Highlighted projects included funding applications, a road safety comic strip competition, and proposals for a Blue Peter road safety badge. The Committee praised their efforts and discussed expanding the program's reach. Suggestions to improve road safety included encouraging proper drop-off/pick-up locations and addressing inconsiderate parking. The importance of school engagement was also emphasised.

At later meetings, the Committee focused on the resident experience and a local resident explained their experience of traffic and safety issues near schools. Members heard about chaotic conditions during peak times, awareness, enhancing parking enforcement addressing parent behaviour. The Committee acknowledged similar issues borough-wide and emphasised the shared responsibility between schools, parents, and the Council. Witness testimonies from Guru Nanak Sikh Academy representatives discussed ongoing efforts to promote road safety, such as staggered drop-offs and pick-ups and engagement with local businesses. The Committee welcomed these initiatives and noted the school's unique challenges due to its location. The Academy's Headteacher discussed initiatives like alternative parking arrangements and educational efforts targeting parents and students. Concerns about safety, including abandoned vehicles and parental behaviour, were raised, with a focus on collaboration and education to address them.

Key statistics were highlighted to Members around accident data, traffic offences and the number of road safety initiatives. It was also emphasised that collaborating with schools and parents to

enhance safety measures around schools was essential. Members heard that officers were receptive to discussing safety measures with schools or parents and were consistently willing to engage in dialogue. Fostering communication and transparency remained a priority in promoting safer routes to school.

Further to this, Members discussed their potential recommendation ideas at their meeting in April 2024. These focused around communications, fostering relationships with different stakeholders, investigating appropriate areas for 20 mph zones and reviewing appropriate signage and road markings outside schools. The Committee's final draft conclusions, findings and recommendation are attached as Appendix 1.

## **CONSIDERATIONS**

### **Financial Implications**

There are no direct financial implications associated with the process of progressing this report to Cabinet. However, any recommendations to Cabinet will be subject to the usual financial review before submission.

### **Legal Implications**

None.

### **Background Papers**

[Committee minutes and witness sessions](#)

## Appendix 1 - Draft final recommendations

Through the witnesses and evidence received during the detailed review by the Committee, Members have agreed the following conclusions, findings and recommendations.

The Committee concluded:

1. There was excellent partnership working between the Transport team, schools and local communities and it was recognised that each school had unique characteristics, including student demographics, school location and traffic patterns.
2. There were effective communications between the Council and schools and this was demonstrated through the proactive Transport team that contacted schools regularly, conducted site visits and created different engagement workshops.
3. The Transport team had an extensive list of engineering works planned as part of its programme to increase road safety and this included works around providing zebra crossings, improving the condition of footway and carriageways, and improving signage.
4. The Transport team monitored accident data and near miss incidents to inform ways of working with schools and local community organisations.

The Committee found that:

1. Although the Transport team was proactive in fostering proactive partnership working with different schools, it was difficult to engage with some secondary schools.
2. Schools often had good initiatives in place to implement road safety measures however parents often caused issues during drop offs and picks up as they parked inconsiderably, and levels of enforcement varied which caused further disorder at school gates.

The Committee made the following recommendations:

1. Promote projects and events throughout the year through social media highlighting the Youth Travel Ambassador programmes and the Dragons Den event.
2. Explore ways on how communications can be better developed with schools that do not engage. This may include introducing working groups amongst schools, encouraging Ward Councillors to highlight the benefits of working with the Transport team and issuing advisories for schools to be shared with parents at the start of the academic year about safe drop off and pick-ups.
3. With the improvement in technology in CCTV cameras the Committee recommends that Cabinet reviews the current cameras used outside schools and looks at improving the cameras as an ongoing programme of works to ensure pupils and public are and remain safe outside schools where there are restricted parking areas and/or consider other enforcement options.
4. Cabinet instruct officers to continue making relevant applications to Transport for

London for funding to continue improving road safety across the Borough ensuring the roads across Hillingdon are safe for all users and that there is appropriate signage and road markings outside schools.

5. Cabinet instruct parking enforcement officers to attend the schools on a reasonable rotational basis.
6. Cabinet instructs officer investigate those schools that could benefit from 20 mph speed limits where appropriate and work with schools to identify safer crossing routes if appropriate.
7. Cabinet request officers investigate, where feasible, raising pavements and installing bollards outside schools to improve safety.

This page is intentionally left blank



## CABINET FORWARD PLAN

<b>Committee name</b>	Finance and Corporate Services Select Committee
<b>Officer reporting</b>	Anisha Teji, Democratic Services
<b>Papers with report</b>	Appendix A – Latest Forward Plan
<b>Ward</b>	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 Committee considers 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:

	<b>Committee action</b>	<b>When</b>	<b>How</b>
1	<b>To provide specific comments to be included in a future Cabinet or Cabinet Member report on matters within its remit.</b>	<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	<b>To request further information on future reports listed under its remit.</b>	<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	<b>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.</b>	<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	<b>To identify a forthcoming report that may merit a post-decision review at a later Select Committee meeting</b>	<p>As part of its post-decision scrutiny and broader reviewing role, this would be where the Select Committee may wish to monitor the implementation of a certain Cabinet or Cabinet Member decision listed/taken at a later stage, i.e., to review its effectiveness after a period of 6 months.</p> <p>The Committee should note that this is different to the use of the post-decision scrutiny ‘call-in’ power which seeks to ask the Cabinet or Cabinet Member to formally re-consider a decision up to 5 working days after the decision notice has been issued. This is undertaken via the new Scrutiny Call-in App members of the relevant Select Committee.</p>	<p>The Committee would add the matter to its multi-year work programme after a suitable time has elapsed upon the decision expected to be made by the Cabinet or Cabinet Member.</p> <p>Relevant service areas may be best to advise on the most appropriate time to review the matter once the decision is made.</p>

## BACKGROUND PAPERS

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

# 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 Directorate/Service Areas: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services D = Digital & Intelligence

### Cabinet meeting - 27 June 2024 (report deadline 10 June)

218	<b>Update to the Corporate Complaints Policy and Procedure</b>	The Local Government and Social Care Ombudsman and Housing Ombudsman have issued new and revised Complaint Handling Codes that require changes to the Council's Corporate complaints procedure. As a key corporate policy document, Cabinet will be asked to approve these.	N/A		<b>Cllr Douglas Mills - Central Services</b>	<b>Corporate Resources &amp; Infrastructure</b>	<b>D - Ian Anderson</b>		<b>NEW ITEM</b>	Public
198	<b>Willowtree Marina, Yeading</b>	Cabinet will consider a report regarding the disposal of land at the Willowtree Marina, Yeading.	Yeading		<b>Cllr Jonathan Bianco - Property, Highways &amp; Transport</b>	<b>Corporate Resources &amp; Infrastructure</b>	<b>P - James Raven / Julia Thompson / Tom Prevezer</b>			Private (3)
206	<b>Contracts for vehicle hire and damage repairs arrangements in support of the Fleet operation</b>	Cabinet will consider the award of contracts for vehicle hire and damage repair arrangements in support of the Council's fleet of vehicles delivering services to residents daily. These hire contracts will cover a range of vehicles from transit vans to refuse collection vehicles and the repairs contract will be in support of the main maintenance contract.	N/A		<b>Cllr Jonathan Bianco - Property, Highways &amp; Transport</b>	<b>Corporate Resources &amp; Infrastructure</b>	<b>R - Steve Gunter / Michelle Kenyon</b>			Private (3)
206	<b>Microsoft Azure [Infrastructure   Platform] as a Service</b>	Cabinet will consider procurement arrangements for the continued use of the Microsoft Azure Platform for critical line-of-business applications, along with its Cloud Solution partner supporting this.	N/A		<b>Cllr Douglas Mills</b>	<b>Corporate Resources &amp; Infrastructure</b>	<b>D - Michael Clarke</b>			Private (3)
SI	<b>Public Preview of matters to be considered in private</b>	A report to Cabinet to provide maximum transparency to residents on the private matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		<b>All Cabinet Members</b>	<b>All</b>	<b>C - Democratic Services</b>			Public
SI	<b>Minor Property Transactions</b>	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		<b>Cllr Jonathan Bianco - Property, Highways &amp; Transport</b>	<b>Corporate Resources &amp; Infrastructure</b>	<b>P - James Raven</b>			Private (3)
SI	<b>Budget Outturn 2023/24</b>	Cabinet will review the Council's budget outturn position for the previous financial year.	All		<b>Cllr Martin Goddard - Finance</b>	<b>Corporate Resources &amp; Infrastructure</b>	<b>R - Andy Evans</b>			Public

### Cabinet Member Decisions expected - June 2024

157	<b>Hillingdon Cycling Strategy</b>	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		<b>Cllr Jonathan Bianco - Property, Highways &amp; Transport</b>	<b>Corporate Resources &amp; Infrastructure</b>	<b>P - Sophie Wilmot</b>	Public consultation		Public
-----	------------------------------------	--	-----	--	--	---	--------------------------	---------------------	--	--------

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 = Standard Item each month/regularly Council Directorate/Service Areas: AS = Adult Services & Health P = Place C = Central Services R = Resources CS = Children's Services D = Digital & Intelligence										
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All		C - Democratic Services	Various		Public
<b>Cabinet meeting - Thursday 25 July 2024 (report deadline 8 July)</b>										
217	Framework Agreement for Minor Works	Progressing a framework approach to procurement delivery, Cabinet will consider, following a procurement exercise, approval to appoint up to five contractors to nine different Lots for Minor Works jobs across services.	N/A		Cllr Martin Goddard - Finance / Cllr Jonathan Bianco - Property, Highways & Transport	Corporate Resources & Infrastructure	P - Paul 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	Corporate Resources & Infrastructure	R - Steve Gunter / Michelle Kenyon			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	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position.	All		Cllr Martin Goddard - Finance	Corporate Resources & Infrastructure	R - Andy Evans			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	Corporate Resources & Infrastructure	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	All	C - Democratic Services	TBC		Public
<b>Cabinet Member Decisions expected - July 2024</b>										
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All		C - Democratic Services	Various		Public
<b>AUGUST 2024 - NO CABINET MEETING</b>										

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 = Standard Item each month/regularly Council Directorate/Service Areas: AS = Adult Services & Health P = Place C = Central Services R = Resources CS = Children's Services D = Digital & Intelligence										
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
<b>Cabinet meeting - Thursday 12 September 2024 (report deadline 23 August)</b>										
208	London Borough of Hillingdon Digital Strategy	Cabinet will consider approval of a new Digital Strategy for the London Borough of Hillingdon setting out the digital journey of the Council over the coming years and how the Council will embrace and maximise the use of new technologies to deliver and transform services, whilst also supporting residents' digital engagement with the Council.	N/A		Cllr Douglas Mills	Corporate Resources & Infrastructure	D - Matthew Wallbridge			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	Corporate Resources & Infrastructure	P - James Raven			Private (3)
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position and other key financial decisions required.	All		Cllr Martin Goddard - Finance	Corporate Resources & Infrastructure	R - Andy Evans			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
<b>Cabinet Member Decisions expected - September 2024</b>										
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
<b>Cabinet meeting - Thursday 10 October 2024 (report deadline 23 September)</b>										
SI	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	Corporate Resources & Infrastructure	P - Alan Tilly / Sophie Wilmot			Public

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 = Standard Item each month/regularly Council Directorate/Service Areas: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services D = Digital & Intelligence										
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	Corporate Resources & Infrastructure	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	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position and other key financial decisions required.	All		Cllr Martin Goddard - Finance	Corporate Resources & Infrastructure	R - Andy Evans			Public
<b>Cabinet Member Decisions expected - October 2024</b>										
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
<b>Cabinet meeting - Thursday 7 November 2024 (report deadline 21 October)</b>										
SI	Consideration of setting a licensed deficit budget for any schools in the Borough	A standard report each year, where Cabinet may consider whether it is required to set any licensed deficit budget for any schools that have applied.	TBC		Cllr Susan O'Brien - Children, Families & Education / Cllr Martin Goddard - Finance	Corporate Resources & Infrastructure	R - Sheilender Pathak			Private (3)
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position and other key financial decisions required.	All		Cllr Martin Goddard - Finance	Corporate Resources & Infrastructure	R - Andy Evans			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	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

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 = Standard Item each month/regularly Council Directorate/Service Areas: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services D = Digital & Intelligence										
<b>Cabinet Member Decisions expected - November 2024</b>										
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
<b>Cabinet meeting - Thursday 12 December 2024 (report deadline 25 November)</b>										
SI	The Council's Budget Medium Term Financial Forecast 2025/26 - 2029/30 (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 2025/26 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 - 20 February 2025	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	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	Corporate Resources & Infrastructure	P - James Raven			Private (3)
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position and other key financial decisions required.	All		Cllr Martin Goddard - Finance	Corporate Resources & Infrastructure	R - Andy Evans			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
<b>Cabinet meeting - Thursday 9 January 2025 (report deadline 9 December 2024)</b>										
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	Corporate Resources & Infrastructure	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



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 = Standard Item each month/regularly Council Directorate/Service Areas: AS = Adult Services & Health P = Place C = Central Services R = Resources CS = Children's Services D = Digital & Intelligence										
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
<b>Cabinet Member Decisions expected - January 2025</b>										
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
<b>Cabinet meeting - Thursday 13 February 2025 (report deadline 27 January 2025)</b>										
SI	The Council's Budget Medium Term Financial Forecast 2025/26 - 2029/30 (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 2025/26 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 - 20 February 2025	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	The Schools Budget 2025/26	Cabinet will be asked to agree the Schools Budget for the next financial year, following a recommendation from the Schools Forum.	All		Cllr Susan O'Brien - Children, Families & Education / Cllr Martin Goddard - Finance	Corporate Resources & Infrastructure	R - Sheilender Pathak	Schools Forum		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	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	Corporate Resources & Infrastructure	P - James Raven			Private (3)
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position and other key financial decisions required.	All		Cllr Martin Goddard - Finance	Corporate Resources & Infrastructure	R - Andy Evans			Public
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
<b>Cabinet Member Decisions expected - February 2025</b>										



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	<b>Standard Items taken each month by the Cabinet Member</b>	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
SI = Standard Item each month/regularly Council Directorate/Service Areas: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services D = Digital & Intelligence										
<b>CABINET MEMBER DECISIONS: Standard Items (SI) that may be considered each month</b>										
SI	<b>Urgent Cabinet-level decisions &amp; interim decision-making (including emergency decisions)</b>	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	<b>Ward Budget Initiative</b>	To approve the spending of Ward Budgets following applications from Ward Councillors - this will be done on a monthly or regular cycle.	All		Cllr Douglas Mills - Corporate Services / Cllr Ian Edwards - Leader of the Council (if in Ruislip Manor ward)	Corporate Resources & Infrastructure	P - Natasha Norton	Local consultation within the Ward undertaken by Ward Councillors		Public
SI	<b>Business, shops and commercial rents, leases, surrenders and renewals</b>	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	Corporate Resources & Infrastructure	P - James Raven			Private (3)
SI	<b>To consider rent reviews</b>	To consider rent reviews of commercial and other premises.	tbc		Cllr Jonathan Bianco - Property, Highways & Transport	Corporate Resources & Infrastructure	P - James Raven			Private (1,2,3)
SI	<b>Release of Capital Funds</b>	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)

# Scheduled Upcoming Decisions

Ref

## Further details

Ward(s)

Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)				
SI = Standard Item each month/regularly Council Directorate/Service Areas: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services D = Digital & Intelligence										
SI	<b>Housing Buy-Back / The purchase of ex Council properties or new private properties for the Council's housing supply</b>	Cabinet Member may determine, as and when required, the purchase and acquisition of new properties as part of the Housing Buy-back Scheme or using HRA funds to increase the affordable housing stock within the Borough.	TBC		Relevant Portfolio Cabinet Members	Corporate Resources & Infrastructure	C - Dan Kennedy / Ben Sargent			Private (1,2,3)
SI	<b>Petitions about matters under the control of the Cabinet</b>	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	<b>Local Safety Schemes and Parking Revenue Account funded schemes</b>	To consider petitions received and decide on future action	TBC		Cllr Jonathan Bianco - Property, Highways & Transport	Corporate Resources & Infrastructure	P - David Knowles	Traffic Liaison Group		Public
SI	<b>Pedestrian Crossings</b>	To approve schemes to provide crossing facilities	TBC		Cllr Jonathan Bianco - Property, Highways & Transport	Corporate Resources & Infrastructure	P - David Knowles			Public
SI	<b>To approve debt / write offs</b>	To approve individual case of debt / write offs that are in excess of £5000 but under £50,000.	n/a		Cllr Martin Goddard - Finance	Corporate Resources & Infrastructure	R - Iain Watters			Private (1,2,3)
SI	<b>To approve compensation payments</b>	To approve compensation payments in relation to any complaint to the Council in excess of £1000.	n/a		All	TBC	R - Iain Watters			Private (1,2,3)
SI	<b>Transport - Local Implementation Programme</b>	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	Corporate Resources & Infrastructure	P - David Knowles			Public
SI	<b>Acceptance of Tenders</b>	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)

Page 38

# Scheduled Upcoming Decisions

Ref

## Further details

Ward(s)

Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)				
SI = Standard Item each month/regularly Council Directorate/Service Areas: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services D = Digital & Intelligence										
SI	<b>All Delegated Decisions by Cabinet to Cabinet Members, including tender and property decisions</b>	Where previously delegated by Cabinet, to make any necessary decisions, accept tenders, bids and authorise property decisions / transactions in accordance with the Procurement and Contract Standing Orders.	TBC		All	TBC	various			Public / Private (1,2,3)
SI	<b>Sale, and conversion, of loft space to leaseholders and also extension of Leasehold Interests of flats under the 1993 Act</b>	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	Corporate Resources & Infrastructure	P - James Raven			Private (1,2,3)
SI	<b>External funding bids</b>	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	<b>Appeals in relation to business rates (NNDR)</b>	To determine appeals in relation to business rates following a decision by the Council.	TBC		Cllr Martin Goddard - Finance	Corporate Resources & Infrastructure	R - Iain Watters			Private (1,2,3)
SI	<b>Response to key consultations that may impact upon the Borough</b>	A standard item to capture any emerging consultations from Government, the GLA or other public bodies and institutions that will impact upon the Borough. Where the deadline to respond cannot be met by the date of the Cabinet meeting, the Constitution allows the Cabinet Member to sign-off the response.	TBC		All	TBC	various			Public

The Cabinet's Forward Plan is an official document by the London Borough of Hillingdon, UK

This page is intentionally left blank

## WORK PROGRAMME

<b>Committee name</b>	Corporate Resources and Infrastructure Select Committee
<b>Officer reporting</b>	Anisha Teji – Democratic Services
<b>Papers with report</b>	Appendix A – Work Programme
<b>Ward</b>	All

### HEADLINES

To enable the Committee to note future meeting dates and to forward plan its work for the current municipal year.

### RECOMMENDATIONS

**That the Committee considers the Multi-Year Work Programme attached and agrees any amendments.**

### SUPPORTING INFORMATION

The Committee's meetings will start at 7pm and the witnesses attending each of the meetings may include representatives from external organisations, some of whom travel from outside of the Borough. Forthcoming meeting dates are as follows:

Meeting Date	Room
12 June 2024	CR5
23 July 2024	CR5
17 September 2024	CR5
19 November 2024	CR5
9 January 2025	CR5
11 February 2025	CR5
4 March 2025	CR5
10 April 2025	CR5

### Implications on related Council policies

The role of the 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

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

This page is intentionally left blank

# Multi Year Work Programme 2022 - 2026

2024/25

Service Area	Corporate Resources and Infrastructure Select Committee	May No meeting	June 12	July 23	September 17	November 19	January 9	February 11	March 4	April 10
<b>Review A: Road Safety Review</b>										
Topic selection / scoping stage										
Witness / evidence / consultation stage										
Findings, conclusions and recommendations					Findings					
Final review report agreement						Draft report				
Target Cabinet reporting									Cabinet	
<b>Review B: TBC</b>										
Topic selection / scoping stage										
Witness / evidence / consultation stage										
Findings, conclusions and recommendations										
Final review report agreement										
Target Cabinet reporting										
<b>Regular service &amp; performance monitoring</b>										
	Quarterly Performance Monitoring									
Finance	Mid year Budget Update					X				
Highways	Electric Vehicle Infrastructure Strategy - annual update			X						
Operational Assets (Repairs & Engineering, Planned Works, Disabled Facilities, Building safety & FM)	Building Safety Strategy - Annual Monitoring Report							X		
	Cabinet Member attendance					X				
Business Intelligence	Annual complaints & service update report					X				
Democratic Services	Cabinet's budget proposals for next financial year						X			
Democratic Services	Cabinet Forward Plan Monthly Monitoring	X	X	X	X	X	X	X	X	X
<b>One-off information / service updates</b>										
Democratic Services	Remit of new Select Committee		X							
Human Resources	Staff skills, learning and development									X
Transformation (BID)	Transformation work to deliver savings						X			
Business Intelligence	Update on the Member's Portal and New Member Enquiry Process				X					
Corporate Communications	Internal/external comms update			X						
Planning and Regeneration	Hayes Estate Regeneration Progress					X				
Transportation	Draft Hillingdon Cycling Strategy							X		
Health and Safety/ Emergency Response	Emergency Response Service							X		
<b>Cross-cutting topics</b>										
Digital & Information (Customer Access, Business Intelligence, Digital, Technology, Information Governance)	Digital transition update / resident experience					X				
Capital Programme	Decarbonisation of Council Buildings Update							X		
Capital Programme	Civic Centre Works - Project Update							X		
Capital Programme	Utility company presentation (TBC)								X	
<b>Past review delivery</b>										
Procurement and Commissioning	Procurement Review 2023/24						X			
Transportation	Road Safety Review 2023/24 tbc									
Highways	Highways Resurfacing 2023/24							X		
<b>Committee Site Visits</b>										
Civic Centre - Capital Programme (Date TBC)										
Mortuary (Date TBC)										
Platinum Jubilee Leisure Centre (Date TBC)										
<b>Internal use only</b>										
Date deadline confirmed to report authors										
Report deadline										
Agenda										

Cabinet Member Portfolios

Leader of the Council  
Cabinet Member for Corporate Services  
Cabinet Member for Finance  
Cabinet Member for Property, Highways & Transport

Relevant service areas

- 1) Democratic Services
- 2) Finance
- 3) Procurement & Commissioning
- 4) Counter Fraud & Business Assurance
- 5) Digital & Information (Customer Access, Business Intelligence, Digital, Technology, Information Governance)
- 6) Strategic Partnerships
- 7) Consultation & engagement
- 8) Corporate Communications
- 9) Legal Services
- 10) Human Resources
- 11) Business Administration (incl. Mortuary)
- 12) Transformation (BID)
- 13) Operational Assets (Repairs & Engineering, Planned Works, Disabled Facilities, Building safety & FM)
- 14) Property Services
- 15) Capital Programme (inc. Major Projects)
- 16) Transportation
- 17) Highways
- 18) Health & Safety / Emergency Response