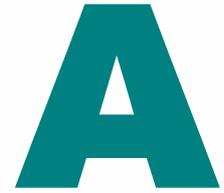




HILLINGDON  
LONDON



# Cabinet

**Date:** THURSDAY, 17 DECEMBER  
2009

**Time:** 7.00 PM

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

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

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## To Councillors in the Cabinet:

Ray Puddifoot (Chairman)  
*Leader of the Council*

David Simmonds (Vice-Chairman)  
*Deputy Leader / Education & Children's Services*

Jonathan Bianco  
*Finance & Business Services*

Keith Burrows  
*Planning & Transportation*

Philip Corthorne  
*Social Services, Health & Housing*

Henry Higgins  
*Culture, Sport & Leisure*

Sandra Jenkins  
*Environment*

Douglas Mills  
*Improvement, Partnerships & Community Safety*

Scott Seaman-Digby  
*Co-ordination & Central Services*

**Published:**  
Wednesday, 9 December 2009

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# Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest in Matters coming before this meeting
- 3 To confirm the minutes of the previous meeting held on 19 November 2009 1 - 8
- 4 To confirm that the items of business marked Part 1 will be considered in public and that the items of business marked Part 2 in private

## **Cabinet Reports - Part 1 (Public)**

- 5 Council Budget - Month 7 2009/10 Revenue and Capital Monitoring (Cllr Bianco)  
**REPORT TO FOLLOW**
- 6 The Council's Budget - Medium Term Financial Forecast 2010/11 - 2013/14 (Cllrs Puddifoot and Bianco)  
**REPORT TO FOLLOW**
- 7 Financial Support to Voluntary Organisations (Cllr Mills) 9 - 38
- 8 Report from the Corporate Services and Partnerships Policy Overview Committee - Impact of a Pandemic in Hillingdon and the effects on Council Services (Cllrs Mills, Puddifoot and Seaman-Digby) 39 - 70
- 9 Report from the Residents' and Environmental Services Policy Overview Committee - Review of Street Lighting (Cllr Burrows) 71 - 96
- 10 Report from the Education and Children's Services Policy Overview Committee - Developing Inclusion in Schools in Hillingdon to best reflect local needs and aspirations (Cllr Simmonds) 97 - 136
- 11 Inclusion Strategy for schools (Cllr Simmonds) 137 - 180
- 12 Shaping London's future - response to the consultation on the Mayor's London Plan, Transport Strategy and Economic Development Strategy (Cllr Burrows) 181 - 226
- 13 Statement of Gambling Principles Review (Cllr Jenkins) 227 - 292

<b>14</b>	Regulation of Street Trading Activities (Cllr Burrows)	293 - 328
<b>15</b>	Charged Discretionary Services for Planning Functions (Cllr Burrows)	329 - 334
<b>16</b>	Older Peoples Plan Update 2009/10 (Cllrs Corthorne and Puddifoot)	335 - 358
<b>17</b>	Quarterly Monitoring Report for 2009/10 for Council Plan Work Programme, Local Area Agreement, Performance and Achievements (Cllrs Puddifoot and Mills)	359 - 402
<b>18</b>	Sustainable Community Strategy Work Programme 2009/10 Quarter 2 (Cllr Mills)	403 - 428
<b>19</b>	Planning Obligations - Quarterly Financial Monitoring Report (Cllr Burrows)	429 - 458
<b>20</b>	Corporate Landlord Model Implementation (Cllrs Bianco & Puddifoot)	

**REPORT TO FOLLOW**

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

- |           |  |           |
|-----------|--|-----------|
| <b>21</b> | Acceptance of Tenders for inclusion on a Framework Agreement for the supply, delivery, maintenance and repair of Fencing and Alley Gating (Cllr Jenkins) | 459 - 464 |
| <b>22</b> | Construction of the South Ruislip Young People's Centre (Cllrs Simmonds, Bianco and Seaman-Digby)  | 465 - 472 |
| <b>23</b> | Botwell Green Sports and Leisure Centre: Library Fit Out and Development of the Astroturf / All-weather pitch (Cllr Higgins)<br><b>REPORT TO FOLLOW</b>  |           |
| <b>24</b> | New Years Green Lane Civic Amenity Site - Harvil Road widening (Cllr Bianco)<br><b>REPORT TO FOLLOW</b>  |           |

The reports listed above in Part 2 are not made public because they contain exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

- 25** Other items which the Chairman decides are relevant or urgent

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## Minutes

### Cabinet

Thursday, 19 November 2009

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



Published on: 20<sup>th</sup> November 2009

Decisions come into effect on: 27<sup>th</sup> November 2009

#### **Cabinet Members Present:**

Ray Puddifoot (Chairman)  
David Simmonds (Vice-Chairman)  
Jonathan Bianco  
Philip Corthorne  
Henry Higgins  
Sandra Jenkins  
Douglas Mills  
Scott Seaman-Digby

#### **Also Present**

Councillor Brian Crowe  
Councillor Mo Khursheed  
Councillor Mary O'Connor  
Councillor John Riley  
Councillor David Yarrow  
Councillor George Cooper

#### **87. APOLOGIES FOR ABSENCE**

Cllr Keith Burrows

#### **88. DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING**

Cllr Douglas Mills declared a personal and prejudicial interest in agenda item 6 (minute 92) on the agenda as the Chairman of Governors of the Ruislip High School and left the room for the duration of this item.

Cllr David Simmonds declared a personal interest agenda item 5 (minute 91) because his residence was in close proximity to a building on the draft local list. In addition, as Chairman of Hayes and Harlington Conservatives, the Association had an office within a building on the draft local list.

Cllr George Cooper declared a personal interest in agenda item 5 (minute 91) because his residence was in close proximity to a building on the draft local list.

Cllr Ray Puddifoot declared a personal interest in agenda item 5 (minute 91) as Chief Executive of The Magdi Yacoub Institute and as a Foundation Governor of the

Royal Brompton and Harefield NHS Foundation Trust. This was because Harefield Hospital was on the draft local list.

**89. TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING HELD ON 15 OCTOBER 2009**

The minutes of the last meeting were agreed as a correct record.

**90. TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS OF BUSINESS MARKED PART 2 IN PRIVATE**

The Cabinet confirmed this.

**91. REVIEW OF THE LOCAL LIST OF BUILDINGS OF ARCHITECTURAL OR HISTORIC IMPORTANCE**

**RESOLVED:**

**That Cabinet:**

- 1. Approves the draft Local List of Buildings of Architectural or Historic Importance as attached in Appendix 1 of the report.**
- 2. Agrees a period of borough wide public consultation to seek the views of residents and other interested groups on the draft document.**
- 3. Approves a revised programme for the review as set out in Appendix 3 of the report.**

**Reasons for decision**

Cabinet noted that between March and May 2009, a borough wide pre-consultation exercise with local groups had been undertaken to seek their views on a revised Local List of Buildings of Architectural or Historic Importance. All the suggestions, together with the buildings already included on the list were assessed by officers using the agreed eligibility criteria and scoring system. The resulting draft Local List was therefore approved for public consultation by the Cabinet. Cabinet considered the list to include those buildings that not only enhance the quality of the built environment, but also help to maintain a sense of local distinctiveness within the Borough.

**Alternative options considered and rejected**

Cabinet could have decided not to revise the existing Local List, leaving buildings worthy of local designation unrecognised and vulnerable to insensitive development and the concerns of residents and Councillors unaddressed.

**Officers to action:**

Nairita Chakraborty / Sarah Harper, Planning & Community Services

**92. COUNCIL BUDGET - MONTH 6 2009/10 REVENUE AND CAPITAL MONITORING**

**RESOLVED:**

**That Cabinet:**

- 1. Note the forecast budget position for revenue and capital as at Month 6.**
- 2. Note the treasury management update in Appendix B.**
- 3. Note the external funding update in Appendix C**
- 4. Approves the use of S106 for Ruislip High School and the virement of this budget from Education & Children's Services to Major Construction Projects.**

**Reasons for decisions**

Cabinet received a report setting out the council's overall 2009/10 revenue & capital position, as forecasted at the end of Month 6 (September), noted the latest treasury management and external funding position and made a decision to use identified s106 funding to cover an overspend for the Ruislip High School project.

**Alternative options considered and rejected**

None.

**Officer to action:**

Paul Whaymand, Finance and Resources

**93. FORMER BELMORE ALLOTMENTS, BURNS CLOSE, HAYES**

**RESOLVED:**

**That Cabinet:**

- 1. Agree that officers conduct further negotiations with Bidders A & B to seek maximisation of their bids, and that the results of these negotiations be reported to the Leader and the Cabinet Member for Finance & Business Services for their final decision.**
- 2. Agree that should neither of the bidders proceed then the matter be reported back to Cabinet to consider further options**

**Reasons for decision**

Cabinet considered the outcome of a recent marketing exercise undertaken in respect of the Belmore Allotments site and gave approval to negotiate with the two top bidders. The marketing exercise was undertaken to provide funding for the Council's Capital Programme.

### **Alternative options considered and rejected**

Cabinet could have decided to retain the site, which would have resulted in a significant capital shortfall for the funding of the Capital Programme.

#### **Officer to action:**

M McNamara, Planning and Community Services

#### **Exempt Information**

*This report was included in Part II as it contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended).*

## **94. FRANK WELCH COURT, HIGH MEADOW CLOSE, EASTCOTE**

#### **RESOLVED:**

**That the Cabinet authorises officers to re-market the Frank Welch Court site in the open market with full disclosure of the covenant restricting the use of the site by a method to be decided by the Head of Corporate Property Services in consultation with the Leader of the Council and Cabinet Member for Finance and Business Services.**

#### **Reasons for decision**

Cabinet noted that Frank Welch Court had been vacant from August 2005 until its demolition in April 2007 and agreed to proceed with the re-market of the site to enable it to be developed for housing for older people.

### **Alternative options considered and rejected**

Cabinet could have sold the site to a Registered Social Landlord or decided to leave it vacant and unused.

#### **Officer to action:**

Mayur Patel, Planning & Community Services

#### **Exempt Information**

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*public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.*

## **95. SUPPLY OF ELECTRICITY: QUARTERLY NON HALF HOURLY SUPPLY**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Note the award of Contract 1 to Scottish and Southern Electricity for the supply of Quarterly Non Half Hourly electricity, as per the approval of the Corporate Director with delegated authority (under £100K), and to accept the award of Contract 2 to Scottish and Southern Electricity.**
- 2. Accept the Electricity supply offers from Scottish and Southern Electric for the supply of electricity to the properties as detailed in the attachment to the report**

#### **Reasons for decision**

Cabinet agreed to accept the competitive electricity supply offer from Scottish and Southern Energy for the supply of electricity to 461 properties of the London Borough of Hillingdon - the properties being a combination of council owned properties and housing owned properties.

#### **Alternative options considered and rejected**

Cabinet could have decided not to have a supply contract in place or changed supplies to the Office of Government Commerce supplier.

#### **Officers to action:**

Geoff Eldridge / Bob Alabaster, Planning & Community Services and Finance and Resources

#### **Exempt Information**

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## **96. MINET CYCLE CIRCUIT CLUBHOUSE**

### **RESOLVED:**

**That the Cabinet:**

- 1. Note the contents of this report and agree to the development of option 2 of the Minet Cycle Circuit Clubhouse;**
- 2. Agree to increase the Councils financial contribution to £100,000 to meet 50% of the shortfall for option 2 and to develop the project subject to the agreement by the Leader of the Council and Cabinet Member for Finance and Business Services;**
- 3. Authorise officers to secure an equivalent amount in match funding from the British Cycling Federation to proceed with the selected option;**
- 4. Acknowledge the contribution of £15,000 being made by the Hillingdon Cycle Circuit Users Group and Slip Streamers Cycle Club to fund the shortfall in developing option 2 should Cabinet decide to choose the larger building;**
- 5. Instruct Officers to expend the financial contribution being made by the BCF in the first instance and by the 31/3/10 to mitigate the risk of losing the funding from the organisation;**
- 6. Agree to the appointment of the professional consultants and/or advisers as identified in the body of the report;**
- 7. Agree to the appointment of Wernick Buildings Limited as the councils preferred contractor to construct the clubhouse and;**
- 8. Authorise officers, in consultation with the Cabinet Members for Finance and Business Services and Culture, Sport & Leisure, to grant the Hillingdon Cycle Circuit Users Group a full repairing lease for 25 years of the clubhouse along with land already leased to them, upon which they have placed a storage container, as shown in the attached plan numbered HAY702 and dated 01.04.2010, after negotiating suitable terms and an appropriate market rent for both. In the event that the proposed rent is to be considered for a discount under the Council's Voluntary Sector Leasing Policy or exceeds delegated authority levels, officers will then report back to Cabinet for a final decision.**

### **Reasons for decision**

The Cabinet approved a number of recommendations to progress the Council's commitment of developing new facilities at the Minet Cycle Circuit Clubhouse. Cabinet approved to progress with its construction. The development would meet the needs of the various user groups of the cycle circuit and in particular the Slip Streamers who cater for young children, juniors and youths.

### **Alternative Options Considered and rejected**

Cabinet could have decided not to progress the development of the cycle circuit clubhouse.

### **Officers to action:**

Jean Palmer / Mohamed Bhimani, Planning & Community Services. Norman Benn, Deputy Chief Executive's Office.

### **Exempt Information**

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### **Urgency Provisions**

*This report had been circulated less than 5 working days before the Cabinet meeting and was agreed by the Chairman to be considered as urgent.*

### **97. OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE RELEVANT OR URGENT**

None.

### **The meeting closed at 7.25pm**

**THE ABOVE DECISIONS MADE BY THE CABINET DO NOT COME INTO EFFECT UNTIL FRIDAY 27<sup>th</sup> NOVEMBER 2009, UNLESS CALLED-IN BY THE EXECUTIVE SCRUTINY COMMITTEE. MEMBERS AND OFFICERS WILL AUTOMATICALLY BE NOTIFIED OF ANY CALL-IN.**

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## ALLOCATION OF GRANT FUNDING 2010/11 FINANCIAL YEAR

<b>Cabinet Member</b>	Councillor Douglas Mills
<b>Cabinet Portfolio</b>	Improvements, Partnerships and Community Safety
<b>Officer Contact</b>	Nigel Cramb, Deputy Chief Executive's Office
<b>Papers with report</b>	Appendices to report

### HEADLINE INFORMATION

<b>Purpose of report</b>	To allocate the Council's 2010/11 budget for supporting the Voluntary Sector and to agree the Council's 2010/11 contribution to the London Councils Grants Committee.
<b>Contribution to our plans and strategies</b>	The grants budget is used to support a range of Voluntary Sector activity. The Voluntary Sector supports the Council in achieving both the Council Plan and the Sustainable Community Strategy.
<b>Financial Cost</b>	<p>The report proposes grants for the 2010/11 financial year to local voluntary sector groups of £1,653,998 and a contribution to the London Councils Grant scheme of £874,925. These allocations can be met from within the existing Voluntary Sector Grants Budget.</p> <p>The report also proposes creating a contingency budget of £50k, of which it is being proposed that an additional grant of £20k will be allocated to Homestart. The MTFB Budget 2010/11 includes a provision of £50k for this purpose.</p>
<b>Relevant Policy Overview Committee</b>	Corporate Services and Partnerships
<b>Ward(s) affected</b>	All

### RECOMMENDATIONS

That the Cabinet:

1. Agrees the allocation of grants to Voluntary Sector groups totalling £1,653,998 for the 2010/11 financial year as set out in the schedule attached to this report.
2. Approves the proposal to extend the current three year Service Level Agreement due to end March 2010 to March 2011.

3. Approves the recommended increase in funding to Homestart of £20k, subject to funds being approved as part of the MTFB Budget 2010/11.
4. Agrees to the Council's contribution of £874,925 to the London Councils Grant scheme for 2010/11

## **INFORMATION**

### **Reasons for recommendation**

The Council is a long-term supporter of the Voluntary Sector. The sector provides a range of services that compliment or are in addition to those provided by the Council. These services are valued by the recipients and are dependent to varying degrees on the Council's grant funding.

In relation to the recommendation in respect of the Council's contribution to the London Councils Grant Scheme, the Council has the option of not approving its contribution. For the overall budget to be approved, at least two thirds of the 32 London boroughs must approve their individual budget contribution. In the unlikely event there is no agreement, the overall level of expenditure for the Grants Committee reverts back to the previous year's budget.

### **Alternative options**

The Cabinet has the following alternative options:

- 1 Agree the recommendations subject to any changes the Cabinet wishes to make or
- 2 Reject one or more of the recommendations.

### **Supporting Information**

For the 2009/10 financial year the Council allocated £1,682,248 to community groups, including groups on three year Service Level Agreements. The 2009/10 allocations include grants to Hillingdon Sports Council and the Town Twinning Association totalling £27,500 and £750 respectively and these allocations have now been removed from Council's grant budget and transferred to Sports and Leisure.

Accompanying the report is:

- a summary of bids and recommended allocations for 2010/11
- a summary report of progress of organisations subject to a Service Level Agreement
- a schedule of the legal statutes under which grants to organisations can be awarded

In previous years the Council has included an annual inflationary upgrade to organisations with Service Level Agreements. However with inflation at zero no inflationary upgrade will be awarded for the 2010/2011 financial year and grant allocations for all groups will remain at the 2009/10 level with the exception below.

Within this financial year (2009/10) two additional grant allocations were made to sustain organisations through difficult periods. A one-off additional grant of £30,000 was made to P3 to support their Navigator Service and an additional grant of £20,000 was provided to Homestart Hillingdon and is subject of recommendation 3 within this report.

Homestart have been particularly affected by the coming to an end of funding secured from the Big Lottery programme which they used to expand the services it provides to vulnerable Hillingdon families. Whilst Homestart were able to previously negotiate an extension to their

initial three year grant allocation and secured a full five years worth of funding, this is the maximum period allowed under the Big Lottery's funding conditions.

Homestart are facing a shortfall of £35,000 and it is recommended that an additional £20,000 be committed to the Council's current annual contribution of £56,375 making a total of £76,375. Normally a request to meet lost core funding is resisted, but on this occasion an increase is justified if solely on the grounds that if it prevents one family from reaching crisis point (and prevents children from having to be taken into care) then it is a cost effective investment. In putting forward the recommendation account has also been taken of the attempts by Homestart to secure funds from external sources. It is not through lack of effort or focus that they have not been able to secured replacement funding.

The criteria for Homestart's service is that the family must live in Hillingdon, have at least one child under five and have a need which is appropriate for a volunteer to support. This includes isolation, emotional and/or practical help and supporting parents of children with additional needs. The 'target group' is families who are struggling and whose needs are not able to be met by other services and/or families who are deemed 'hard to reach'. Parents are sometimes more likely to engage with Home-Start because it is non-statutory and therefore seen as less threatening or intrusive.

Homestart currently support some 90 plus Hillingdon families with some 180 children with emotional and practical support until a point is reached where both Homestart and the family agree the support is no longer required.

Homestart are currently working with the boroughs Children's centres to develop a sustainable long term relationship. Once secured this will serve not only to make the strategic and operational links between the services but will also serve to assist in making Homestart's long term financial future more secure.

### **Service Level Agreements**

Age Concern, Crossroads, Heathrow Travel Care, Hillingdon Carers, MIND, Hillingdon Shopmobility and Homestart were the first group of organisations the Council agreed should be offered the benefit of three year funding agreements linked to a service level agreement. These agreements are all scheduled to come to an end in March 2010 and it is recommended that to give time to renegotiate these agreements that the existing agreements are extended by one year to March 2011.

### **Contribution to London Councils Grants scheme**

The Council has received details of the proposed budget for the London Councils grants scheme (Formerly Association of London Government) for the 2010/2011 financial year.

At its meeting on the 11th November the London Councils Leaders Committee agreed to recommend to its constituent Councils a budget of £30,116,000 for 2010/2011. Hillingdon's contribution is £874,925. This is a very similar amount to the Council's 2009/2010 contribution.

For the budget to be approved, at least two thirds of the 32 London boroughs must agree their individual budget contribution. In the event that there is no such agreement the overall level of expenditure for the Grants Committee reverts back to the previous year's budget.

## **Financial Implications**

Financial comments on individual groups are available as a summary appendix to this report.

The current base budget for 2010/11 is sufficient to fund the proposed allocation of existing grants to both the Voluntary Sector (£1,653,998) and the London Councils Grants scheme (£874,925) as set out in the report.

The MTFB Budget Build for 2010/11 includes a provision of £50k for the creation of a Voluntary Sector Grants support contingency. The additional £20k increase in the grant for Homestart will be drawn down from this contingency, subject to the approval of the budget growth item.

## **EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES**

### **What will be the effect of the recommendation?**

The grants budget is used to support all aspects of community activity in the borough. Therefore allocations have an impact on all of the topics listed below:

- *Crime & Disorder*
- *The Local Environment*
- *Health & Well-being*
- *Older People*
- *People with Disabilities*
- *Children / Young People*
- *Resident's'*
- *Service Users*
- *Community Groups*
- *Value for Money*
- *Equalities*
- *Staff*

### **Consultation Carried Out or Required**

The grant application process requires organisations to submit detailed application forms containing information on their services to the sections of the community they serve, which includes

- *Older People*
- *People with Disabilities*
- *Children / Young People*
- *Resident's*
- *Service Users*

## **CORPORATE IMPLICATIONS**

### **Corporate Finance**

Corporate Finance has reviewed the report and is satisfied that there is sufficient funding in the current base budget 2010/11 to fund the proposed allocation of existing grants to the Voluntary Sector (£1,653,998) and the London Councils Grants scheme (£874,925). The proposed creation of a £50k Voluntary Sector Grants support contingency has been included in the MTFF budget build for 2010/11.

Homestart has been affected financially by the coming to an end of funding secured from the Big Lottery programme and the proposed allocation of £20k will ensure that Homestart continues to provide valuable services to vulnerable Hillingdon families.

### **Legal**

There is no statutory obligation on the Council to provide grant funding to the Voluntary Sector and it therefore does so on a discretionary basis. The Council's discretion in this respect must be exercised reasonably in order for it to be able to withstand a successful legal challenge and there is nothing within this report, which suggests that it is unreasonable in any way.

In order for the Council to be able to provide discretionary grant funding, there must be an express or implied power in existence. In the Appendix to the report, a number of specific statutory provisions have been identified, which give the necessary authority to the Council provide such funding.

It is the view of the Borough Solicitor that the Council can also rely upon the overarching well-being power contained in Part I of the Local Government Act 2000 which provides that a local authority can take a variety of steps, including the power to incur expenditure to promote or improve the economic, social or environmental well-being of its area.

### **Corporate Property**

The report has no direct property implications.

### **Relevant Service Groups**

The relevant service department were consulted where appropriate.

## **BACKGROUND PAPERS**

Applications forms held by Partnerships Business and Community Engagement Team.

### **Papers with this report**

- Summary Service Level Agreements and Annual Grant recommendations 09-10
- Summary of Annual Main Grants Applications 2010/11
- Summary progress report of Service Level Agreements
- Finance Comments on Voluntary Sector Accounts
- Legal Statutes for groups on Service Level Agreements and Annual Grants

**LEGAL STATUES**

SHADED AREA DENOTES SLA

**LONDON BOROUGH OF HILLINGDON VOLUNTARY SECTOR GRANTS  
- HEALTH & SOCIAL CARE**

<b>Name of Group</b>	<b>Act under which it can be supported</b>
Age Concern Hillingdon	Section 65 of the Health Service and Public Health Act 1968, Section 2 of Chronically Sick and Disabled Persons Act 1970,
Crossroads Care Attendants Scheme	Section 65 of the Health Service and Public Health Act 1968, Section 2 of Chronically Sick and Disabled Persons Act 1970, Section 29 of the National Assistance Act 1948.
Crown Centre for the Deaf	Section 29 and 65 of the 1948 National Assistance Act, Section 2 of the Chronically Sick and Disabled Persons Act 1970
DASH (Disablement Association Hillingdon)	Section 65 of the Health Service and Public Health Act 1968, Section 2 of Chronically Sick and Disabled Persons Act 1970,
Heathrow Travelcare	Section 17 of Children Act 1989, Section 65 of Health Service and Public Health Act 1968, Section 29 of National Assistance Act 1948.
Hillingdon Aids Response Trust	Section 8 of the 1979 NHS Act, Section 65 of the 1968 Health Service and Public Health Act.
Hillingdon Carers	Section 65 of the Health Service and Public Health Act 1968
Hillingdon Community Transport	Section 65 of Health Service and Public Health Act 1968, Section 2 of the Chronically Sick and Disabled Persons Act 1970, Section 29 of 1948 National Assistance Act
Hillingdon MIND	Section 65 of Health Service and Public Health Act 1968, Section 2 of the Chronically Sick and Disabled Persons Act 1970
Hillingdon Refugee Support Group	Section 19 of Miscellaneous Provisions Act 1976, Section 17 of the Children Act 1989.
Hillingdon Shopmobility Project	Section 65 of the Health Service and Public Health Act 1968, Section 2 of Chronically Sick and Disabled Persons Act 1970,
Home-Start Hillingdon	Section 65 of Health Service and Public Health Act 1968, Section 17 of the Children Act 1989
MHA – Northwood Live-at-Home Scheme	Section 45 of Health Service and Public Health Act 1968.

RADICLE (formerly CARIS)	Section 65 of Health Service and Public Health Act 1968, Schedule 8 of National Health Service Act 1977
Relate London North West	Section 65 of Health Service and Public Health Act 1968, Section 2 of Children Act 1989.
Samaritans Hillingdon	Section 65 of Health Service and Public Health Act 1968.
Shepherds Bush Housing Association – The Safe House	Section 2 of Children Act 1989, Section 65 of Health Service and Public Health Act 1968
Uxbridge Contact Centre	Section 142 of Local Government Act 1972.

**LONDON BOROUGH OF HILLINGDON VOLUNTARY SECTOR GRANTS  
- ADVICE & COMMUNITY SUPPORT**

<b>Name of Group</b>	<b>Act under which it can be supported</b>
HAVS (Hillingdon Association of Voluntary Services)	Section 137 and Section 142 of Local Government Act 1972
HAVS Participation Fund	As Above
Hillingdon & Ealing Citizens Advice	Section 137 and Section 142 of Local Government Act 1972
Hillingdon Asian Women's Group	Section 142 of Local Government Act 1972
Hillingdon Somali Women's Group	Section 142 of Local Government Act 1972
Hillingdon Women's Centre	Section 137 & Section 142 of Local Government Act 1972
Victim Support Hillingdon	Section 137 & Section 142 of Local Government Act 1972

**LONDON BOROUGH OF HILLINGDON VOLUNTARY SECTOR GRANTS  
- HOUSING**

<b>Name of Group</b>	<b>Act under which it can be supported</b>
Frays SOLO Ltd	Section 142 of Local Government Act 1972
P3	Section 142 of Local Government Act 1972
Trinity Homeless Project	Section 142 of Local Government Act 1972

**LONDON BOROUGH OF HILLINGDON VOLUNTARY SECTOR GRANTS  
- EDUCATION, YOUTH & LEISURE**

<b>Name of Group</b>	<b>Act under which it can be supported</b>
Bell Farm Church	Section 17 of the Children Act 1989
Hillingdon Arts Association	Section 19 of Local Government Miscellaneous Provisions Act 1976.
Hillingdon Autistic Care & Support	Section 17 of Children Act 1989, Section 65 of Health Service and Public Health Act 1968.
Hillingdon Chinese School	Section 137 of Local Government Act 1972
Hillingdon Federation of Community Associations	Section 137 of Local Government Act 1972
Hillingdon Federation of Community Associations (play schemes)	Section 137 of Local Government Act 1972
Hillingdon Narrowboat Association	Section 19 of Local Government Miscellaneous Provisions Act 1976.
Hillingdon Pre-School Learning Alliance	Section 17 of the Children Act 1989
Horn of Africa Youth Association	Section 19 of Local Government Miscellaneous Provisions Act 1976.

**LONDON BOROUGH OF HILLINGDON VOLUNTARY SECTOR GRANTS  
- ENVIRONMENT**

<b>Name of Group</b>	<b>Act under which it can be supported</b>
Friends of Ruislip Nature Reserve	Section 137 of Local Government Act 1972.
Groundwork Thames Valley Ltd	Section 137 of Local Government Act 1972
Herts & Middx. Wildlife Trust	Section 137 of Local Government Act 1972.
Hillingdon Natural History Society	Section 137 of Local Government Act 1972.
London Wildlife Trust (Hillingdon)	Section 137 of Local Government Act 1972.
Pinner & Ruislip Beekeepers' Association	Section 137 of Local Government Act 1972.

**LONDON BOROUGH OF HILLINGDON VOLUNTARY SECTOR GRANTS  
- HEALTH & SOCIAL CARE 2010/11 RECOMMENDATIONS**

	<b>Name of Group</b>	<b>Grant 09/10</b>	<b>BID 10/11 £</b>	<b>Recommend 10/11 £</b>
1.	Age Concern Hillingdon Plus Leader's Initiative	<b>129,459</b> <b>100,000</b>	SLA	<b>229,459</b>
2.	Crossroads Care Attendants Scheme Plus Carers Initiative	<b>121,597</b> <b>25,000</b>	SLA	<b>146,597</b>
3.	Crown Centre for the Deaf	<b>10,000</b>	10,000	<b>10,000</b>
4.	DASH (Disablement Association Hillingdon)	<b>100,021</b>	SLA	<b>100,021</b>
5.	HAGAM (Hillingdon Action Group for Addiction Management) <i>Transferred to Social Services</i>	<b>0</b>	0	<b>0</b>
6.	Heathrow Travel Care	<b>46,952</b>	SLA	<b>46,952</b>
7.	Hillingdon Aids Response Trust	<b>20,000</b>	20,000	<b>20,000</b>
8.	Hillingdon Carers	<b>112,209</b>	SLA	<b>112,209</b>
9.	Hillingdon Community Transport	<b>38,500</b>	38,500	<b>38,500</b>
10.	Hillingdon MIND	<b>70,604</b>	SLA	<b>70,604</b>
11.	Hillingdon Refugee Support Group	<b>12,000</b>	12,000	<b>12,000</b>
12.	Hillingdon Shopmobility Project	<b>22,129</b>	SLA	<b>22,129</b>
13.	Home-Start Hillingdon	<b>56,375</b>	SLA	<b>56,375</b>
14.	MHA – Northwood Live-at-Home Scheme	<b>7,000</b>	13,000	<b>7,000</b>
15.	RADICLE	<b>9,000</b>	9,000	<b>9,000</b>
16.	Relate London North West	<b>13,238</b>	SLA	<b>13,238</b>
17.	Samaritans Hillingdon	<b>3,000</b>	5,000	<b>3,000</b>
18.	Westside Support Services – Refuge (part of Shepherds Bush Housing Ass)	<b>20,600</b>	22,000	<b>20,600</b>
19.	Uxbridge Contact Centre	<b>2,000</b>	3,000	<b>2,000</b>
20.	Mencap Jubilee Pool - (late grant agreement 09/10)	<b>5,000</b>	5,000	<b>5,000</b>
	<b>TOTAL</b>	<b>924,684</b>		<b>924,684</b>

**LONDON BOROUGH OF HILLINGDON VOLUNTARY SECTOR GRANTS  
- ADVICE & COMMUNITY SUPPORT RECOMMENDATIONS 2010/11**

	<b>Name of Group</b>	<b>Grant 09/10 £</b>	<b>Bid 10/11 £</b>	<b>Recommend 10/11 £</b>
1.	HAVS (Hillingdon Association of Voluntary Services)	<b>106,486</b>	SLA	<b>106,486</b>
	HAVS Participation Fund	<b>4,000</b>	4,000	<b>4,000</b>
2.	Hillingdon & Ealing Citizens Advice	<b>300,149</b>	SLA	<b>300,149</b>
3.	Hillingdon Asian Women's Group	<b>7,900</b>	35,000	<b>7,900</b>
4.	Hillingdon Somali Women's Group	<b>19,500</b>	30,000	<b>19,500</b>
5.	Hillingdon Women's Centre	<b>19,000</b>	31,331	<b>19,000</b>
6.	Victim Support Hillingdon	<b>12,000</b>	14,500	<b>12,000</b>
	<b>TOTAL</b>	<b>469,035</b>		<b>469,035</b>

**LONDON BOROUGH OF HILLINGDON VOLUNTARY SECTOR GRANTS  
- HOUSING RECOMMENDATIONS 2010/11**

	<b>Name of Group</b>	<b>GRANT 09/10 £</b>	<b>BID 10/11 £</b>	<b>Recommend 10/11 £</b>
1.	Paradigm Housing Group SOLO	<b>10,000</b>	55,630	<b>10,000</b>
2.	P3	<b>25,511</b>	SLA	<b>25,511</b>
3.	Trinity Homeless Project	<b>12,000</b>	12,000	<b>12,000</b>
	<b>TOTAL</b>	<b>47,511</b>		<b>47,511</b>

**LONDON BOROUGH OF HILLINGDON VOLUNTARY SECTOR GRANTS  
- EDUCATION, YOUTH & LEISURE RECOMMENDATIONS 2010/11**

	<b>Name of Group</b>	<b>GRANT 09/10</b> £	<b>BID 10/11</b> £	<b>Recommend 10-11</b> £
1.	Bell Farm Church	<b>12,608</b>	SLA	<b>12,608</b>
2.	Hillingdon Arts Association	<b>27,730</b>	SLA	<b>27,730</b>
3.	Hillingdon Autistic Care & Support	<b>26,266</b>	SLA	<b>26,266</b>
4.	Hillingdon Chinese School	<b>3,000</b>	3,600	<b>3,000</b>
5.	Hillingdon Federation of Community Associations	<b>20,000</b>	25,000	<b>20,000</b>
6.	Hillingdon Federation of Community Associations (play schemes)	<b>23,000</b>	25,000	<b>23,000</b>
7.	Hillingdon Narrowboat Association	<b>6,000</b>	10,000	<b>6,000</b>
8.	Hillingdon Pre-School Learning Alliance	<b>36,604</b>	SLA	<b>36,604</b>
9.	Hillingdon Sports Council Transferred to Sports Development	<b>27,500</b>	0	<b>0</b>
10	Hillingdon Town Twinning Association	<b>750</b> <b>(not paid)</b>	0	<b>0</b>
11	Horn of Africa Youth Association	<b>4,000</b>	6,912	<b>4,000</b>
12	Ruislip Manor Sports Club	<b>0</b>	0	<b>0</b>
	<b>TOTAL</b>	<b>187,458</b>		<b>159,208</b>

**LONDON BOROUGH OF HILLINGDON VOLUNTARY SECTOR GRANTS  
- ENVIRONMENT RECOMMENDATIONS 2010/11**

	<b>Name of Group</b>	<b>GRANT 09-10</b> <b>£</b>	<b>BID</b> <b>10/11</b> <b>£</b>	<b>Recommend</b> <b>10-11</b> <b>£</b>
1.	Friends of Ruislip Nature Reserve	<b>1,200</b>	1,200	<b>1,200</b>
2.	Groundwork Thames Valley Ltd	<b>35,302</b>	SLA	<b>35,302</b>
3.	Herts & Middx. Wildlife Trust	<b>2,500</b>	2,500	<b>2,500</b>
4.	Hillingdon Natural History Society	<b>1,000</b>	1,000	<b>1,000</b>
5.	London Wildlife Trust (Hillingdon)	<b>12,608</b>	SLA	<b>12,608</b>
6.	Pinner & Ruislip Beekeepers' Association	<b>950</b>	950	<b>950</b>
	<b>TOTAL</b>	<b>53,560</b>		<b>53,560</b>

**GRAND TOTAL RECOMMENDED: £1,653,998**

**SUMMARY REPORT OF CORPORATE SERVICE LEVEL AGREEMENTS**

Organisation	Description of services	Client Nos for 08-09	LBH grant 09-10	Total Expected Income 09-10	LBH grant % Total Expected Income 09-10	SLA status	Comments
<b>Health &amp; Social Care</b>							
Age Concern Hillingdon	Range of services for older people	17,105 service users	£129,459	£1,272,853	10%	2007-10	New projects this year include Aging Well centres across the borough, and nail cutting clinics have been set up. The handy person scheme has been expanded to include fitting of security alarms. The refurbishment of Townfield Community Centre will be completed in Nov 09 when ACH will take over the management of the community facility. Other initiatives include Credit Crunch advice sessions, Side by Side, Care Brokerage and Sport Motivator.
Special Grant - Leaders Initiative Age Concern Hillingdon	Independent living support for older people	159 clients received a total of 8958 hours support	£100,000	This project only £152,000	66%	2008-2011	A helping hands shopping scheme is providing 1-1 support to elderly people with medium/low care needs. This enables them to live independently. Demand has been great and ACH have responded by developing an internet shopping service to complement it. They have introduced a nail clipping service and continue to provide a gardening service.
Hillingdon Crossroads incs Carers Champion Grant £25,000	Respite care for carers	179 carers, & 170 cared for.	£146,597 incs Carers Champion Grant £25,000	£458,852	32%	2006-2009 rolled over 1 year	Crossroads continues to deliver respite home care services in line with its SLA and aims to diversify and improve the service. The organisation has submitted tenders to Joint Commissioning and has won the contract to deliver respite care to older people. However the contracts to deliver to residents with Dementia and Adults were awarded to another organisation. Currently Crossroads is awaiting the tenders for Children's Respite Care Services.

Organisation	Description of services	Client Nos for 08-09	LBH grant 09-10	Total Expected Income 09-10	LBH grant % Total Expected Income 09-10	SLA status	Comments
Disablement Association Hillingdon	Range of services for people with disabilities	662 client files + 3,390 drop in's/enqs	£100,021	£426,000	23%	2007-2010	DASH provides an umbrella service for disability organisations in LBH, networking with and supporting organisations such as the Crown Centre. A successful joint project with MIND and Sports Development funded by Sports England is running. DASH has updated their Business Plan which also includes a Funding Strategy to address changing needs with the introduction of personal budgets.
Heathrow Travel Care	Crisis social care for people related to Heathrow airport	792 casework + 30 hours phone enquiries	£46,952	£333,668	14%	2006-2009 extended by 1 year	Leads on rough sleepers project with a number of partners in Heathrow, the project has been recognised by the CLG who have since given funding. Jointly developed an emergency response with LBH at Heathrow. with HTC leading on planning for humanitarian assistance for people affected by an emergency.
Hillingdon Carers	Range of support for carers	3,048 + 278 young carers.	£112,209	£477,452	24%	2007-2010	Over 10% more carers supported with a 19% increase of young carers, and Carers offers specific project for this groups such as SPACE. Assistance to obtain £446,866 in carers benefits. The organisation is planning for the Personalisation Agenda and support for Employed Carers is another priority.
Hillingdon MIND	Range of support for people with mental health issues	600 service users	£70,604	£649,330	11%	2007-2010	Counselling services have been increased to 5 days per week & new social clubs introduced, and Mind continues to run a number of initiatives. The current focus of work is on meeting the needs of Diverse communities. Significant funding has been secured from the Lottery and City Bridge Trust to deliver a 3 year project with community groups to meet the mental health and well being needs of these communities, including extensive volunteer training.

Organisation	Description of services	Client Nos for 08-09	LBH grant 09-10	Total Expected Income 09-10	LBH grant % Total Expected Income 09-10	SLA status	Comments
Hillingdon Shopmobility	Equipment & assistance for disabled shoppers in Uxbridge	4567 visits	£22,129	£65,194	34%	2006-2009 extended for 1 year	The group have established partnerships with Motability, ACH & DASH. They continue to work closely with Barclays Bank for fundraising. Shopmobility aims to obtain PQASSO accreditation Autumn 09 and is concentrating on securing funding to enable them to continue to offer the same level of service.
Homestart Hillingdon	Prevention of family breakdown for parents with children 0-5	85 adults, 187 children	£56,375	£126,455	45%	2007-2010	LBH provided an additional £20,000 in 09/10 to enable Homestart to continue to deliver the service at the same level, and lack of sustainable funding is a key issue. The organisation has 45 trained volunteers who deliver the support in vulnerable families homes (about 3 hours per week). Additionally family groups and summer programmes are provided.
Relate London North West	1-1 counselling & mediation services	2,207	£13,238	£550,887	2%	2008-2011	New Family Counselling Service is delivered from Abbotsfield School, and Relationship Counselling continues to be provided within the borough. The Credit Crunch and economic downturn have increased the demand for the service and the Management Committee is constantly reviewing current issues and challenges.

Advice & Guidance

Organisation	Description of services	Client Nos for 08-09	LBH grant 09-10	Total Expected Income 09-10	LBH grant % Total Expected Income 09-10	SLA status	Comments
Hillingdon Association of Voluntary Services	Second tier organisation supports the sector	400 member groups	£110,486	£353,419	31%	2007-2010	Provides training, capacity building, IT & HR support to groups, information sharing. A small part of the grant funded a health & social care forum which links to the Council. HAVS is also leading on the volunteering targets in the LAA. The organisation is working hard to secure external funding to maintain all the projects.
Hillingdon & Ealing Citizens Advice	Provides generalist advice through 3 bureaux, a telephone service, new targeted projects	10255 client contacts & over 25000 enquiry issues	£300,149	£623,353	48%	2008-2011	Covers all main areas of advice, providing high quality services to an increasingly demanding (numbers & complexity) clientele. Raised the income of residents through benefits claims by £1.13M & supported residents with debts totalling £11.5M (64% increase) and 333 positive non-financial outcomes achieved. HECA have responded to the current economic climate by launching a Credit Crunch programme of advice and support to homeowners, and aims to scale up the provision to meet the increasing demand.
<b>Housing</b>							
P3	Supported housing, training, advice, employment for young people	1,525 local clients	£25,511	£6,637,386 Nationally	0.003% of national income	2006-2009 Extended by 1 year	P3 aims to continue to deliver the current Hillingdon projects through continued partnership work with the Local Authority and fundraising to bring external investment into the borough. Plans to purchase 2 new move on accommodation properties, and to expand the school exclusion project to year 7&8 pupils as suggested by local schools.

Organisation	Description of services	Client Nos for 08-09	LBH grant 09-10	Total Expected Income 09-10	LBH grant % Total Expected Income 09-10	SLA status	Comments
<b>Education, Youth &amp; Leisure</b>							
Bell Farm Christian Centre	Range of services to local deprived community in West Drayton	2,337 clients	£12,608	£229,340	5%	2008-2011	This exceptionally strong organisation continues to respond to needs arising in the local area. Projects include solicitor advice, older persons lunch clubs, parent support, & children & families. New services this year include Baby Gems, Creative Youth and Soccer School. A future key challenge for the organisation is the major housing development with 1300 dwellings in Poters Way, and the anticipated increase in demand this will bring.
Hillingdon Arts Association	Promote & support arts in LBH through grants scheme	76 member societies	£27,730	£33,770	82%	2006-2009 Extended with interim agreement for 1 year	Funding of £16,500 was allocated as small grants to arts societies, and £6000 for activities under Arts week and just over £4,000 for Enterprise grants, with less than £500 towards administration. Arts Week is now well established and encourages participation. HAA continues to share their aspirations how to improve local arts provision. Keen to work more closely with Council priorities & the new SLA will have input from Arts Development
Hillingdon Autistic Care & Support	Support to people affected by Autism	595 individuals	£26,266	£128,340	20%	2008-2011	A new youth programme is underway as part of a joint project with Youth Services. The group has moved to new (temporary) premises following the sale of Moorcroft school to Hillcrest Ltd. As part of this sales agreement, HACS received a substantial amount for their shares in the school and this is now a designated reserve to obtain long term new premises.

Organisation	Description of services	Client Nos for 08-09	LBH grant 09-10	Total Expected Income 09-10	LBH grant % Total Expected Income 09-10	SLA status	Comments
Hillingdon Pre-School Learning Alliance	Support pre-school settings in LBH	1,600 residents accessing services	£36,604	£38,716	95%	2006-2009 extended for 1 year	The regional group has been restructured in line with national changes to PLA and therefore there has been little focus this year on external fundraising. With the arrival of the Early Years Foundation Stage much of the work has been ensuring that providers meet the statutory requirements. Outdoor play has been a large focus due to this new curriculum.
<b>Environment</b>							
Groundwork Thames Valley Trust	Range of environmental & regeneration projects	10,903 Hillingdon residents visited Colne Valley Park Centre	£35,302	£2,667,000 Regional income	1.3% of regional income	2008-2011	GTV is operating two income generating subsidiaries - Floating Classroom and Blue Sky offering ex-offenders employment opportunities. Healing gardens project provides volunteer gardeners, and GTV continues to operate the Com Cafe on the Glebe estate with the help of 10 volunteers. Currently involved in a large partnership bid with LBH & HH to create a Low Carbon Zone in the Yeading area.
London Wildlife Trust	Manages 11 LBH owned reserves	N/A Approx 23 works sessions = 700 volunteer hours pa	£12,608	N/A		2008-2011	LWT work across greater London with many projects that benefit LBH. However, to extrapolate the financial benefit to LBH is very difficult in any meaningful way. In addition to managing the 11 reserves, projects which benefit LBH include: Crane Valley project, Gutteridge Wood, Colne Valley Park initiatives and West London Grazing Project.

## SUMMARY OF ANNUAL MAIN GRANTS APPLICATIONS FOR 2010/11

### Health & Social Care

Organisation	Description/Client group	Client Nos for 08-09	LBH grant 09-10	Total Expected Income 09-10	LBH grant % Total Expected Income 09-10	Bid 10-11	Comments
Crown Centre for Deaf	Clubs & activities for deaf and hard of hearing Wide range of emotional, legal, practical, psychological support to those affected by HIV/AIDS	380	£10,000	£40,000	25%	£10,000	The Crown Centre continues to develop and has attracted a higher level of usage. The facility is rented out to other community groups/activities and BSL signage service is in other income generating activity. The Crown Centre is currently working on a number of external funding applications.
Hillingdon AIDS Response Trust	Provision of affordable, accessible transport for community & statutory agencies in LBH & MIDAS training	162	£20,000	£120,572	17%	£20,000	HART has good links with LA & Hillingdon Hospital to ensure seamless service, and continues to provide flexible, high quality user-led services. The organisation receives about 50% of its funding from the PCT.
Hillingdon Community Transport	Support & training for unaccompanied asylum seekers & refugee minors in LBH	177 registered members 20,722 passengers carried	£38,500	£224,220	17%	£38,500	Piloting new initiatives to complement main fleet of 13 buses, including multipurpose vehicles, assisting schools with vehicles, joint bids with groups for sharing vehicles. Earned income covers more than 50% of the operation. New initiatives include Plus-Bus and HCT is exploring new ways to fund the service.
Hillingdon Refugee Support Group	Support & training for unaccompanied asylum seekers & refugee minors in LBH	759	£12,000	£82,479	15%	£12,000	Delivering a Lottery funded befriending service at the YMCA Tumbler with volunteers from Brunel trained by Red Cross. Strong community cohesion element & partnership working in particular with Hillingdon Asylum Service. The organisation is working with Youth Bank UK and aims to set up a Youth Bank for Hillingdon.

Organisation	Description/Client group	Client Nos for 08-09	LBH grant 09-10	Total Expected Income 09-10	LBH grant % Total Expected Income 09-10	Bid 10-11	Comments
MHA Northwood Live At Home Scheme	Befriending & activities to enable the elderly in Northwood to live independently	120	£7,000	£53,981	13%	£13,000	MHA has forged links with Age Concern Hillingdon to develop services in the north. The organisation has secured a grant from the Leader's Initiative and is planning to open a lunch club in the new year. Donations and MHA central contribution funds nearly 50% of the activity.
RADICLE	Residential support service & 2 parent & toddler groups as part of a homeless floating support for lone & teenage parents	25 families	£9,000	Regional figures £1,163,090	Below 1%	£9,000	Community-based residential family support places for homeless mother & babies referred from LB Hillingdon Homeless Persons Unit (some have special needs). The grant also funds 2 parent & toddler groups at Nestle's Avenue Children's Centre & Queens Walk.
Samaritans of Hillingdon	Provision of confidential, emotional support 24/7 via telephone, email & 1-1 sessions.	Estimated at 20,000+	£3,000	£9,600	31%	£5,000	Local branch has 60 volunteers who provide telephone and email support 24 hrs a day. The service represents excellent value for money but are carrying high reserves. However, the nature of the organisation and its limited capacity to draw in extra resources for capital & maintenance repairs to its building indicate funding should be continued.
Shepherds Bush Housing Association - Refuge, Hilliards House	Refuge for women & children experiencing domestic violence	29 families	£20,600	Refuge only £154,739	13%	£22,000	The refuge is part of a range of DV services supplied by SBHG in LBH which includes safe houses and floating support. These are primarily funded by Supporting People. DV services have benefited from student placements during the year. Future plans include seeking funding for a family counsellor at the Refuge. The agency are well linked with LBH strategic forums.
Uxbridge Contact Centre	Provide a safe neutral space for separated parents to meet with their children	102 Adults 66 Children	£2,000	£4,115	49%	£3,000	The Centre receives referrals from CAF/CASS, solicitors and mediation services. It is accredited by National Association of Child Contact Centres. It meets a need for separated families at a very low cost. The Centre operates under the umbrella of Relate.

Organisation	Description/Client group	Client Nos for 08-09	LBH grant 09-10	Total Expected Income 09-10	LBH grant % Total Expected Income 09-10	Bid 10-11	Comments
Mencap Jubilee Pool	Contribution towards hydrotherapy pool running costs	445 mainly disabled or other medical need	£5,000	£29,858	17%	£5,000	The Pool has very high utilities running cost and Mencap approached the Council for additional support during summer 09. Support of £5,000 was agreed for 09/10 and the organisation is seeking an ongoing commitment at this level.

## SUMMARY OF ANNUAL MAIN GRANTS APPLICATIONS FOR 2010/11

### Advice & Information

Organisation	Description/Client group	Client Nos for 08-09	LBH grant 09-10	Total Expected Income 09-10	LBH grant % Total Expected Income 09-10	Bid 10-11	Comments
Hillingdon Asian Women's Group	Provides education & training for BME women	365	£7,900	£25,875	31%	£35,000	The group provides employment skills training including ESOL, IT, Life Skills & Citizenship courses & support around issues such as DV, health & security. It plays a key role in the LBH 'Preventing Violent Extremism' project, and has delivered partnership projects with Community Cancer Centre. Tribal Education have provided Job Skills training. The Group has recently secured some small grants which will make the organisation more sustainable.
Hillingdon Somali Women's Group	Provides education, training, advice for Somali women and children	790	£19,500	£52,500	37%	£30,000	Strong links with Adult Education who deliver ESOL, IT and customer service trainings. Along with Asian Women's group, they are active participants of Connecting Communities. The group is networking with other Somali groups who work with young people to increase the impact. Plans include increasing the focus on income generation in particular to rent out their IT facility.
Hillingdon Women's Centre	Range of activities & services for women including domestic violence support	1,676	£19,000	£22,720	84%	£31,331	The centre provides specialist DV services for the borough, an accredited counselling service, drop-in & legal advice, young mum's project, self-help groups, and specialist women's services. 32 active volunteers inc 6 solicitors and 12 counsellors. The Centre has experienced staffing problems over the past year, lowering their income. A restructure is planned to address Centre needs and some substantial external funding bids have been prepared.

Organisation	Description/Client group	Client Nos for 08-09	LBH grant 09-10	Total Expected Income 09-10	LBH grant % Total Expected Income 09-10	Bid 10-11	Comments
Victim Support Hillingdon	Emotional & practice support to victims of crime	13,325 inc 850 support to witnesses in court	£12,000	Hillingdon area only £123,173	10%	£14,500	Victim support has merged with 77 independent local charities to become one national organisation. This aims to increase efficiency and effectiveness of a growing demand for support. The local scheme has 18 active volunteers. A new partnership with the Chimes shopping centre is planned for 2010 with a 'drop in' service provided for victims of crime. All funds have been transferred to the national organisation and restricted for the benefit of victims within LBH.

## SUMMARY REPORT OF ANNUAL MAIN GRANTS APPLICATIONS FOR 2010/11

### Education Youth & Leisure

Organisation	Description/Client group	Client Nos for 08-09	LBH grant 09-10	Total Expected Income 09-10	LBH grant % Total Expected Income 09-10	Bid 10-11	Comments
Hillingdon Chinese School	Runs Chinese language classes, Homework club & ESOL for Chinese community	220	£3,000	£9,700	31%	£3,600	The school has successfully re-opened at Haydon School, delivering Chinese language courses, ESOL, a Homeworking club, and advice, information and support, every Saturday during term times. The organisation has provided support to Haydon School with their GCSE Chinese classes leading to improved overall grades. During the year a Grassroot Grant was secured to deliver a Food Hygiene Course.
Hillingdon Federation of Community Associations	Support 20 CA's in the borough	20 CA's serving estimated 50,000	£20,000	£65,180	31%	£25,000	The grant is distributed among CA's to part fund emergency and minor repairs to buildings. The Federation has employed a part time adviser who has been extremely successful working with the CA's. HFCA is now a registered body to carry out CRB checks for a small charge to groups and is facilitating efficiencies for CA's via the Administrator's forum. New initiatives for next year include developing a 'tool kit' for managing community buildings.
Hillingdon Federation of CA's - Playschemes	Implement playschemes in summer holidays	11 schemes, 16 weeks for 462 children (09)	£23,000	Affordable fees to attend (starting at £25 p.w.) recycled directly to the scheme	Around 85%	£25,000	This quality service delivered affordable playschemes for 5-11 year olds throughout the borough. The Council grant was used to pay for the staff to run the schemes, ensuring they were qualified, CRB checked etc. Playschemes can no longer be co-ordinated by a volunteer and require some financing, hence the increase in bid.

Hillingdon Narrowboats Association	Affordable narrowboat hire, training, & day trips for schools & local community	3,500	£6,000	£53,000	11%	£10,000	The organisation currently has a part time project manager, following the retirement of the last full time LBH employee. Future plans include a fund raising campaign to raise funds for another boat. All of the organisation's other income was raised via fees.
Horn of Africa Youth Association (HAYA)	Support, education & sporting activities for young BME community	2204 total cases	£4,000	£144,900	3%	£6,912	The organisation has good links with different departments in LBH with an emphasis on sports, young people & cohesion. It has facilitated a football team to participate in an European football tournament and continues to develop and deliver services to meet identified needs. Small increase has been requested to fund a p/t client advisor.

**SUMMARY OF ANNUAL MAIN GRANTS APPLICATIONS FOR 2010/11**

**Housing**

Organisation	Description/Client group	Client Nos for 08-09	LBH grant 09-10	Total Expected Income 09-10	LBH grant % Total Expected Income 09-10	Bid 10/11	Comments
Paradigm Housing Group (formerly Frays Solo)	Provides a lodging service to LBH homeless	362 active clients in residence	£10,000	West London total £250,540	4%	£55,630	The service covers 5 boroughs. In addition to the lodging service, the group assists with the Night Shelter during Jan & Feb, signposting and employment advice sessions. It works in partnership with other agencies to provide move-on accommodation to residents in hostels.
Trinity Homeless Projects	Provides housing, training & employment to LBH homeless	100	£12,000	£953,118	1%	£12,000	The grant funds the Streetworks arm of the project, which provides IAG, training and support through to employment placements. The organisation has been trying to gain a foothold with the big employment agencies for sub contracts for this difficult client group. Currently they are awaiting the outcome of 3 large grant applications. The long-term aim is to make the project sustainable by further developing social enterprise models of delivery.

**SUMMARY OF ANNUAL MAIN GRANTS APPLICATIONS FOR 2010/11**

**Environment**

Organisation	Description/Client group	Client Nos for 08-09	LBH grant 09-10	Total Expected Income 09-10	LBH grant % Total Expected Income 09-10	Bid 10-11	Comments
Friends of Ruislip Nature Reserve	Manage Ruislip Nature Reserve & promote conservation	N/A	£1,200	£1,200	100%	£1,200	The group provides practical management for wildlife conservation of Ruislip Nature Reserve on behalf of LBH. About 160 volunteers assist on a monthly basis. The Group has no reserves and all the grant is used on vehicle costs and tools. Future plans include to dig out more ponds by using other voluntary groups.
Herts & Middx Wildlife Trust	Managing 4 nature reserves in LBH	Regional members 21,215	£2,500	Regional figures £988,000	Less than 0.05%	£2,500	Manages 4 reserves on behalf of LBH. It maintains strong links with various policy & conservation forums and VCS groups. Nearly 80% of income derives from membership fees. Currently seeking funding to establish a post of Wildlife Community Liaison Officer. Volunteers work on the reserves on a weekly basis, totalling more than 100 volunteer workdays pa. Outdoor events identifying species, talks, meetings and walks are held regularly. The society has become more involved with A Rocha, assisting in bat and skylark walks.
Hillingdon Natural History Society	Managing reserves at Harefield Place	N/A	£1,000	£2,610	38%	£1,000	In addition to the client numbers shown, the group gave 41 lectures & talks, sold 500 jars of honey and dealt with general info enquiries. Bee swarms are being decimated by disease and the group are hoping to introduce more prevention measures to protect their swarms.
Pinner & Ruislip Beekeepers Association	46 volunteers deal with swarms on behalf council, educates & promotes beekeeping	dealt with 39 swarms of bees	£950	£4,890	19%	£950	

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## REPORT FROM THE CORPORATE SERVICES AND PARTNERSHIPS POLICY OVERVIEW COMMITTEE: THE IMPACT OF A PANDEMIC IN HILLINGDON AND THE EFFECTS ON COUNCIL SERVICES

<b>Cabinet Member</b>	Councillor Douglas Mills (Civil emergencies lead) Councillor Ray Puddifoot Councillor Scott Seaman-Digby
<b>Cabinet Portfolio</b>	Cabinet Member for Improvement, Partnerships & Community Safety Leader of the Council Cabinet Member for Co-ordination & Central Services
<b>Officer Contact</b>	Khalid Ahmed, Deputy Chief Executive's Office.
<b>Papers with report</b>	Corporate Services and Partnerships Policy Overview Committee review of the 'Impact of a Pandemic in Hillingdon and the Effects on Council Services'.

### HEADLINE INFORMATION

<b>Purpose of report</b>	To receive the Corporate Services & Partnerships Policy Overview Committee's report which provides recommendations on strengthening the Council's business and continuity plans and ensuring Council services will not be adversely affected in the event of a major Pandemic.
<b>Contribution to our plans and strategies</b>	Corporate Business Continuity and delivery by staff of the Council Plan and Draft Civil Protection Policy
<b>Financial Cost</b>	Nil
<b>Relevant Policy Overview Committee</b>	Corporate Services and Partnerships
<b>Ward(s) affected</b>	All

### RECOMMENDATION

**That Cabinet:**

- 1. Notes the progress made in relation to the review's three initial recommendations which were considered at the Cabinet meeting on 15 October 2009.**
- 2. Welcomes the review's final report from the Corporate Services & Partnerships Policy Overview Committee and officers be asked to give consideration, when appropriate, to the following recommendations:**

- a) **That important appropriate information regarding a Pandemic be communicated to all staff and not just to managers, to ensure the full cascading of important information during a Pandemic.**
- b) **That, subject to the longevity of the present Swine Flu Pandemic, consideration be given to preventative measures being taken in Polling Stations and at the Election Counts, for both the Local and General Elections in 2010.**
- c) **That the Council and Hillingdon Primary Care Trust continue to give urgent consideration and priority to administering the swine flu vaccine to essential front line Council staff, including teachers and ancillary staff in schools, to ensure the continuity of the delivery of services.**

### **Reasons for recommendation**

The review was undertaken at an opportune time as in the summer of this year, the world has been affected by a Swine Flu Pandemic. Swine flu originated in Mexico and has spread rapidly to most parts of the world, including this country.

The review's recommendations will ensure that the Council's business and continuity plans are in good shape to ensure that a major pandemic will have the minimal disruption to Council services. The review's recommendations will add value to the already excellent preparations which have been taking place for a Pandemic for a number of years as part of the Civil Protection Policy.

### **Alternative options considered / risk management**

The Cabinet could decide to reject or amend the Committee's recommendations.

### **Supporting Information**

1. The Committee began its review in the summer of 2009 when the present Swine Flu virus became a Pandemic. The review was therefore timely and important in terms of looking at the preparations the Council has in place to mitigate against the impact of a Pandemic against its staff, and on the services provided. Included in this was examining the multi-agency planning which has taken place, together with the programme for vaccinations of priority Council staff.
2. Due to the potential impact of the present Swine Flu Pandemic and the possible emergence of a more deadly second wave an interim report of the review was considered by Cabinet at its meeting on 15 October 2009. The Cabinet decision was:

*“That Cabinet ask officers to consider, if feasible, the following initial recommendations of the Corporate Services & Partnerships Policy Overview Committee which relate to their review into the effects of a pandemic in Hillingdon and the effects on Council services:*

*a) That a skills and knowledge audit be undertaken of the Council's workforce to build up a computerised database. This information to include details about staff who have been vaccinated against the swine flu virus, those who have had swine flu, those with children and childcare responsibilities, those staff who were front line staff and those that come into contact with the public.*

*b) That enhancements be considered to the Council's Constitution to provide further contingency arrangements for the decision making processes of the Council, in consultation with the Leader of the Council.*

*c) In order to mitigate the impact of a major pandemic, officers ensure that business and continuity plans are in place at all educational and care establishments operating within the borough. This includes but is not limited to playgroups, nurseries, schools, further education and higher education establishments as well as social care homes."*

### **Progress on 3 initial recommendations of the review**

3. At the Cabinet meeting held on 15 October 2009 Members asked that details of progress made on the three initial recommendations from the Pandemic review be reported back to Cabinet. In relation to the recommendation relating to a skills and knowledge audit, strategic HR have written out to all staff to collect information on staff skills which are not reflected in the duties they perform in their day to day jobs, and which could be called upon in an emergency. The skills audit will provide a snapshot of the skills currently held by Council staff. The skills information will allow the emergency management team of the Council to quickly identify staff with appropriate skills to backfill front line staff absences. The data collected will be held by Business Support Units and the Civil Protection Team and will be securely stored, in line with relevant data protection rules. It is envisaged that over time the skills information will be electronically stored on Resourcelink or something similar, to enable staff to update their information.
4. In relation to looking at decision making in the Council in the event of a major emergency such as a Pandemic, officers have been looking into this and found that the Council already has adequate provision in the Constitution in terms of rules relating to quorums and delegations to the Leader if Cabinet Members are unavailable. However if a Pandemic seriously affected the Council there could be greater use of electronic email, the collaborative sharing of electronic documents and the use of conference calls, all of which would mitigate putting officers and Members at risk from a Pandemic such as Swine Flu. Further investigations and liaison with other local authorities will take place on this issue.
5. In exceptional circumstances when the numbers of officers and Members of the Council affected by a Pandemic is such that the decision making process is compromised, provision could be made by instigating urgency powers in the form of changing delegated powers. This would require an amendment to the Council's Constitution and further consultation with the Leader.
6. If a Pandemic reached levels where public safety was at risk from gatherings of people such as the attendance of people at various Council meetings, consideration could be given to web casting of meetings. However there are legal implications to doing this and both London Councils and the Association of London Government are not in favour of this. Officers would investigate this further.
7. A further recommendation was ensuring Business and Continuity Plans are in place at the Borough's educational and care establishments. Work has been well underway in relation to this recommendation with the Education and Children's Services Department overseeing schools and children's homes in the Borough. Schools have been working from a business and continuity template which provides details of what precautions and preventative measures should be put in place in the event of an upsurge in the number of Swine Flu victims.

8. Adult Social Care, Health and Housing Directorate who have responsibilities for the social care establishments in the Borough have contacted some 87 organisations who provide social care services and asked them to fill in a questionnaire based on the PCT template checklist and also requesting copies of their contingency plans for the Pandemic. This also extended to agencies who supplied agency staff to homes and officers had received all the contingency plans from agencies. Close working has taken place with the PCT and discussions have taken place regarding the possibility of sharing resources i.e. District Nurses performing some of the social care duties in the event of an increase in the numbers affected by the Swine Flu Pandemic.

### **Additional Recommendations**

**That important appropriate information regarding a Pandemic be communicated to all staff and not just to managers, to ensure the full cascading of important information during a Pandemic.**

9. The review recognised that the Communication Strategy of the Council was excellent and the flow of important information in relation to the present Swine Flu Pandemic was comprehensive. However, should a Pandemic have a major impact on Council staff, and to ensure messages were getting through to all staff, the review requested that communication be to ALL staff. The present communication in relation to the Swine Flu Pandemic was communicated through team briefings, through Horizon and through emails to managers. However, in the event of a major Pandemic, it was important that information regarding for instance hygiene and other mitigation measures against the spread of a virus, was communicated to all staff and not just to managers. This recommendation will ensure vital information was received by all staff in the Council and the whole workforce was aware of vital information regarding a Pandemic.

**That, subject to the longevity of the present Swine Flu Pandemic, consideration be given to preventative measures being taken in Polling Stations and at the Election Counts, for both the Local and General Elections in 2010.**

10. Although the present Swine Flu Pandemic has so far not impacted too severely on the Council, the virus could still have a major impact on the Council and society in general. Next May, Local Government Elections as well as a General Election will be taking place. Should the numbers of people infected by the present Swine Flu Pandemic rise, the staff the Council will employ to work in the Borough's Polling Stations and at the venue for both the Counts, will require hygiene and mitigation measures to ensure they are not put at risk from the virus.
11. If the present Swine Flu Pandemic is still prevalent in the spring of 2010, mitigation measures will be taken at Polling Stations and at the Counts. These will include information regarding hygiene and the placing of hand gels at the entrances to Polling Stations and at the venue for the Counts. Contingency arrangements and procedures being considered also include having arrangements in place for Polling Station staff who fail to turn up due to illness at Polling Stations to perform their duties as Presiding Officers and Poll Clerks, ensuring there are reserve staff on stand by who are fully trained for Polling Station duties and verification of ballot papers and counting duties.

**That the Council and Hillingdon Primary Care Trust continue to give urgent consideration and priority to administering the Swine Flu vaccine to essential front line Council staff, including teachers and ancillary staff in schools, to ensure the continuity of the delivery of services.**

12. It was important that the staff who provided front line services for the Council, such as meals on wheels, carers, teachers and ancillary school staff, cleaners of care homes etc should be given the highest priority in terms of receiving the Swine Flu vaccinations. The PCT has assured the Council that the second string of priority groups for vaccinations will involve those front line Council staff. Initially 256 staff within the Council's priority groups have been identified to receive the vaccine. These will be frontline social care staff who will need the vaccine to help prevent them and their families getting the virus from patients and stop them passing the virus onto others. The Department of Health will bear the costs of the vaccinations and there will be no cost to the Council.

### **Evidence**

13. In total three witness sessions were held for the review and Members heard evidence from officers of the Council on the Business and Continuity Plans in particular service areas and from representatives of the Hillingdon Flu Pandemic Committee which included the PCT. The recommendations contained in the report are based on the evidence given during the review.

### **Financial Implications**

14. The general true cost of a severe Pandemic cannot be established but costs to the Council will be staff off work, possible delays in the delivery of services, the implementation of policy and so on. At the start of the present Swine Flu Pandemic £10,000 was allocated from within existing resources for the introduction of additional preventative measures such as the distribution of desk and surface wipes across the Council and the placing of hand gels in reception areas in over 40 locations across the Borough.

15. In relation to the costs for Swine Flu vaccinations, Local authorities were provided with financial support from the Department of Health to help meet the costs of the vaccination programme which has been offered to around 256 front line social care staff.

## **EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES**

### **What will be the effect of the recommendation?**

The Committee's recommendations will ensure that the services provided by the Council, particularly those front line services to the most vulnerable, will not be compromised or disrupted in a Pandemic, such as the present Swine Flu Pandemic.

### **Consultation Carried Out or Required**

The review has taken evidence from Council officers and a number of key stakeholders who have all contributed greatly to this review and this has formed the consultation.

## **CORPORATE IMPLICATIONS**

### **Corporate Finance**

Corporate Finance is satisfied that there are no direct financial implications to the Authority, arising from the recommendations set out in this report.

### **Legal**

Article 7.08 (b)(3) authorises Cabinet to decide on this matter.

Part 1 of the *Civil Contingencies Act (2004)* (CCA) establishes a statutory framework of roles and responsibilities for organisations involved in civil protection at the local level. It creates two categories of responders and places a different set of duties on each. In England, Category 1 responders include local authorities, emergency services, health bodies and the Environment Agency.

The main civil protection duties fall on Category 1 responders and these are:

- risk assessment;
- business continuity management;
- emergency planning; and
- maintaining public awareness and arrangements to warn, inform and advise the public.

A further duty applies specifically to local authorities alone: provision of business continuity advice and assistance to the commercial sector and voluntary organisations. Two further

The *Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005* led to the establishment of multi-agency local resilience forums which promote the duties of cooperation, information sharing and local level partnership working between both categories of responders. The North West London Resilience Forum, of which the London Borough of Hillingdon is a member, is an example of such an organisation. Any pandemic or contingency plan approved by the Council must therefore correspond with contingency plans laid out by the North West London Resilience Forum.

In the event that a decision is taken to authorise the webcasting of Council meetings, it is vital that the technology used ensures that contents of a Part 2 report does not become part of publicly available information archived by the Council.

## **BACKGROUND PAPERS**

Impact of a Pandemic in Hillingdon and the Effects on Council Services - Report of the Corporate Services & Partnerships Policy Overview Committee



# HILLINGDON

LONDON

## CORPORATE SERVICES & PARTNERSHIPS POLICY OVERVIEW COMMITTEE

2009/10

### IMPACT OF A PANDEMIC IN HILLINGDON AND THE EFFECTS ON COUNCIL SERVICES

#### *Members of the Committee*

Cllr Richard Lewis (Chairman)  
Cllr Michael White (Vice Chairman)  
Cllr Sid Garg  
Cllr Elizabeth Kemp  
Cllr Carol Melvin  
Cllr Robin Sansarpuri



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## CHAIRMAN'S FOREWORD



Our review into the Impact of a Pandemic in Hillingdon and the Effects on Council Services started at the time when the world has been affected by the outbreak of a Swine Flu Pandemic. The review has therefore been timely and provided Members with an opportunity to review the existing procedures and planning which the Council has in place in the event of an emergency, such as a Pandemic. The review has found that the Civil Protection Team of the Council has been planning for a Pandemic for a number of years and our review's recommendations should be reflected in the Civil Protection policy of the Council.

We have closely examined evidence from a number of stakeholders with a view to ensuring that the Council's Business and Continuity Plans are in place to ensure that Council services will not be adversely affected if a Pandemic severely affects the Council workforce and the services provided.

The review has found that the Council is being proactive in its preparations for a Pandemic, working closely with the PCT and the Hillingdon Influenza Pandemic Committee and the recommendations we have made will strengthen the Council's Business and Continuity Plans to ensure there is minimum disruption to Council services in the event of a major Pandemic.

I would like to thank the witnesses who gave evidence and the officers who supported us during this review.

A handwritten signature in blue ink, appearing to read 'A.A. Lewis'. The signature is written in a cursive style with a horizontal line underneath.

## **CONCLUSIONS AND RECOMMENDATIONS**

Our review was undertaken at a timely period with the outbreak of a Swine Flu Pandemic in the summer of this year. The Council had been planning for a Pandemic for a number of years, and Business and Continuity Plans had been put in place across the Council to ensure service provision and staff well being was given priority. The review looked at these plans, which demonstrated that the Council was well prepared for the impact of a Pandemic. However, the review has come up with recommendations which will add value to the Business and Continuity Plans and ensure the Council is fully prepared should the present Swine Flu Pandemic, or in the future another Pandemic, impacts on the Council.

After consideration of all the evidence presented as part of the review, we have made the following recommendations to Cabinet. It should be noted that an interim report of the review was considered by Cabinet at their meeting on 15 October 2009, where officers were asked to consider the feasibility of three recommendations of the review. [Recommendations 2, 3 and 6]

### **RECOMMENDATION 1**

**That important appropriate information regarding a Pandemic be communicated to all staff and not just to managers, to ensure the full cascading of important information during a Pandemic.**

### **RECOMMENDATION 2**

**That a skills and knowledge audit be undertaken of the Council's workforce to build up a computerised database. This information to include details about staff who have been vaccinated against the swine flu virus, those who have had swine flu, those with children and childcare responsibilities, those staff who were front line staff and those that come into contact with the public.**

**[This recommendation was considered by Cabinet on 15 October 2009 in this Committee's interim report]**

### **RECOMMENDATION 3**

**That enhancements be considered to be made to the Council's Constitution to provide further contingency arrangements for the decision making processes of the Council, in consultation with the Leader.**

**[This recommendation was considered by Cabinet on 15 October 2009 in this Committee's interim report]**

#### **RECOMMENDATION 4**

**That, subject to the longevity of the present swine flu Pandemic, consideration be given to preventative measures being taken in Polling Stations and at the Election Counts, for both the Local and General Elections in 2010.**

#### **RECOMMENDATION 5**

**That the Council and Hillingdon Primary Care Trust continue to give urgent consideration and priority to administering the swine flu vaccine to essential front line Council staff, including teachers and ancillary staff in schools, to ensure the continuity of the delivery of services.**

#### **RECOMMENDATION 6**

**To mitigate the impact of a major Pandemic, officers ensure that business and continuity plans are in place at the Borough's educational and care establishments. This includes but is not limited to playgroups, nurseries, schools, further education and higher education establishments as well as social care homes.**

**[This recommendation was considered by Cabinet on 15 October 2009 in this Committee's interim report]**

### **INTRODUCTION**

The Corporate Services & Partnerships Policy Overview Committee began its review into the impact of a Pandemic in Hillingdon and the effects on Council services at its meeting on 7 July 2009.

The review was topical as in the summer of 2009 the World Health Organisation had issued an alert over a Swine Flu virus which had originated in Mexico and spread to all parts of the world, including this country.

The Government has judged that one of the highest current risks to the UK is the possible emergence of a human influenza pandemic – that is the rapid worldwide spread of influenza caused by a novel virus to which people would have no immunity, resulting in serious harm to human health, and wider social and economic damage and disruption.

#### **WHAT IS A PANDEMIC?**

An influenza Pandemic occurs when a novel influenza virus appears, against which the human population has little or no immunity. Influenza is one of the

most difficult infectious diseases to control because the virus spreads easily from person to person via the respiratory route when an infected person talks, coughs or sneezes. The incubation period is in the range of one to four days. Historical evidence suggests that one person infects about two others on average and that influenza spreads particularly rapidly in closed communities such as schools or residential homes.

Influenza poses a serious danger for high risk groups (the very young, the elderly and the chronically ill and some disabled people).

Pandemics can cause major social and economic damage and disruption. Social disruption may be greatest when rates of absenteeism impair essential services.

<sup>1</sup>The first wave of the Swine Flu Pandemic saw a peak in mid to late July 2009 with estimates of over 100 new cases a week in England by the end of July. Numbers then declined rapidly and continued at a fairly low level until early September. From around the middle of September the numbers have started to increase again, but less quickly than in the first wave of the Pandemic. Projections suggest that we may now be experiencing the predicted second wave of Swine Flu.

Planning assumptions suggest that the worst case clinical attack rate across the population as a whole is 12%, which means that in the peak week of the pandemic up to 1.5 million people may become ill and 5% of people could be absent from work.<sup>2</sup>

On a local level the projections<sup>3</sup> is that 700 plus people would end up in hospital.

As of 29 October 2009, there were 78,000 new Swine Flu cases in that week, which was up from 53,000 the previous week. The latest official figures for England also show that the number of people needing critical care has jumped substantially, rising to 157 patients – the highest number since the emergence of Swine Flu.<sup>4</sup>

## **WHAT WILL THE IMPACT OF A PANDEMIC BE?**

In the absence of early or effective interventions, society is likely to face much wider social and economic disruption, significant threats to the continuity of essential services, lower productivity levels, shortages and distribution difficulties.

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<sup>1</sup> Department of Health – Swine Flu – Guidance for Planners – 22 Oct 2009

<sup>2</sup> Note this is in addition to normal winter absence rates

<sup>3</sup> PCT witness – 8 September 2009

<sup>4</sup> NHS Choices [www.nhs.uk/news](http://www.nhs.uk/news) - 29 October 2009

Individual organisations such as local authorities may also suffer from the Pandemic's impact on business and services. Difficulties in maintaining business and service continuity will be exacerbated if the virus affects those of working age more than other groups, and fear of infection, illness, care-providing responsibilities, stress, bereavement and potential travel disruption are likely to lead to higher levels of staff absence.

High levels of public and political concern, general scrutiny and demands for advice and information are inevitable at all stages of a pandemic.

## **AIM OF THE REVIEW**

To review how the Council has prepared for a Pandemic in terms of the effects on Council services, including schools and further education establishments.

## **TERMS OF REFERENCE**

1. To examine the local resilience and response plans which are in place for this Council to respond to a Pandemic.
2. To examine how the Council could mitigate the impact of a Pandemic on Council staff and the services provided.
3. To examine the multi-agency planning for a Pandemic and looking at any gaps which may exist in the delivery of services?
4. To examine the working practices that the Council will require during a Pandemic to ensure a minimum disruption to Council services.
5. To examine the priority services which the Council and its partners will need during a Pandemic to vulnerable people in conjunction with its partners.
6. To make recommendations from the above investigations, in relation to the resilience and planning processes for this Council's response to a Pandemic.

## **REASONS FOR THE REVIEW**

It was widely reported in the spring of 2009 that the World Health Organisation had raised the alert over Swine Flu to Pandemic status. Swine Flu originated in Mexico and has spread rapidly to other parts of the world, including this country.

As the Port Authority for Heathrow Airport, the Council already has well developed plans in place for this type of issue and the Council works with the

Health Protection Agency and other partners to put necessary measures in place. This review is therefore timely in that it will seek to examine whether the Council could do more to mitigate the effects of a Pandemic on Council services.

Part of the review examined the existing arrangements the Council has in place for dealing with Pandemic Influenza as detailed in the London Regional Resilience Flu Pandemic Response Plan and the work carried out by the Council's Civil Protection Service. The review will contribute to ensuring preparations are in place to enable the Council to provide essential services to residents, particularly the most vulnerable, during a Pandemic.

## **KEY ISSUES**

1. What business continuity and contingency plans have the Council in place to ensure that critical services and outputs continue to be delivered throughout a Pandemic?
2. What is the multi-agency approach to a Pandemic, particularly in relation to the provision of essential services to residents?
3. What will the effects of a pandemic be on Hillingdon PCT's budget? How will providing both Tamiflu and/or vaccines to patients affect the financial deficit of the PCT?
4. What operational plans will the Council have in place should a Pandemic widely affect the Council's workforce? What advice would be given to staff who meet the public face-to-face and what safeguards would be put in place? How would staff commute to work if public transport is affected?
5. Are the command structures, roles and responsibilities during a Pandemic clear?
6. Would flexible working be encouraged such as home or remote working and would the Council have the IT infrastructure to enable this to happen?
7. To some extent the level of staff absence during a Pandemic depends on the demographics of the Council's work teams and the numbers who have childcare or family responsibilities. What estimates can be made of the likely numbers of the Council's workforce this will include?

## **METHODOLOGY**

For the review, witness sessions took place on 23 July, 8 September and 14 October 2009 and involved the following witnesses:

### **23 July 2009**

Mike Price – Civil Protection Manager, LBH  
Steve Palmer – Head of ICT, LBH  
Amanda Marsh – Head of Human Resources, LBH  
John Purcell – Bereavement Manager, LBH  
Lloyd White – Head of Democratic Services, LBH

### **8 September 2009**

Kevin Mullins – Executive Director for Flu Resilience, Hillingdon Primary Care Trust  
Andrew Scott – Head of Human Resources, Uxbridge College  
Sarah Harty – Head of Resources, Policy & Performance, Education and Children's Services, LBH  
Emma Marsh – Deputy Head of Communications, LBH  
Steve Smith – Head of Facilities Management, LBH (written evidence)

### **14 October 2009**

Dr Neil Suggett – Head Teacher of Hayes Park Primary School  
Dr Iran Adil-Smith – Head of Risk and Radiation, Brunel University  
Sarah Morris – Head of Access and Assessment, Adult Social Care, Health & Housing, LBH

In addition to hearing evidence from witnesses, Members were provided with the following reading material which provided useful background information to the review

- London Regional Resilience Flu Pandemic Response Plan – Special Arrangements for Dealing with Pandemic Influenza in London
- London Borough of Hillingdon – Council's Response to Swine Flu
- Australian Government – Department of the Prime Minister and the Cabinet – National Action Plan for Human Influenza Pandemic
- Improvement and Development Agency – Swine Flu Information for Elected Members
- Improvement and Development Agency – Swine Flu: Crisis Management
- Department of Health: Swine Flu – UK Planning Assumptions (a number throughout the review)

## EVIDENCE AND FINDINGS

### WHAT HAS THE COUNCIL ALREADY IN PLACE?

At two of our witness sessions, the focus of the review was on the Business and Continuity Plans the Council already has in place in the event of a major Pandemic. The Council has been planning for a Pandemic for a number of years, both at a local and a pan-London level.

The evidence we received from the Council's Civil Protection Manager provided the main background to the review and gave details of where preparations were at.

- Hillingdon Primary Care Trust was the lead agency for a Pandemic in the Borough
- The Council has an Influenza Pandemic Group and a Flu Working Group which meets weekly. There is a "Gold Officer" rota which operates 24 hours a day and which could make strategic level decisions
- Reference was made to the London Regional Resilience Flu Pandemic Response Plan and other Pandemic documents, which have guided the Council's planning
- The Council's Corporate Communications Team will be heavily involved and would make sure communication links are clear with the Council's multi-agency partners
- Reference was made to the hygiene information which has been given to staff. This includes the covering of noses and mouths with a tissue when a person coughs or sneezes and throwing the tissue in the bin after it was used. Washing hands frequently with soap and water, especially after coughing and sneezing on hands, and after going to the toilet. The cleaning of keyboards, phones and desks before finishing work with surface disinfection wipes. This was particularly important for staff who "hot desked"
- Those staff who do not have easy access to hand washing facilities will be issued with hand gels. Hand gels will also be positioned at entrances to Council buildings to enable members of the public and visitors to use them
- Work was underway to source mass communications and business continuity software. This follows the identification of a capability gap during snow and power failure events in early 2009. This software will be extremely beneficial not only during a pandemic but also during any other emergency / business continuity response

### Communication

Our review noted that during a Pandemic, communication within the Council is very important. The evidence provided by the Deputy Head of Communications of the Council (**see appendix**) suggested that the

communication strategy at the Council is excellent, with the Council working closely with the PCT on the present Pandemic. Regular updates were provided on the present Swine Flu Pandemic on the Council's intranet site, at team briefings and via emails to managers. However, to ensure the full cascading of important information regarding for instance hygiene and other mitigation measures against the spread of a virus, communication should be passed to all staff and not just to managers. This will ensure important information was getting through to all staff and enable a total awareness of the issues across the workforce.

#### **RECOMMENDATION 1**

**That important appropriate information regarding a Pandemic be communicated to all staff and not just to managers, to ensure the full cascading of important information during a Pandemic.**

The hygiene measures which the Council puts in practice are of great importance in limiting the effects of a Pandemic. The Council's Head of Facilities Management provided our review with details of what has been put in place to mitigate the present Swine Flu Pandemic. These measures are:

- Additional cleaning has taken place. The cleaning specification in the Civic Centre has been varied within the terms of the cleaning contract at no additional cost to the Council. This has involved additional touch cleaning of all wc facilities, over and above their usual daily clean
- Notices have been displayed at various locations, particularly in toilets, advising staff to regularly wash their hands and providing details on the correct way of doing so
- £10,000 has been spent on additional preventative measures which include the procurement and distribution of desk and surface wipes across the Council. This includes areas such as Civic Centre Phase reception and toilets, plus all Civic Centre public facing toilets
- Hand gels have been installed in reception areas in over 40 locations across the Borough
- Sterilisation has taken place in all office areas where there has been confirmed cases of swine flu, using a mist of anti-viral chemicals
- Work is taking place with the Council's Facilities Management provider to ensure they have robust business continuity processes in place to cover for staff absences.
- The Council has offered to provide the Swine Flu vaccination service to essential Facilities Management employees or those of their partners, providing front line services in key areas such as Children's residential premises, Special Schools and Early Years Centres, recognising the role these staff groups play in the daily functioning of 'life and limb' services to residents of the Borough

An important part of the planning process for an emergency situation would be the back-up the Council would have for its Information and

Communications Technology. The Council's Head of Information and Communications Technology provided our review with details of the contingency plans which are in place.

- The Council's IT facilities and Customer Contact Centre have emergency planning procedures for a number of scenarios. Mutual aid was available from neighbouring West London Councils
- If the Civic Centre's IT network was not available there was a private network the Council could use which was used across London
- Priority applications would be run and remote access could be given for around 75 staff
- The staff in public facing services such as the Customer Contact Centre were multi-skilled. Home working would be an option to reduce the threat of the spread of a virus
- Multi-skilled staff have been trained in areas such as Council Tax to enable these essential services and duties to be carried out. Provision has been made if there was a serious escalation of the present Swine Flu Pandemic to transfer staff to those essential front line services
- Communications take place through the Council's intranet site but information would be communicated through team briefings. HR would provide updates on the intranet as they were presently doing with the Swine Flu Pandemic
- The storing of electronic information off site was being looked at
- There was provision within Breakspear Crematorium for IT backup

An important consideration will be the HR policies the Council has in place, particularly in relation to the managing attendance policy. The repercussions of a Pandemic will be far reaching and will affect those staff who contract a flu virus, those staff who are parents or who are carers, those staff who are reliant on public transport etc.

The Council's Head of Human Resources gave our review details of the managing attendance arrangements which currently existed during this present Swine Flu Pandemic.

- At the present time there are no plans to change the present policy in relation to trigger levels for sickness absence and the payback scheme, although the situation will continue to be monitored
- In relation to those people who will have to stay at home to care for a family member who has flu, no special provision has been made at this stage. Staff will have to take special or unpaid leave. However if the effects of the Pandemic increase and there was a major impact on Council staff, each case would be looked at on an individual basis and the policy could change. This was in keeping with other London authorities.
- During a major Pandemic the managing attendance policy will have to be flexible and consideration will have to be given to cost implications and balance this with sensitivity

- Regular reports of Swine Flu cases within the Council was reported to the London control room which fed into the national statistics
- Performance management targets could be affected if Council staff were majorly affected by a pandemic
- The redeployment of staff will be looked at to enable essential front-line services to be maintained. However, it will need to be ensured that staff had the necessary skills and the appropriate CRB checks.

## **Skills and Knowledge**

Our review's remit was to ensure that a Pandemic did not impact on Council front line services and Members agreed that it was important that front line services be maintained. To enable this the Council could transfer staff who have the necessary skills into these areas if a Pandemic impacted on front line staff.

The Cabinet was made aware that the Head of Human Resources had discussed with the officer Strategic Pandemic Influenza Group the best way of assembling the information required to undertake a skills audit. Members may wish to note that work is already taking place across the Council to identify key skill areas. Individual departments also hold such information.

Human Resources already collect data on Swine Flu cases swiftly and it is also feasible that data on those vaccinated can be collated when the vaccination programme starts in earnest. In terms of a central database, the current HR/Payroll system (Resourcelink) as it has been configured for Hillingdon does not have a means for recording employee skills, vaccinations, childcare responsibilities and those staff who are front line at the present time.

The Head of Human Resources has therefore concluded that the most appropriate means of gathering the information required, without additional resource implications, would be by way of using existing data bases across the Council.

Members may also like to note that in addition to this, the Civil Protection Service have now provided a list of skills relevant to the need to maintain priority services. Work is now proceeding to identify information sources that would enable the Council to draw up a list of actual employees possessing the skills required.

### **RECOMMENDATION 2**

**That a skills and knowledge audit be undertaken of the Council's workforce to build up a computerised database. This information to include details about staff who have been vaccinated against the swine flu virus, those who have had swine flu, those with children and childcare responsibilities, those staff who were front line staff and those that come into contact with the public.**

[This recommendation was considered by Cabinet on 15 October 2009 in this Committee's interim report.]

An important and sensitive area the Council is responsible for is the Bereavement Service. During a Pandemic this service could be severely stretched having to deal with a greater number of deaths. The Council's Bereavement Manager gave our review a summary of the plans which are in place for a Pandemic

- Bereavement Services comprises of Breakspear Crematorium, cemeteries and the mortuary. The crematorium has two qualified technicians, with five in reserve. Staff were multi-skilled and if needed, the crematorium could operate 24 hours a day
- The breakdown of funeral arrangements is currently 70% of people are cremated and 30% buried. Burials have been outsourced
- Mortuary storage is limited but in the event of an emergency, legislation could be passed to enable the use of mass graves. For increased numbers extra storage space could be provided and the service will work closely with neighbouring authorities
- In relation to post mortems for people who have died of Swine Flu, staff wore protective clothing and face masks. This is because the Swine Flu virus stays alive for 24 hours after the person has died
- Cremations could be speeded up from 30 minute slots down to 10 minute slots if the numbers increase
- In case of orders that there should be no congregating of crowds, funerals could be limited to immediate family and the service webcast to family and friends enabling them to be able to watch and/or participate in the service
- Burials in mass graves could be initiated if required as a last resort

The decision making process for a local authority will still have to be maintained in the event of a Pandemic and our review was provided with information from the Council's Head of Democratic Services who also has responsibility for Registrars.

- Robust contingency plans are in place for Registrars in the event of an increase in deaths caused by a pandemic
- Extra stationery is available and other administrative staff within Democratic Services could be used to assist in registering an increased number of deaths which may result from a Pandemic
- For May 2010 for the local elections mitigation measures will be required in polling stations and at the count with hand gels etc. Further planning will be needed for this
- Provision will be made in the Council's Constitution to enable the Council's decision making process to continue in the event of meetings being inquorate due to a Pandemic
- Web casting of meetings could be an option to mitigate the spread of a virus.

## Decision Making

If a Pandemic reaches a level whereby it impacts on the Council's decision making framework, contingency arrangements will be required to enable the functions of the Council to be maintained. The Council's Constitution sets out how the Council operates, how decisions are made, and the procedures that are followed to ensure that they are efficient, transparent and accountable to local people.

The Constitution at present states that the quorum for meetings be as follows:

- Council meetings, the quorum of a meeting will be  $\frac{1}{4}$  of the whole number of Members
- Committee meetings, the quorum of a meeting will be  $\frac{1}{3}$  of the whole number of Members of the body concerned or 3 Members of the Committee whichever is the greater
- Audit Committee the quorum shall be 4 Members of the Committee
- The Cabinet, the quorum is  $\frac{1}{4}$  of the total number of Members of the Cabinet, or 4, whichever is the larger
- For Policy Overview Committees and Scrutiny Committees the quorum shall be half of the whole number of the Committee

In relation to key decisions taken by the Cabinet, as circumstances require and to cover planned and unplanned absences, the Leader of the Council may assign Cabinet portfolio responsibilities from one Cabinet Member to another. In addition under the Council's Scheme of Delegation for Cabinet Members, the Deputy Leader deputises for the Leader in his absence.

The existing provisions are adequate for most eventualities, but in extreme emergencies, such as, if there is a major Pandemic, further emergency measures are needed to be put in place to ensure the primary business of the Council can be conducted. Officers should be asked to investigate this, in consultation with the Leader of the Council, and provision should be made in the Constitution.

In Democratic Services a comprehensive Business Continuity Plan has already been put in place in the event of a major incident affecting the Civic Centre. The plan provides for the fast cascade of information and actions to Councillors and staff, contains full contact details for everyone and lists in detail the human and physical resource requirements for the service, if it needs to either be temporarily relocated or set up again from scratch. Such a plan will enable the service to continue to provide support to the decision-making, Committee and support functions critical to the Council. Managers in Democratic Services also hold the plan at their home or other address away from the Civic Centre for obvious reasons.

### **RECOMMENDATION 3**

**That enhancements be considered to be made to the Council's Constitution to provide further contingency arrangements for the decision making processes of the Council, in consultation with the Leader.**

[This recommendation was considered by Cabinet on 15 October 2009 in this Committee's interim report.]

### **Local and General Elections**

The forthcoming Local Elections for May 2010, and the General Election which is due to be held sometime in 2010 will involve thousands of electors accessing Polling Stations, which will be manned by hundreds of Polling Station staff. In addition the Election count will involve the congregation of many Count staff, candidates and their supporters and members of the public. Preparations should be made to mitigate as far as possible the impact of the present Swine Flu Pandemic with such a large gathering of people at various locations.

If the present Swine Flu Pandemic is still prevalent in the spring of 2010, mitigation measures will be taken at Polling Stations and at the Counts. These will include information regarding hygiene and the placing of hand gels at the entrances to Polling Stations and at the venue for the Counts. Contingency arrangements and procedures being considered also include having arrangements in place for Polling Station staff who fail to turn up due to illness at Polling Stations to perform their duties as Presiding Officers and Poll Clerks, ensuring there are reserve staff on stand by who are fully trained for Polling Station duties and verification of ballot papers and counting duties.

### **RECOMMENDATION 4**

**That, subject to the longevity of the present Swine Flu Pandemic, consideration be given to preventative measures being taken in Polling Stations and at the Election Counts, for both the Local and General Elections in 2010.**

### **Working with Hillingdon Primary Care Trust (PCT)**

Hillingdon PCT is the lead agency in the Borough for managing a Pandemic and the Council works very closely with them to ensure plans are in place. The PCT is the lead agency for the Hillingdon Influenza Pandemic Committee which involves public bodies within the Borough. Details of the evidence submitted by the Executive Director for Flu Resilience at the PCT are included in the **appendix** to this report.

The main issues in the evidence he gave was in relation to the vaccination programme and the entitlement of Council staff to it. Our review was informed that there was an anticipated second wave of Swine Flu in the autumn. At the end of October 2009, General Practice surgeries throughout the Borough began vaccinating residents, starting with those considered most at risk of complications from the Pandemic.

The vaccination of key frontline health staff at Hillingdon Hospital has started, with staff at the paediatric and obstetric units being amongst the first to be offered the vaccine to protect themselves and patients. Our review was concerned with staff employed by the Council and when they would be vaccinated against swine flu. The review was informed that the second string of priority groups for vaccinations will involve Council staff such as those who provide meals on wheels, social care staff, Facilities Management contractor staff, teachers etc. On 10 November 2009 the Department of Health released details of the financial support which will be made available to Council's for the vaccination of the Council's directly managed social care workers. Local authorities were asked to submit specific information to the Department of Health and by 3 December 2009, local authorities will be informed of the allocation available to help meet the cost of vaccination programmes.

#### **RECOMMENDATION 5**

**That the Council and Hillingdon Primary Care Trust continue to give urgent consideration and priority to administering the Swine Flu vaccine to essential front line Council staff, including teachers and ancillary staff in schools, to ensure the continuity of the delivery of services.**

#### **Schools, Further Education Colleges and Social Care Establishments in the Borough**

The impact of a Pandemic on the Borough's educational and care establishments was a major part of our review as it was anticipated that the second wave of the Swine Flu Pandemic would arise at the start of the autumn school term.

Our review heard evidence from a number of education professionals which included the Head of Resources, Policy & Performance, Education and Children's Services (**see appendix**) who provided our review with information on the department's role in overseeing schools and children's homes within the Borough.

The review was particularly concerned with the impact a Pandemic would have on the gathering of a large number of people, such as within a school. Evidence did suggest that children will have no residual immunity to the swine influenza and the virus was likely to spread rapidly. This may result in the

closure of schools which would not only affect the children and staff, but would also impact on services and businesses dependent on working parents.

Our review found that Education and Children's Services Department had worked closely with the Council's Communications Team and the Civil Protection Team in devising a template for schools to produce their business and continuity plans. This also applied to Children's Homes and Respite Care.

The role of the central Education and Children's Services Department was to provide leadership and guidance to schools and children's homes and the individual schools were responsible for their own management, which included their preparations for a Pandemic.

Our review also heard evidence from the Head Teacher of Hayes Park Primary School, the Human Resources Director of Uxbridge College, the Head of Risk and Radiation at Brunel University (**see appendix**) who all offered reassurance that effective business and continuity plans were in place at their establishments.

In addition the review heard evidence from the Head of Access and Assessment for Adult Social Care and Housing who provided the review with the plans which were in place for social care services within the Borough (**see appendix**).

In relation to organisations that provided social care services, our review was informed that some 87 organisations have been contacted with a request to send copies of their contingency plans for a Pandemic to the Council. This will also extend to agencies that supplied homes with agency staff, to ensure there were no gaps in preparations. This work was progressing with the department working closely with the PCT.

Preparations have been made with regard to prioritisation of staff for vaccinations, subject to further information from the PCT. Residents of care homes will be given the opportunity and will be encouraged to have the vaccinations against the present swine flu virus. This will also be offered to administrative, catering and cleaning staff.

To ensure plans were being prepared in all schools, other educational establishments (including nurseries and playgroups), as well as all social care establishments, the review agreed this should be given the highest priority to ensure the effects of a pandemic can be mitigated.

Areas which should be included in business and continuity plans are:

- Agreed roles and responsibilities
- A list of minimum staffing requirements to ensure the provision of the establishment's services
- Essential work which would be required to continue

- Which work was of a lesser priority which could be reduced during a pandemic or even not be carried out
- Is there agreement on communication processes

Additionally in relation to individuals, have these organisations undertaken a skills and knowledge audit to ensure essential services are covered if staff are off sick? This to include:

- Cover arrangements
- A list of staff contact details
- Those staff with childcare or care responsibilities
- Working arrangements if there were transport disruptions
- Flexible working policies i.e. home working, remote working

#### **RECOMMENDATION 6**

**To mitigate the impact of a major Pandemic, officers ensure that Business and Continuity Plans are in place at the Borough's educational and care establishments. This includes but is not limited to playgroups, nurseries, schools, further education and higher education establishments as well as social care homes.**

[This recommendation was considered by Cabinet on 15 October 2009 in this Committee's interim report. ]

As the review was nearing its end, the projections from the Department of Health was that the second wave of the Swine Flu Pandemic would affect a much larger number of people. With the situation changing on a weekly basis and the need for particular areas of the review to be updated, it will be necessary for Members to be kept up to date on further developments.

#### **Financial Implications of the Recommendations**

The general true cost of a severe Pandemic cannot be determined but the costs to the Council will be staff off work, possible delays in the delivery of some Council services, the implementation of policy and so on. Initially £10,000 has been allocated from within existing resources for preventative hygiene measures such as the distribution of desk and surface wipes across the Council and the placing of hand gels in reception areas of over 40 locations.

Those recommendations within the report that may incur a financial commitment from the Council are as follows:

Recommendation 4 – Preventative measures at polling stations and at the election counts for next year's local and general election. The costs associated with measures to be taken in case the present Swine Flu Pandemic is still prevalent around both the local and general election in 2010

are there may be a cost implication due to the fact that reserve staff may have to be paid a retainer fee for availability. However, if staff are recruited internally, the reserve fee may be minimal or not necessary due to the fact that they would be at work if not required for election duties.

Recommendation 5 – The administering of the Swine Flu Vaccination to essential front line staff has been offered to 256 staff within the Council's priority groups. The Department of Health has agreed to meet the costs of these vaccinations to front line staff.

## **APPENDIX – Evidence from Witnesses**

### **Deputy Head of Communications, LBH**

- Both the PCT's and Council's Communications Teams worked closely during the present pandemic
- The Team had been working closely with civil protection officers since the swine flu virus
- The Council's intranet had information and advice for staff on the present swine flu pandemic. There was a questions and answers section for managers
- Updates were provided at monthly team meetings for managers as well as regular updates on the Council's newsletter which was sent to all staff
- The major learning that had come out of the death of the pupil was that it was important to make sure that contacts and roles had been sorted out to enable quick and effective working with a variety of people
- It was important that staff were aware of the procedures
- The vaccination process would be managed through the Council's intranet
- Re-assurances would need to be given regarding the advantages of the vaccination
- Occupational Health were devising a vaccination strategy to offer vaccinations to all Council staff that fit the national eligibility criteria

### **Executive Director for Flu Resilience, Hillingdon Primary Care Trust**

- There was an anticipation of a second wave of swine flu in the autumn and preparations were under way with vaccinations ready in mid October
- There were 22 community pharmacists and there would be a number of street pharmacists
- The current planning focuses on workforce issues, communications, prevention, prioritisation and recovery
- Reference was made to the Department of Health planning assumptions which provided details of the potential effects of the infection and the stand out figures were that the projected case fatality rate was up to 0.1% of clinical cases
- The projection was that 700 plus people would end up in hospital. The treatment of children would be challenging as there was less specialist paediatric staff
- The severity of the pandemic had been downgraded
- Heathrow Airport had their own contingency plans and the PCT was geared up to support them

- The vaccination programme would initially be aimed at at risk individuals aged 6 months to 65 years, pregnant women, household contacts of immuno compromised individuals, people aged 65 + years and in at risk groups and frontline health and social care staff
- The vaccine would be administered in two doses, three weeks apart and school nurses and occupational health staff would be used to give the vaccine
- On one of these occasions the Seasonal Flu vaccine could also be given
- Discussions would be taking place with GPs regarding administering the vaccine as there would be a cost implication but nevertheless it would be given free of charge to the patient
- The vaccination programme would have a significant impact on the PCT's budget and the PCT would have to look at all options in terms of delivering the programme
- The second string of priority groups for vaccinations would involve Council staff such as staff involved in meals on wheels, Facility Management contractor staff, teachers etc
- The local NHS Trusts that provided services for Hillingdon residents were part of the reporting structure which was overseen by the Hillingdon Influenza Pandemic Committee and the PCT would take control once "gold alert" had been reached in the command and control chain
- A skills audit had been undertaken and a number of the Administrative staff had medical skills and expertise and these would be utilised on patient facing services if required

#### **Head of Resources, Policy & Performance, Education and Children's Services, LBH**

- That the Head of Resources, Policy & Performance's remit included overseeing schools and children's homes and her role was of leadership and guidance. Schools were individually managed but the department's website included information regarding business continuity
- Work had taken place with the Communications Team and the Civil Protection Team on devising a template for schools to produce their business and continuity plans
- There was an option of schools working in clusters to provide business and continuity in an area and the sharing of roles and responsibilities
- In relation to Children's Homes and Respite Care, the prioritisation of services was being looked as well as prioritising staff for the vaccinations

#### **Head Teacher of Hayes Park Primary School**

- The school worked from a template which was available on the Council's intranet site when producing their business and continuity

plans for a pandemic. There was an appendix attached to this template which provided details on the present swine flu pandemic

- Plans were in place for teachers to transfer to different schools dependent on the impact of the pandemic on school numbers. This was as part of the extended schools partnership of which Hayes Park Primary School was in the Yeading cluster. There was flexibility in the system to ensure the education of children was not compromised
- At this stage there had been no plans to explore the possibility of using retired teachers as back up
- No decisions had been made on vaccinations but it was likely that staff would take the vaccination if offered it
- Head Teachers of schools met regularly and there was a collaborative approach to planning should there be an upsurge in the pandemic
- Networking took place between groups of specialist teachers i.e. early years group, PE staff etc
- In relation to agencies that supplied staff to schools, it was agreed that agencies be asked to ensure there were business and continuity plans in place
- Business and continuity plans were in place for administrative and catering staff of the school
- The school would only close if the ratio of teachers to pupils fell
- Hygiene measures were in place such as posters providing guidance and information on hygiene, providing tissues, hand gels and liquid soap
- An isolation area in the school had been identified for potential swine flu pandemic victims, where parents would be asked to come and collect their children
- Pupils on field trips had also been built into the Risk Assessment procedures
- Information on swine flu and its symptoms had been communicated to parents through the school's newsletter
- There was confidence that Hayes Park Primary School would cope in the event of an upsurge in the pandemic.

### **Head of Human Resources of Uxbridge College**

- Risk assessments have taken place to identify essential services which would be required and these would include Teaching and Learning, IT Services, Financial Administration and Payroll
- Flu vaccinations will be offered and paid for by the college once the vaccine was available
- The pandemic would have an impact on transport and Members asked that the College gave consideration to providing additional car parking at the College
- Communication with employees, students and parents would be by email and through the College website

- Actions taken to maintain services would include combining course groups so that one lecturer could cover two classes, greater use of Agency Lecturers to cover sickness, extending the number of staff working from home and accessing the College's IT system and emails.

### **Head of Risk and Radiation – Brunel University**

- Brunel University had 13,000 students with 4,000 students living on site
- The University had already well developed business and continuity plans in place, which had been reviewed and updated as a consequence of the swine flu pandemic. This was now an annex to the University's current business and continuity plan
- The present pandemic was part of the reporting structure for the Infectious Diseases Working Group. There was a crisis management team consisting of 14 officers with a command and control structure in place which would be implemented in an emergency
- With a large number of students living on site the issue of containment had been investigated and some flats had been identified as potential units for isolation
- Reference was made to the large number of foreign students who were at the University and who had no close family in the country. Procedures were in place for them to contact hall managers if they were unwell
- All students had been issued with information sheets on the present swine flu pandemic which provided guidelines on what they should do if they believed they had the symptoms
- Regular liaison had taken place with the PCT and Hillingdon Hospital and would continue
- A helpline had been set up for staff to report incidents
- Hygiene measures were in place and included notices and signs in toilets regarding the washing of hands. Hand gels have been provided in the cafeteria area. It was noted hand gels were not as effective as soap and water
- The University looked at the repercussions of cancelling lectures as well as the impact this would have on students with young families, or students who were carers
- Administrative staff were encouraged to know about other staff's jobs and the University had a list of recently retired staff who could be called upon in an emergency
- In relation to communication, staff had remote access to University systems
- The University was used for hospitality and conferences and this area was included in business and continuity plans
- The University had a Communications Team who in the past had dealt with other serious issues. A good communications strategy was in place

- A counselling service for students was in place
- The University was a member of the Influenza Pandemic Committee

### **Head of Access and Assessment, Adult Social Care, Health & Housing, LBH**

- A questionnaire had been sent out to 87 organisations who provided social care services based on the PCT template checklist and also a request was made for copies of contingency plans for the pandemic
- Meetings were being set up with suppliers of home services to ask some follow up questions
- Providers of services provided information on a daily basis on sickness levels of both residents and staff
- The department was part of the Strategic Influenza Pandemic Group
- In relation to vaccinations the Department was awaiting information from the PCT but preparations had been made with regard to prioritisation. Residents would be given the opportunity and encouraged to have the vaccination against swine flu. Vaccinations would also be offered to administrative, catering and cleaning staff. Subsequent to the meeting it had been confirmed that 250 vaccines would be available and this would be a one dose vaccination
- The priority for vaccinations was the PCT priority groups such as hospitals, GPs etc. The Council was awaiting confirmation with regard to its priority groups
- Hand gels had been provided for all care staff as an immediate supply of water was not always readily available
- Aprons and masks would be made available for staff if the pandemic worsened
- The Deputy Directors and the Heads of Service home and mobile telephone numbers have been given to the service managers across the department and added to the contingency plans for weekend and evening contact
- The meals on wheels service was provided by a private contractor but in an emergency multi portion meals could be provided to assist an establishment if required
- Staff had the facility to work remotely with mobile technology
- Contingency plans of agencies would be checked to ensure that there were no gaps in preparations. Subsequent to the meeting contingency plans had been received from agencies
- There was a counselling service for front line staff which would ensure they would be given support. This would be enhanced should the pandemic worsen
- Discussions had taken place with District Nurses regarding the possibility of sharing resources in the event of an upsurge in the pandemic
- Bed Management would be important in order to cope with people who would need treatment

- The needs of those parents who cared for disabled adults would also be taken into consideration and their needs would be met
- Specialist care agencies were used in emergencies. There would be a quick and thorough assessment of patients to see if they could be cared for in their own homes.

## RESIDENTS' & ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE REVIEW OF STREET LIGHTING

<b>Cabinet Member</b>	Councillor Keith Burrows
<b>Cabinet Portfolio</b>	Cabinet Member for Planning & Transportation
<b>Officer Contact</b>	Nadia Williams, Deputy Chief Executive's Office
<b>Papers with report</b>	Residents' & Environmental Services Policy Overview Committee Review of Street Lighting

### HEADLINE INFORMATION

<b>Purpose of report</b>	To receive the Residents' & Environmental Services Policy Overview Committee's report which sets out recommendations for minor improvements in the way in which the public is made aware of street lighting repair process.
<b>Contribution to our plans and strategies</b>	To improve the perception and delivery of the service to residents whilst contributing to a safer and greener Borough.
<b>Financial Cost</b>	Contained within existing budgets.
<b>Relevant Policy Overview Committee</b>	Residents' & Environmental Services
<b>Ward(s) affected</b>	All

### RECOMMENDATION

That Cabinet:

1. **Note that the Committee, following the review, concluded that it was very satisfied with the Council's street lighting function.**
2. **Welcome the report from the Residents' & Environmental Services Policy Overview Committee and endorse the recommendations for minor improvements in the way in which the public is made aware of the street lighting repair process as set out below:**
  - a) **NETWORKING AND INFORMATION SHARING:** That officers should continue with the practice of Networking and Information Sharing by meeting regularly with other London Boroughs to share information and best practice.
  - b) **NOTIFICATION OF WARD COUNCILLORS:** That Ward Councillors be notified by the Street Lighting team of the placing of new lights. In particular, Ward

**Councillors to be informed where new lighting is being installed for lighting improvements.**

- c) PUBLICITY IN RAISING PUBLIC AWARENESS: That the Council should embark on a publicity campaign in raising public awareness, raise awareness of some of the causes in the delay in repairs, and highlight some of the improvements that had been implemented. One such improvement being, attaching stickers on faulty lamp posts to indicate that the fault had been notified to the Council and alerting members of the public that the fault was being followed-up. Communication with members of the public could be improved further by:**
  - i) Placing an article in the Council's free monthly magazine (Hillingdon People), which is distributed to all homes of Hillingdon residents.**
  - ii) Setting up a frequently asked questions section on the Council's website, in answer to common concerns and problems encountered or raised by members of the public.**
- d) ALERTING RESIDENTS OF LIKELY DELAYS IN REPAIR WORK: That residents should be alerted of likely delays in repair work: Where there were likely to be delays in repair works, Ward Councillors to be notified with reasons for the delay, so that residents could be informed.**
- e) NEW TECHNOLOGY AND IMPROVED EFFICIENCY: That the Street Lighting department should continue to use new technology to improve efficiency, particularly in the areas of long lamp life and energy reduction.**
- f) THAT THE COUNCIL WORK CLOSELY WITH HOUSING ASSOCIATIONS: That the Council should work closely with Housing Associations to improve responses to queries relating to Street Lighting in private areas. This could be to ensure that where private lighting is installed, adequate provision is made for its future maintenance; or increasing the areas on new developments that are adopted as public highway.**

## **INFORMATION**

### **Reasons for recommendation**

This first ever Committee review of Street Lighting gave Members the opportunity to look at how the service operated, how it was dealing with increasing financial pressures due to energy costs, environmental pressures relating to energy, and emerging technologies. The evidence gathered during the review focused on street lighting from the residents' point of view and to this end, the Committee made some minor recommendations to improve communication with Councillors and in the way in which the public was made aware of the street lighting repair process.

### **Alternative options considered / risk management**

The Cabinet could decide to reject or amend the Committee's recommendations.

## Supporting Information

1. The Committee chose Street Lighting as a review topic in 2009/2010. The aim of the review was to look at Street Lighting under three headings; 1) where the Council was now with street lighting, 2) key issues the Council was faced with and 3) where the Council would like to be in terms of current Street Lighting Policy, Statutory Duties, Service Delivery and Budget. The review was not an investigation into the service, but an enquiry set up to help the Committee understand the framework within which street lighting operated, and the role the Council could play in improving the experience of residents in the borough in terms of lighting the streets. This could range from how quickly repair work was done, to installing new lighting.
3. The review took place on 8 September 2009 and consisted of a scoping report and a briefing paper. A witness session was also held at this meeting and sought the views from a neighbouring local authority. Witnesses included the Council's Street Lighting officer, the Street Maintenance officer, a Procurement officer and a Street Lighting officer from London Borough of Harrow. The Committee also made use of the views of the Councillors on the Committee (as Ward Councillors), to gauge public views on this matter.
4. The review looked at the policies and priorities for Street Lighting in Hillingdon and came to the conclusion that the Street Lighting Service demonstrated Best Value and Best Practice. Whilst the Committee was very satisfied with the Street Lighting function, its processes and performance, it made some recommendations to improve residents' satisfaction.
5. The Committee's report (attached) gives full details of the review.

## THE COMMITTEE'S RECOMMENDATIONS TO CABINET

The Committee's recommendations to Cabinet and their context is summarised below:

- A) That officers should continue with the practice of Networking and Information sharing by meeting regularly with other London Boroughs to share information and best practice.**

The custom and practice of officers networking and sharing information with colleagues from other local authorities has long been established. This has enabled officers to share similar concerns and to keep abreast of new technologies being trialled. By networking, officers are able to Benchmark with other local authorities and share best practice.

- B) That Ward Councillors be notified by the Street Lighting Team of the placing of new lights. In particular, Ward Councillors to be informed where new lighting is being installed for lighting improvements.**

It was important that Ward Councillors were informed when new lighting was being installed. Notifying Ward Councillors would keep them up to date about activities in their area and allow them input into the lighting scheme.

- C) That the Council should embark on a publicity campaign in raising public Awareness, raise awareness of some of the causes in the delay in repairs, and highlight some of the improvements that had been implemented. One such improvement being, attaching stickers on faulty lamp posts to indicate that the fault had been notified to the Council and alerting members of the public that the fault was being followed-up. Communication with members of the public could be improved further by:**
- i) Placing an article in the Council's free monthly magazine (Hillingdon People), which is distributed to all homes of Hillingdon residents.**
  - ii) Setting up a frequently asked questions section on the Council's website in answer to common concerns and problems encountered or raised by members of the public.**

Raising public awareness of some of the work of the Street Lighting department would keep residents better informed, by highlighting some of the reasons for the longer timescales required for some repair work. Corporate Communications have agreed to investigate and consider appropriate publicity.

- D) That residents should be alerted of likely delays in repair work: Where there were likely to be delays in repair works, Ward Councillors to be notified with reasons for the delay, so that residents could be informed.**

Ward Councillors would be well placed to respond to concerns or queries raised about delays in repair work. This can occur when works are required by the electricity boards to complete the repairs. If Ward Councillors are aware of any delays in their areas, they will be in a position (when contacted by residents) to give the reasons for the delay.

- E) That the Street Lighting department should continue to use new technology to improve efficiency, particularly in the areas of long lamp life and energy reduction.**

There has been an ongoing programme of gradually replacing old lantern technology with new as part of both routine maintenance and asset renewal schemes This reduces the failure rates.

- F) That the Council should work closely with Housing Associations to improve responses to queries relating to Street Lighting in private areas. This could be to ensure that where private lighting is installed, adequate provision is made for its future maintenance; or increasing the areas on new developments that are adopted as public highway.**

This recommendation seeks to avoid situations where lighting is not working and it proves problematic to actually get the maintenance work done to get the lighting working again.

## **Financial Implications**

The Committee's recommendations can be accommodated within existing budgets.

## **EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES**

### **What will be the effect of the recommendation?**

The Committee's recommendations would improve communications with local residents through their Councillors. It would also raise public awareness of some of the causes in the delay in repair work and highlight some of the improvements that had been made.

### **Consultation Carried Out or Required**

The Committee took evidence from officers and sought the views from a neighbouring local authority as well as the views of the Councillors on the Committee (as Ward Councillors), to gauge public views on Street Lighting.

## **CORPORATE IMPLICATIONS**

### **Corporate Finance**

Corporate Finance has reviewed the report and is satisfied that any financial implications, arising from the recommendations set out in this report, will be contained within existing budgets.

### **Legal**

Legal Services are not of the view that there are any significant legal implications arising from this report, which appears to recommend a series of administrative and operational changes without any direct legal implications.

## **BACKGROUND PAPERS**

Nil

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# HILLINGDON

LONDON

## RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE

2009/2010

### REVIEW OF STREET LIGHTING

#### Members of the Committee

**Councillor Michael Markham (Chairman)**  
**Councillor Kay Willmott-Denbeigh**  
**Councillor Lynne Allen**  
**Councillor Paul Buttivant**  
**Councillor Janet Duncan**  
**Councillor Judy Kelly**



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## CHAIRMAN'S FOREWARD



Street lighting is one of those Council services that we all take for granted until it goes dark!

With winter approaching, this committee decided that it would be timely to review the policies relating to the provision and maintenance of street lighting, energy efficiency and light pollution issues and the role and impact of new technology in making our streets lighter and safer.

We were encouraged to find that the street lighting service was good and that officers were well aware of the issues involved and highly experienced and knowledgeable in their professional specialisations.

We identified a number of areas that we felt could be improved and these are reflected in our recommendations.

I would like to thank all those who came to give evidence and helped us in this review.

Cllr Michael Markham

## EXECUTIVE SUMMARY

This review sought to examine the issue of street lighting from the Hillingdon residents' point of view through their Ward Councillors. We looked at where the Council was now with street lighting, key issues the Council was faced with and where the Council would like to be. The Committee took evidence from officers of the Council as well as from an officer from a neighbouring local authority.

Our conclusions are presented at the end of the report. It must be noted that the Committee was very satisfied with the Council's Street Lighting function, its processes and performance. However, it has made some recommendations for minor improvements in the way in which the public is made aware of the street lighting repair process.

It must be emphasised that these recommendations should be seen in the context in which the investigation was conducted and the framework in which street lighting is carried out. This was not an investigation into a service, but an enquiry set up to help the Committee understand the framework within which street lighting operated and the role the Council could play in improving the experience of residents in the borough in terms of lighting the streets, for example, how quickly repair works is done.

The Committee's recommendations are divided into five areas:

- Networking and information sharing of best practice, use of new technology to improve efficiency
- Notification to Ward Councillors of delays
- Publicity - raising public awareness of the causes of delay in some repair works
- Alerting residents of likely delays in repair work via Ward Councillors
- New technology and improved efficiency

**The recommendations are not the result of a comprehensive review of the way in which the Council carries out its functions, but the result of Councillors who have considered street lighting from the Hillingdon residents' points of view.**

# INTRODUCTION

## **REASONS FOR THE REVIEW**

1. The Committee felt that increasing financial pressures due to energy costs, environmental pressures relating to the use of energy, and emerging technologies which can help us deal with the challenges we face, this seemed a pertinent time to review the Street Lighting Service.
2. This report will firstly outline the methodology for the review and then a summary our findings which we hope would be of use to the Cabinet and officers when deciding how to proceed.

## **COMMITTEE'S TERMS OF REFERENCE**

3. At its meeting on the 28<sup>th</sup> July 2009, the Committee agreed the following terms of reference for its review of the Street Lighting:
1. **To understand and confirm the Council's statutory duties in relation to street lighting and highway based power supplies;**
  2. **To review how our duties are discharged, including how priorities are arrived at and how resources are allocated;**
  3. **To review recent performance and the methods of performance measurement that are applied to this area;**
  4. **To review what service improvements are being implemented and what improvements could be implemented, to improve performance still further.**
  5. **To review whether the Council's own processes and response rate in dealing with street lighting is timely, effective and cost-efficient, and what effect the responsiveness of the utility companies can have on the service;**
  6. **To seek out views on this subject from residents, using a variety of existing and also contemporary consultation mechanisms;**
  7. **To better understand and contrast the community /road safety and light pollution implications of street lighting;**
  8. **To examine new technologies, e.g. solar power and best practice elsewhere through case studies, policy ideas, witness sessions and site visits and;**
  9. **After due consideration of the above, to bring forward strategic, innovative and also practical policy recommendations to the Cabinet in relation to street lighting in Hillingdon.**

## BACKGROUND, CONTEXT AND METHODOLOGY

### BACKGROUND, CONTEXT

4. The Council's duty as Highway Authority under the Highways Act 1980, is to maintain highways maintainable at public expense and to take such care as is reasonably required to secure the safety of the highway for all types of traffic using the Highway. The Highways Act does not require the Highway Authority to provide lighting; although section 97 states that a Highway Authority may provide lighting. Street Lighting on the Highway is considered to be part of the Highway and therefore the Highway Authority is required to maintain it under section 41 of the Act.
5. The Council also has a duty under the Crime and Disorder Act 1998 "to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area." This could be interpreted that where street lighting could help to prevent crime and disorder the local authority has a duty to provide, maintain and improve street lighting.
6. As those responsible for maintaining of the Street Lighting, the Public Lighting Section serves all the residents of the Borough, any visitor to the Borough and anyone travelling through or over it. It also serves local businesses, partners and key external organisations. In addition the Public Lighting Section works closely with other groups within the Council, maintaining lighting in public car parks, roads and footpaths owned by Hillingdon Homes and some Housing Associations.
7. In 2008/09 1,428 lights out or day burners were reported by residents, road users and lighting section staff, these were attended to in an average of 1.4 calendar days. The regular night patrols detected 2,153 lights needing attention; these were attended to in an average of 1.3 calendar days. Requests for lighting improvements in 24 areas that had not previously been identified were also received. There were 176 lights affect by electricity supply failures and these were repaired by the Electricity Boards in an average of 45.10 calendar days.
8. The Public Lighting Section is responsible for the installation and maintenance of lighting and is also responsible for the installation and maintenance of road signs and road markings. It carries out:
  - Routine and Responsive Maintenance of lighting installations
  - Lighting Improvements in the "public realm"
  - Road markings & signs for Parking Schemes
  - Implementation of works for road improvements and safety schemes
  - Services to other Groups (generally lighting services)
9. It is responsible for the maintenance of:
  - 22,750 Street Lights (constantly changes as maintenance work is completed)
  - 205 School and Zebra Crossing Beacons
  - 1805 Illuminated Bollards and centre island columns
  - 3020 Illuminated Signs
  - 11 Subways

## **COMMITTEE WORK ACTIVITY**

10. At its meeting on 28 July 2009, the Committee selected Street lighting as a topic for review. A scoping report and briefing paper was then submitted to the meeting on 8 September 2009.
11. A witness session was also held at this meeting and Members focused on the present street lighting provision and sought the views from a neighbouring local authority. The witnesses included the Council's Street Lighting Officer, the Street Maintenance Officer, the Procurement Officer and a Street Lighting officer from London Borough of Harrow.
12. The Committee then took evidence on the review from the witnesses and came up with a number of recommendations.

## **METHODOLOGY**

13. The Committee began the review with a background report from officers to explain the Street Lighting Service. Then Committee then held one witness session on 8<sup>th</sup> September 2009 with the following witnesses:
  - Tim Edwards – Lighting Officer, London Borough of Hillingdon
  - Jonathan Westell – Highways Maintenance, London Borough of Hillingdon
  - John Bowdrey – Street Lighting Officer, London Borough of Harrow
  - Bob Alabaster – Procurement Officer, London Borough of Hillingdon

The Committee made use of views of the Councillors on the Committee (as Ward representatives), to gauge public views on this matter.

## **CORPORATE CONTEXT**

### **14. Energy Policy**

The Council is preparing for the forth coming Carbon Reduction Commitment by ensuring that our energy usage level is based lined, monitored and that consumption is reduced in line with the Carbon Management Plan.

### **15. Carbon Management Reduction Plan**

Street lighting will contribute toward the Council' Carbon Management Plan (agreed by Cabinet in April 2009). The plan sets out our aspirations for how, across all operation, we can reduce carbon emissions and our carbon footprint by 40% by 2015. Specifically on street lighting we will:

- ensure that we use the most efficient and reliable light sources
- provide lighting to the recommended lighting levels without over lighting
- Investigate and where applicable implement developments in new technology

However, where there is demand to provide new lighting to unlit areas or to improve existing lighting; this may lead to an increase in Carbon Emissions.

## EVIDENCE AND FINDINGS

16. The Committee's report, evidence and findings are set out in three areas: Where we are now, what key issues we are faced with and where do we want to be?

**RECOMMENDATION 1 - NETWORKING AND INFORMATION SHARING:  
Officers should continue with the practice of meeting regularly with other London Boroughs to share information and best practice.**

*From the report and at the witness session on 8 September 2009, officers outlined the policy and statutory framework (set out below) that Street Lighting department was required to work within. The witness from a neighbouring authority echoed the common issues often encountered and confirmed supported officers' evidence of how useful current networking with Street Lighting officers from other local authorities was. The Committee supported the continuation of this arranged and set it as one of their recommendations.*

### WHERE WE ARE NOW

#### **Current Street Lighting Policy**

17. There is currently no formal Street Lighting policy document. The Institution of Lighting Engineers is shortly due to publish a guidance document for producing a Street Lighting Policy. Once this is available the Council will be able to produce a formal policy document.

#### **Codes of Practice and Standards**

18. Current practices in Hillingdon are based upon published British Standards, European standards, codes of practice and industry technical reports.

#### **Maintenance Regimes**

19. All lighting and electrical items have a routine maintenance regime. The time interval is determined by the light source. "Low pressure Sodium" is a high efficiency light source that is generally found in older lanterns it produces orange light; over the last few years these have been replacing them with "High Pressure Sodium" lights which give a more golden yellow light, with better colour rendering.

Light source or equipment type	Lamp change and visual inspection	Clean optical and electrical parts	Electrical test
Low Pressure Sodium	3 years	With lamp change and 18 months after	6 years (at alternate lamp changes)
High pressure sodium 50w & 70w	4 years	With lamp change	With lamp change
High Pressure Sodium 100w and above	5 years	With lamp change	With lamp change
Keep left bollards	1 year	With lamp change and extra in the winter months as determined by inspection	5 years
Illuminated Sign	1 year	With lamp change	5 years
Subways	1 year	With lamp change	5 years
Feeder Pillars	N/a	With electrical test	5 years includes visual inspection

- 20 In 2008 a regime of structural inspection and testing of steel lighting columns was started for columns that are over 12 years old. The result of the testing determines subsequent test intervals. Typically the columns in good condition are guaranteed for 5 or 6 years and an insurance certificate issued to this effect. All concrete columns are visually inspected for defects on an annual basis.

## Statutory Duties

### The Provision of Street Lighting

21. **Highways Act 1980** - Section 97 states that a Local Highway Authority may provide lighting for any Highway or proposed Highway. Section 41 places a duty on the Highway Authorities to maintain highways maintainable at public expense. This implies that whilst a Highway Authority does not have to provide lighting on the Highway, where it does it is required to maintain it.
22. **Crime & Disorder Act 1998** - Section 17 Duty to consider crime and disorder implications. This section applies to a local authority, a joint authority, a police authority, a National Park authority and the Broads Authority and states:
- (1) "Without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area".*
23. This could be interpreted that where the provision of street lighting could help to prevent crime and disorder the local authority has a duty to provide and maintain lighting. This could be expanded further to indicate that the local authority has the duty to improve street lighting if it could reduce crime and disorder.

## **The Maintenance of Street Lighting**

24. There are a number of Acts of Parliament and Statutory Instruments that apply to the installation and maintenance of street lighting and effect the way things are done and they are as follows:

### ***Statutory Instruments***

25. 1989 No 635 The Electricity at Work Regulations 1989.  
This is a legal requirement to ensure that we comply with the wiring regulations, integrity of the insulation and safe management of the electrical circuit including the environmental protection of the installation.
26. 1992 No 2793 Manual Handling Operations Regulations 1992  
This is a legal requirement that states that the Employer will as far as reasonably practicable introduce measures to reduce the risk of injury.
27. 2001 No 3263 The Electricity (Un-metered Supply) Regulations 2001  
These regulations relate to the Electricity Act 1989 and set criteria for the provision of un-metered supplies by the District Network Operator (DNO).
28. 2002 No 2665 The Electricity Safety, Quality and Continuity Regulations 2002  
These regulations state that the user and providers of electrical infrastructure use materials, working methods and reporting procedures that comply with Electrical safety, Quality and continuity regulations.
29. 2002 No 3113 The Traffic Signs Regulations and General Directions 2002  
Traffic signs and regulations on the highway shall comply with these general directions 2002.
30. 2005 No 735 The Work at Height Regulations 2005  
This regulation in conjunction with the Health and Safety at Work act 1974 and the Construction and Health and Safety regulations 1996. The employer shall introduce measures where working at height is safe.
31. 2006 No 3289 The Waste Electrical and Electronic Equipment Regulations  
Aim is to reduce the amount of electrical / electronic equipment being produced and to encourage all parties to reduce, reuse, and recycle equipment.
32. 2007 No 320 The Construction (Design and Management) regulations 2007  
This regulation states that all parties in the construction Industry have the right people for the right job at the right time. These regulations also ensure that designs consider how future maintenance will be undertaken to ensure that this can be done safely. This will enable better management of risk and works can be coordinated which will lead to efficient and affective work practices.

### ***Acts of Parliament***

33. Health and Safety at Work Act 1974 - The Health and Safety at Work etc Act 1974, also referred to as HASAW or HSW, is the primary piece of legislation covering occupational health and safety in the United Kingdom

34. Traffic Management Act 2004 - The Traffic Management Act was introduced in 2004 to tackle congestion and disruption on the road network. The Act places a duty on local traffic authorities to ensure the expeditious movement of traffic on their road network and those networks of surrounding authorities. The Act gives authorities additional tools to better manage parking policies, moving traffic enforcement and the coordination of street works. This means that a notice has to be issued before any excavation can take place on the Highway.

**European Parliament**

35. *Directive 2005/32/EC Eco-design Energy using Products Regulation No 245/2009 eco-design requirements for Fluorescent and High Intensity Discharge Lamps.*

**Numbers**

36. The total number of lighting columns is 22,800; the other lighting installations are listed below:

Highway footpaths	Roads	Car Parks	EY&L	Housing	Property	Recreation	Floodlights
1,198	21,071	163	39	275	5	50	
	218						
	14						
	373						
	1,543						
	1,874						
131							
15	10	2		18			20
3	151	17	6	4		6	1
1337	<b>25,144</b>	<b>172</b>	<b>45</b>	<b>287</b>	<b>5</b>	<b>56</b>	<b>21</b>

**Age Profile of Lighting Columns in Hillingdon**

37. This information is taken from the detailed GIS lighting inventory system that was implemented in 1996. There is limited data before this date regarding the age of the columns.

Column material	Age in years							Total columns
		5m (or less)	(or 6m	8m	10m	12m	Over 12m	
Steel & cast iron	0 – 20	2505	1275	414	1157	60		5411
	21 – 30	616	53	301	264	21	6	1261
	31 – 40	138	16	2	127	0		283
	Over 40 or unknown	10989	787	932	2251	58		15017
	<b>Total</b>	<b>14248</b>	<b>2131</b>	<b>1649</b>	<b>3799</b>	<b>139</b>	<b>6</b>	<b>21972</b>
Concrete	0 – 20							0
	21 – 30							0
	31 – 40							0
	Over 40 or unknown	824						824
<b>Total</b>	<b>824</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>824</b>
<b>All</b>	<b>Total</b>	<b>15072</b>	<b>2131</b>	<b>1649</b>	<b>3799</b>	<b>139</b>	<b>6</b>	<b>22796</b>

## Service Delivery

**RECOMMENDATION 2 - NOTIFICATION OF WARD COUNCILLORS:** The Street Lighting department should ensure that local Ward Councillors are kept informed as to the placing of new lighting. In particular where new lighting is being installed, following requests from the Police.

*An outcome of the witness session was that officers already worked closely with the Police when deciding where lighting improvements would be undertaken. They also took into consideration list sent in by Ward Councillors and complaints received from residents.*

*Whilst the Committee welcomed this form of communication, they felt that residents should also be notified through their Ward Councillors and this is reflected in recommendation 2.*

### ***The Public Lighting Section***

38. The Section consists of a Manager, a Lighting Engineer, a Lighting Technician, a Sign Engineer, a Road Markings Engineer and a part time Costing Assistant. The manager is also responsible for the Operational Team currently based at Harlington Road Depot this consists of a Supervisor, an administrator, a charge-hand and 9 lamp attendants. Two apprentices were appointed in October one as a Lamp Attendant and one as a Lighting Technician.

## **Electricity Suppliers**

39. The regional electricity suppliers for Hillingdon are EDF Energy and Scottish Southern Electric (SSE), known as District Network Operators (DNOs). They are responsible for the transfer of power either from adjacent columns or the provision of a new supply from the Low Voltage Main.
40. EDF are the more expensive of the two providers and they are on a typical 3-6 week programme to complete their works from the date that the lamp column is certified as for connection ready.
41. SSE is the provider for the 60% of the Borough and they are on a 3-8 week programme to complete their works from the date we certify the lamp column is certified as for connection ready.

## **Works Contractors**

**RECOMMENDATION 3 – PUBLICITY IN RAISING PUBLIC AWARENESS:** The Council should raise awareness of some of the causes in the delay in repairs, and highlight some of the improvements that have been implemented. One such improvement is attaching a sticker on faulty lamp posts, which indicates that the fault had been notified to the Council and alerts members of the public that it was being followed-up. Communication with members of the public could be improved further by:

- i) Placing an article in the Council's free monthly magazine (Hillingdon People), which is distributed to all homes of residents.
- ii) Setting up a frequently asked questions section on the Councils website in answer to common concerns and problems encountered or raised by members of the public.

**RECOMMENDATION 4 - ALERTING RESIDENTS OF LIKELY DELAYS IN REPAIR WORK:** Where there are likely to be delays in repair works, Ward Councillors should be notified with reasons for the delay, so they can inform residents.

*From the witness session, the committee established that the installation and replacement of columns required a number of different specialist skills and machinery in order to complete some tasks. In addition, there were a number of problems that they may encounter such as, problem of physical access, network conditions and volumes.*

*The Committee felt that the public should be made aware of these issues and indicated that Ward Councillors should be alerted to any delays in repair so that they could then notify residents.*

*Column installations are done in-house if the columns being replaced are 5m or 6m in height. If the lamp columns being replaced are 8m, 10m, 12m, then these are installed by our external contractor Enterprise Mouchel.*

*Before columns can be installed we need to ensure we have the columns and lanterns in stock or place orders as required.*

#### 42. Revenue Budgets 09/10

Lighting Maintenance	£614,610
Signs Maintenance (inc non illuminated)	£258,570
Lighting Energy	£709,330
Signs Energy	£65,670
Recharge for 3 <sup>rd</sup> party damage	Income £31,500

#### Capital Budget 09/10

43. The Capital allocation for 2009/10 is £300,000. £60,000 of this is reserved for the capitalisation of revenue, typically for the replacement of brackets and lanterns on existing columns. The remainder will be split between replacing structurally defective columns, structural testing and lighting improvements. Prioritising requests for new and replacement streetlights throughout the borough is by an agreed mechanism, based on problems relating to community safety, crime or road safety.

### WHAT KEY ISSUES ARE WE FACED WITH?

#### Budget

44. In real terms costs increase above inflation and the service is growing. Over the past two years the number of lighting columns has increased by an average of 0.75% PA, Contractors cost by 4.7% PA. In April 2008 EDF Energy's charge for a new connection rose by 23.6%, although there has been no increase this year.

#### Increasing Energy Costs

45. Over the past five years there have been very large increases in energy costs. Until this year Hillingdon's street lighting has been fortunate to avoid most of these increases. This has been due to the timing of when the fixed price energy contracts were renewed, see table below, in both the 2005 and the 2007 contracts the two year fixed rate was cheaper than the one year rate.

Supply period	Date agreed	Southern Area rate	EDF area rate
April 04 to March 05	26/02/04	4.454p	4.196p
April 05 to March 07	28/01/05	5.457p	5.241p
April 07 to March 09	4/12/06	6.028p	5.911p
April 09 to September 09		7.457p	7.017p

46. During the past two years the unit rates for some contracts elsewhere in the country have been as high as 13p.

In June 2007 the Pan Government Energy Project was launched, it has developed best practice for energy procurement. The recommendation is that all public sector organisations adopt aggregated, flexible and risk-managed procurement.

47. The Council has adopted these recommendations and energy is now procured by flexible contract. The price for the first period of the current financial year is shown above. The price for the second half is projected to be 8.3p per unit, currently about 80% of the electricity for this period has been purchased.

### **Increased Demand for Lighting in New Locations for Enhanced Security**

49. There is more demand for lighting solutions based on security issues. Without good quality lighting the fear of crime cannot be lifted and any investments in CCTV solutions are not utilised to their full potential without good quality lighting.

### **Need to Reduce Light Pollution**

50. The Department is mindful of the increases in lighting for residential, main road, security. As such it tries to utilise the best value modern lanterns that keep the lighting pollution to a minimum. The aim of a good lighting installation is to provide illumination on the highway just where it is needed and to reduce to a minimum wasted upward light, typically to less than 3%.

## **WHERE DO WE WANT TO BE?**

51. We want to get to the point where we are able to increase the number of reliable, energy-efficient, adaptable, less polluting and brighter lighting units at lower cost by 2015. The Committee noted that this will be achieved by continually introducing new technology such as :

### **Technology**

52. Technology is moving at a fast pace and careful consideration is given to the trial and introduction of developments that can reduce costs, improve efficiency and improve the service.

### **The use of “White light” sources**

53. “White Light” refers to a light source with a colour-rendering index of 60 or more. The British Standard BS5489 part 1 2003 recommends that where a “White light” source is for lighting of subsidiary roads the standard of lighting can be lowered by one lighting class. This is due to the shift in the colour sensitivity of the eye at low light levels. This can lead to savings in Energy and CO<sub>2</sub>.

## High-output Light Emitting Diodes (LEDs)

54. This is the latest in lighting technology and is still in the early stages of development for street lighting. LEDs offer low energy and long life; typical values being claimed are lamp lives of up to 50,000 hours which is equal to about 12 years with energy savings of up to 40%. A few manufacturers are producing lanterns and a trial of 60 lanterns has been installed on a footpath and in residential roads in the Borough. There are a number exaggerated claims and therefore a number of factors have to be verified and to be taken into account when considering the use of LEDs in public lighting. For example the reduction in light output and a change in colour as the LEDs age.

### Remote monitoring:

55. This is a feature that can be used to identify and in some cases predict lighting faults remotely. It is expensive to implement, as a monitoring unit needs to be installed in every piece of equipment and connected to a communication network. The units need to communicate with a central management system which is in the process of being implemented. It is therefore not a viable option until the management system has been implemented.

### Variable Lighting Levels (Dimming) on Traffic Routes:

56. The level of lighting on traffic routes is determined by the type of road and the traffic flow. By profiling the traffic flow with the time of day it could be possible for the lighting to be dimmed at times when the traffic flows are low. This could result in energy savings and carbon dioxide emission reductions. To implement this accurate traffic flow data would be needed for each road and the lighting would need to be controlled by a remote monitoring system to allow changes to be made if future traffic flows change.
57. At the witness session, Members focussed on the present street lighting provision within the Borough and sought the views from another local authority.

**RECOMMENDATION 5 – NEW TECHNOLOGY AND IMPROVED EFFICIENCY: The Street Lighting department should continue to use new technology to improve efficiency, particularly in the areas of lamp long life and energy reduction.**

*From the witness session, notwithstanding the other areas set out above, one of the key issues that became apparent was the development of new technology to improve efficiency and improve service. This was therefore included as part of the Committee's recommendation.*

## CONCLUSIONS AND RECOMMENDATIONS

### Conclusions

58. Whilst the Committee was very satisfied with the Council's Street Lighting function, its processes and performance. The recommendations make suggestions as to some improvements that could be made in Hillingdon, to the way in which the public is made aware of the street lighting repair process.
59. The Committee felt that that was vital for the Authority to improve the experience of residents in the borough in terms of lighting the streets (how quickly repair works is done) through better communication. This was felt could be enhanced through communicating delays to Ward Councillors.
60. At the Committee's meeting to approve the Street Lighting review, Members wished to add a further recommendation in relation to closer working with Housing Associations on Street Lighting as follows:

**RECOMMENDATION 6 - THAT THE COUNCIL WORK CLOSELY WITH HOUSING ASSOCIATIONS:** To improve responses to queries relating to Street Lighting in private areas. This could be to ensure that where private lighting is installed, adequate provision is made for its future maintenance; or increasing the areas on new developments that are adopted as public highway.

### Committee's recommendations in full to Cabinet

61. The Committee therefore made the following 6 recommendations as set out below and agreed that they be presented to Cabinet for endorsement and subsequently for officers to implement and action:
  - a) **Recommendation 1 - Networking and Information Sharing:** Officers should continue with the practice of meeting regularly with other London Boroughs to share information and best practice.
  - b) **Recommendation 2 - Notification of Ward Councillors:** The Street Lighting department should ensure that local Ward Councillors are kept informed as to the placing of new lighting. In particular where new lighting is being installed, following requests from the Police.

- c) **Recommendation 3 – Publicity in Raising Public Awareness:** The Council should raise awareness of some of the causes in the delay in repairs, and highlight some of the improvements that have been implemented. One such improvement is attaching a sticker on faulty lamp posts, which indicates that the fault had been notified to the Council and alerts members of the public that it was being followed-up. Communication with members of the public could be improved further by:
- ii) Placing an article in the Council’s free monthly magazine (Hillingdon People), which is distributed to all homes of residents.
  - ii) Setting up a frequently asked questions section on the Council’s website in answer to common concerns and problems encountered or raised by members of the public.
- d) **Recommendation 4 - Alerting Residents of Likely Delays in Repair Work:** Where there are likely to be delays in repair works, Ward Councillors to be notified with reasons for the delay, so that residents could be informed.
- e) **Recommendation 5 - New Technology and improved Efficiency:** The Street Lighting department should continue to use new technology to improve efficiency, particularly in the areas of lamp long life and energy reduction.
- f) **Recommendation 6 - That the Council work closely with Housing Associations:** To improve responses to queries relating to Street Lighting in private areas. This could be to ensure that where private lighting is installed, adequate provision is made for its future maintenance; or increasing the areas on new developments that are adopted as public highway.

## REPORT FROM THE EDUCATION & CHILDREN'S SERVICES POLICY OVERVIEW COMMITTEE: DEVELOPING INCLUSION IN SCHOOLS IN HILLINGDON TO BEST REFLECT LOCAL NEEDS AND ASPIRATIONS

<b>Cabinet Member</b>	Councillor David Simmonds
<b>Cabinet Portfolio</b>	Education and Children's Services
<b>Officer Contact</b>	Natasha Dogra, Democratic Services
<b>Papers with report</b>	Developing Inclusion in Schools in Hillingdon to Best Reflect Local Needs and Aspirations Final Report

### HEADLINE INFORMATION

<b>Purpose of report</b>	To receive the Education and Children's Services Policy Overview Committee's report providing recommendations which seek to build upon the Borough's approach and strategy to the Inclusion of children and young people with Special Educational Needs.
<b>Contribution to our plans and strategies</b>	This report contributes to the Council's priorities for a flexible and contemporary Inclusion practice throughout the Borough.
<b>Financial Cost</b>	There are no additional financial implications arising from this report.
<b>Relevant Policy Overview Committee</b>	Education and Children's Services Policy Overview Committee
<b>Ward(s) affected</b>	All.

### RECOMMENDATIONS

That Cabinet:

1. Note that the Committee, during its review, concluded that the service is performing well.
2. Welcome the report from the Education and Children's Services Policy Overview Committee and note the general consensus it found in favour of improving the Inclusion Practice; and
3. Endorses the recommendations of the Policy Overview Committee report and the Cabinet Member as ways to improve Inclusion practice, as set out overleaf:

## **Committee Recommendations:**

- a) **Review the Secondary Transfer process to build confidence in parents and carers that the individual child's educational needs are catered for;**
- b) **Ensure mainstream schools are confident that they have the capacity to support children within the mainstream setting;**
- c) **Establish effective support for children, parents and carers to ensure full access to detailed information for parents, carers and schools governors;**
- d) **Encourage the development of extra curricular activities to ensure the pupil voice is heard;**
- e) **Support Extended Services demonstrating how disabled children and young people are included;**
- f) **That Officers are instructed to identify schools that may be challenged by the Inclusion agenda and report to the Cabinet Member implementation strategies that will be put into place to support these schools and the criteria used to measure their success;**
- g) **Implement a method of accountability to ensure adequate training and development is in place to ensure all staff are fully equipped with the skills required.**
- h) **That Cabinet are aware of changes which may occur at a national level that could affect the viability of the Inclusion policy in the future.**

## **Cabinet Member and Committee recommendation combined:**

- i) **That Cabinet note the national and potential future policy context regarding inclusion from the main UK political parties attached in Annex A and endorse the Committee's recommendation to invite them to review the council's approach to inclusion, should at a later date, national policy and legislation on this matter alter direction.**

## **INFORMATION**

### **Reasons for recommendation**

The recommendations are aimed at building upon Hillingdon's approach to the delivery of a comprehensive Inclusion Strategy. The development of the Inclusion practice will contribute to residents' satisfaction and the aim of catering to the needs of families of children with disabilities.

### **Alternative options considered / risk management**

The Cabinet could decide to reject or amend the Committee's recommendations.

### **Supporting Information**

1. The Committee chose 'Inclusion' as a review topic in 2009/10 to enable the Council to build on its successes so far.

2. The aim of this review was to look at ways to improve the service and the arrangements for implementing that strategy. The reasons behind why the Council needs to develop its Inclusion Strategy were identified, including the potential benefits and drawbacks. Opportunities to improve the service were investigated and were considered when producing the recommendations.
3. The review took place between June 2009 and November 2009.
4. The Committee's report (attached) gives full details of the review.
5. Education Officers support the Committee's recommendations and advise Cabinet that recommendations will be picked up as part of the Inclusion Strategy 2009-11, which appears elsewhere on this Cabinet agenda.

### **Financial Implications**

There are no direct financial implications arising from this report. However, the report should be read in conjunction with the report on the Inclusion Strategy 2009-11.

### **EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES**

#### **What will be the effect of the recommendation?**

The Committee's recommendations will provide a springboard for the Council to take those steps necessary to improve services offered to families of children with disabilities.

#### **Consultation Carried Out or Required**

The Committee took evidence from residents, officers and experts as described in the attached report (see page 11).

### **CORPORATE IMPLICATIONS**

#### **Corporate Finance**

Corporate Finance is satisfied that there are no direct financial implications to the Authority, arising from the recommendations set out in this report and that any activities within this proposal will be implemented within existing financial resources.

#### **Legal**

There are no legal comments regarding this report.

### **BACKGROUND PAPERS**

NIL

## Annex A

### National Policy / Future Policy Context from the main UK political parties regarding Inclusion

#### HM Government

The Government is committed to the inclusion of children with Special Educational Needs (SEN) in mainstream schools. In August 2009, Secretary of State, Ed Balls, announced changes in the law so schools are to be assessed on how they support Children with SEN and disabilities. Parents are to also be given the right to appeal to the local authority against their child's statement of SEN.

An inquiry was held, at the request of the Government, chaired by Mr Brian Lamb, into Special Educational Needs and Parental Confidence. On 25<sup>th</sup> September 2009 Mr Lamb sent a letter to the Children's Minister recommending the strengthening of the SEN responsibilities of schools working together in Behaviour and Attendance Partnerships. These recommendations were accepted by the Minister.

In response to the Lamb Inquiry, the Children's minister has pledged to test easier ways of assessing Children with SEN. The Minister has also commissioned Toby Salt (Deputy Chief Executive of the National College for Leadership of Schools and Children's Services) to lead an independent review into the supply of teachers trained to meet the needs of children with Severe Learning Difficulties (SLD) and Profound and Multiple Learning Difficulties (PMLD). He also announced that the Specialist Schools and Academies Trust (SSAT) would be taking forward a £550,000 project to develop special schools as leaders in teaching and learning practice for children with the most complex learning difficulties.

*Source: DCSF.*

## **The Conservative Party**

Whilst not official party policy at this stage, the Conservative Party has proposed alternatives to Government Policy. The main changes are:

- 1) Statements should be replaced by Special Needs Profiles (SNP) drawn up by Profile Assessors, who would be educational psychologists, and others possibly operating in consortia. These profiles would be cumulative and subject to regular review to ensure that the continued provision is as dynamic as the child's needs. It is believed that as early intervention is important, SNP's should be created as early in a child's life as possible.
- 2) SNP's would allocate the child to one of a number of support categories (as in USA, Canada and most of Europe). It is therefore expected to be a dozen such categories, the first two or three of which would cover those pupils not currently 'statemented' but receiving special provision in mainstream schools.
- 3) Each level of support would legally attract a certain amount of funding which the pupil would then carry to a mainstream or special school. Parents would be able to negotiate with any mainstream or special school for a place, irrespective of the local authority area in which they live.
- 4) A special needs mediation scheme could be created to avoid the current adversarial context of appeals. A tribunal would be the very last resort.
- 5) Special schools could, under a rolling programme, be given 'Special Academy Status' (i.e. considerable freedom to develop as their professional requirements suggest and to expand pupil numbers).

*Source: The Conservative Party Commission on Special Needs in Education- The Second Report.*

## **The Liberal Democrat Party**

The Liberal Democrats have made the following pledges in relation to Special Educational Needs policy. To:

- Separate funding from assessment and to develop a multi-agency professional assessment framework which is statutorily funded and operates independently of the commissioning process. Such an assessment will specify the services that will then be costed and provided for that individual pupil's education;
- Specify that the assessment framework be used to determine provision in as short a time as possible: working towards achieving and then reducing the present 6 month target;
- Ensure the inclusion in initial teacher training courses, other routes to ITT, and through continuous professional development of existing teachers and support staff, of comprehensive training in all types of special educational, social and health needs, difficulties and disabilities of children and young people;
- Ensure that the development of Children's Services takes into account the inclusion needs of the children and young people most in need and with the most complex difficulties and disabilities;
- Develop local alternatives to Pupil Referral Units under schools regulations to enable those children and young people with misdiagnosed and/or undiagnosed needs, difficulties and disabilities to be supported in environments free from the stigma of failure caused by permanent exclusion from schools.

*Source: Liberal Democrat conference motion SUPPORT FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS - March 2008*



HILLINGDON  
LONDON

## Education & Children's Services Policy Overview Committee 2009/10

# **How Should Inclusion in Schools Develop in Hillingdon to Best Reflect Local Needs and Aspirations?**

### Members of the Committee:

Cllr Catherine Dann (Chairman)  
Cllr Brian Crowe (Vice Chairman)  
Cllr Judith Cooper  
Cllr Peter Curling  
Cllr John Hensley  
Cllr Anita MacDonald (Labour Lead)



### Other Voting Representatives for Education Issues:

Anthony Little - Roman Catholic Diocesan Representative



INVESTOR IN PEOPLE

**Reviewing whether current arrangements and future plans to support  
inclusive practice in Hillingdon schools are effective.**

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## **CHAIRMAN'S FOREWORD**



*I am delighted to present this report on a highly important subject, which has rightly been recognised by both central and local government.*

*Families raising children with special educational needs will understand the difficulty involved in coping with the situation. The work involved with ensuring a child with Special Educational Needs feels happy and safe at school and is receiving the education he or she needs with the support he or she deserves is a great challenge. The Committee recognises the importance of sharing the responsibility between the family, school and Council to ensure a positive outcome for the child.*

*The evidence presented by the professionals in the field and those who use the services was compelling. Personal experiences helped the Committee understand the delicacy of the situation. The Committee and I are grateful to each and every person who took the time to attend Committee meetings and had the courage to tell their story.*

*On behalf of the Committee, I would like to thank the external witnesses and officers for participating in the review. We hope this can be used to make constructive changes to the service in the borough.*

**Cllr Catherine Dann**

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Education & Children's Services Policy Overview Committee  
Developing Inclusion in Hillingdon Report - 2009/10

i

## **INTRODUCTION**

### **SEN – a definition**

The term "special educational needs" covers children who have learning difficulties, including dyslexia, dysphasia, autism, Aspergers syndrome and attention-deficit hyperactivity disorder (ADHD). These children need something different from or additional to that provided for other children of the same age to enable them to progress in their learning.

The Government's Department for Education and Skills defines children with SEN as having 'learning difficulties or disabilities which make it harder for them to learn or access education than most other children of the same age.'

A child with special needs may need extra or different help at school or home because of physical difficulties, problems with thinking and understanding, emotional and behavioural issues or a combination of these.

### **Background**

Inclusion in the context of education is a term that refers to the practice, in which students with special educational needs spend most or all their time with peers. An inclusive school will adapt the environment to enable the child to fully participate and not expect the child to fit into existing structures and/or be segregated because they do not fit into the traditional classroom. The belief is that children and young people will feel safe whilst receiving the right level of support, which enables them to reach their full potential as independent learners.

Hillingdon has a population in excess of 252,000 people (September 2009). 60,127 children and young people aged 0 to 18 inclusive live in Hillingdon, which represents nearly 25% of the total population of the borough. Between 2007 and 2017 we expect around 8,500 homes to be built, and the number of children to grow by 2,220 (3.7%) by 2013. Moreover, due to local patterns of migration and immigration, the population is becoming more diverse.

43,437 pupils attend 92 state schools in Hillingdon, an increase of 1,000 pupils since 2002. There are 65 primary schools, 18 secondary schools (including 2 Academies), 6 special schools, 1 nursery school and 2 pupil referral units. Around 7% of pupils attending schools in Hillingdon are residents in other local authorities. The number of pupils in sixth forms has increased significantly, from 2,648 in 2002 to 3,425 in 2008.

## **History**

In 2006, the London Borough of Hillingdon's Education and Children's Services Policy Overview Committee reviewed the Hillingdon Early Years Strategy 2006-16. The Council's vision was reiterated under the review and read *"By 2015, Hillingdon will be a diverse, attractive and successful borough. Our young people will be well educated and better equipped to prosper in their adult lives. Our older residents will be value by their community and treated with dignity. Our seamless health and social care services will make Hillingdon one of the nation's healthiest places to live. Our streets will be among the safest in London. Our businesses will thrive and the contribution of Heathrow will be positive. Our borough will help drive London's success, but remain self sufficient and proud of its strong community and vibrant economy. Finally, Hillingdon will have retained its character and heritage.*

*Services for children and young people will be designed to make Hillingdon a borough where young people are healthy, safe and supported; to ensure that children and young people have full opportunities for enjoyment and achievement and are able to contribute to society and the local economy. There will be fully integrated services for young people that reflect flourishing partnerships between the council and the voluntary sector, providing the opportunity for personal, social, educational and physical development."*

**(Community strategy 2005/15)**

This review of the development of Inclusion in the borough is compatible with Hillingdon Early Years Strategy.

## **National Agenda**

The Council must fulfil its statutory requirements set out in the SEN and Disability Act 2001 and meet the expectations detailed in policies such as Every Child Matters and the SEN Code of Practice. Inclusion policy must be responsive to changes in national policy while being centred on the outcomes for Children and Young People and responsive to local and changing needs.

Four major Government initiatives under the “Every Child Matters” agenda inform current SEN policy and practice:

- **Removing Barriers to Achievement:** The Government’s Strategy for SEN (2004) provides an agenda for action in four main areas: early intervention; removing barriers to learning; raising expectations and achievement and delivering improvements in partnership.
- **Aiming High for Disabled Children:** better support for families (2007) is the transformation programme for disabled children’s services.
- **Aiming High for Disabled Children National Core Offer** (2008) is a statement of the standards which families with disabled children can expect from local services across the Country.
- **Building Schools for the Future programme**, which is a government initiative to refurbish and re-build the nations secondary schools will act as the vehicle for refurbishing the SEN schools in the borough.

Government policy and guidance produced by the Department for Children, Schools and Families has placed increased emphasis upon more collaborative and partnership working between the Local Authority and Primary Care Trust. This is particularly through the development of joint commissioning and multi agency engagement in Early Support Programmes.

Guidance on delivering specialist services is also provided through the national programme of inspections.

### **The legal framework**

SEN and Inclusion policy is embedded in a broad legal framework, particularly:

- The Education Act (1996) as amended by the SEN and Disability Act (2001), which outlines the duties on Local Authorities, schools and others with regard to SEN.
- The SEN and Disability Act (2001), which ensured the Disability Discrimination Act applied to the provision of education and introduced an updated SEN Code of Practice, which describes how schools, parents, the Local Authority and other agencies should work together to ensure appropriate arrangements are made for all children and young people with SEN.
- The Children Act (2004), which, through the Every Child Matters: Change for Children Outcomes Framework, introduced reforms to children's services that have a significant impact for children and young people with SEN.
- The Children's Plan (2007) builds on the Every Child Matters outcomes and outlines the Government's plan for the next 10 years. The Plan is underpinned by five principles including early intervention, shaping services around families and that all children and young people achieve their full potential.

### **Connections with Other Strategies**

Other strategies and developments which impact on this plan include:

- Council Plan 2007 – 2010: *“A borough where children and young people are healthy, safe and supported where our young people are valued properly educated and given the opportunity to thrive”.*
- Inclusion strategy 2009 -11

- Outreach from special schools plan
- Building schools for 21<sup>st</sup> century –Strategy for Change part 1
- Inclusive secondary schools information gathering April 2009
- Inclusion Development plans
- Primary Schools Strategy
- Access Strategy (2008-11)
- Primary Capital Programme
- Inclusion review report
- Disabled Children’s Strategy (2009-11)
- Links to National documentation
- Hillingdon’s Education and Children’s Services Policy Overview Committee’s review into “*Hillingdon Early Years Strategy 2006 – 2015*”.

### **Reason for the Review**

To provide recommendations to Cabinet in support of the Council’s efforts to further support the development of children under the Inclusion Provision, bringing together all the key aspects and necessary information to advance the service.

### **Aim of the Review**

To review whether current arrangements and future plans to support inclusive practice in Hillingdon schools are effective. To identify any key barriers to inclusion and potential areas for future development.

### **Terms of Reference**

1. To agree the concept of inclusion referred to in this review e.g. SEN.
2. To recognise the strategies and plans in place and under development both locally and nationally which influence and lead direction
3. To seek views from parents, carers, children, young people and schools on how best practice can be supported within local provision.
4. To identify any service and practice issues that should be considered in future planning.



## **METHODOLOGY**

As part of their review, the Policy Overview Committee received reports, presentations and heard from witnesses.

Meetings held in June, July, September and October 2009 involved taking evidence from a range of witnesses:

- Steve Foot, **Head Teacher, Minet Junior School**
- Gerry Foot, **Language Manager, Minet School**
- Mrs X, **Parent Witness**
- Mrs Y, **Carer Witness**
- Child Z, **Child Witness**
- Joanne Harper, **Associate Principle, Rosedale College**
- Lesley Markham, **Deputy Head Teacher, Chantry School**
- Pauline Nixon, **Head of Access and Inclusion SEN, London Borough of Hillingdon**
- Clive Neathy, **Executive Principal of Rosedale College**
- Sue O'Brien, **Senior School Improvements Officer for Inclusion**
- Heenal Oza, **Children's Services Practitioner, Rosedale College**
- Charlie Taylor, **Head Teacher, The Willows school**
- Chris Spencer, **Director of Education and Children's Services, London Borough of Hillingdon.**

The Committee sought to gain information on the following issues:

- How far does the existing provision meet the needs of this group of children?
- Are there any particular pressures / issues affecting Hillingdon?
- What are the strengths and weaknesses of current approaches?
- What changes can be made in Hillingdon?
- How should agencies work more effectively together to address the needs of this group of children?
- Are there any particular issues in Hillingdon affecting good inclusion?

- How can the specialist expertise available in schools be used in supporting inclusive practice in mainstream schools?
- How well are school staff equipped to meet the needs of a diverse group of children and young people?

The findings from this review are presented in the following section of this report.

### **Performance Management, Monitoring and Evaluation**

Responsibility for monitoring the progress of the review recommendations will sit with the Inclusion Steering Group chaired jointly by the Senior School Improvement Officer for Inclusion and the Head of Access and Inclusion. This group will be monitoring the Inclusion Strategy for Hillingdon.

## **EVIDENCE & FINDINGS**

The following evidence was gathered at the witness sessions, which took place at the Committee meetings in June, July, September and October 2009:

***Mrs X, parent of a 10 year old son who is autistic and has attention deficit hyperactivity disorder, acted as a witness before the Committee.***

Mrs X said her son attended Highfield Primary School from the age of three, after which he was excluded for attacking a teacher. He moved to Belmore Primary School, Hayes, and then transferred to a Special Resource Provision (The Acorns) at Hayes Park School in Hayes. Mrs X said her son spent most of his day with the 12 children in the unit cared for by fully trained teachers. There were 2 children in his year group, which enabled the teacher to focus on each child and dedicate their time and attention to them.

Mrs X said her son was happy at the Special Resource Provision where a lot of time was spent attending assemblies, play time and undertaking interactive learning. He was not included in his mainstream school to a great extent, and spent most of his time there in the Relaxation Room where he was able to unwind and calm down.

Although her son is 10 years old, Mrs X said he is working at the level of a 7 year old. He will be transferring to secondary school next September, and Mrs X said she had submitted her application for her choice of school, which would be Meadow High. Mrs X said her son benefited from interactive learning that was provided in SEN schools as he could not keep up with other children in mainstream schools.

Mrs X said her son enjoyed cooking and painting. He was able to express himself well in the unit in his school, where the walls had paintings with emotions stuck on them. Her son was able to pick up which emotion he was feeling in order to express himself.

Mrs X said the children were taught social stories, encouraged to use the computers, use a camera to take photographs, take care of pets and take part in speech programmes to develop their vocabulary.

A contact book was filled in every day by Mrs X and her son's teacher to track his progress. An annual review took place of her son's academic progress, which Mrs X thought was not often enough. In the last year her son's progress had become stagnant, and Mrs X was unaware of this until the review. Mrs X said had she been aware of his lack of progress throughout the school term, she could have offered her help and support to her son. However, due to the review only taking place on an annual basis she was unaware of the problem until it was too late.

Mrs X said that she had received a lot of help from the Parent Partnership Service when applying to her son's secondary school. She had been an officer from this service from the date her son was first excluded and was very grateful for this help.

***Child Z, 14 years old, acted as a witness at the Committee meeting accompanied by his carer Mrs Y and Mrs Lesley Markham, deputy head teacher of Chantry School.***

Child Z said he enjoyed attending his mainstream school (Ruislip High) for three days a week, compared to the SEN school that he attended (Chantry School) for two days a week. Child Z said he was confused with attending two different schools at one time and sometimes lost track of which day and time he was attending which school. Child Z said the work he did at the two schools was very different and he was learning at different levels at each school. He had recently begun his double science GCSE at Ruislip High School and enjoyed working towards this qualification.

With regards to his SEN school, Child Z said there were not enough services available to him. However, at Ruislip High there was a room dedicated to SEN

where the children could relax. Child Z said Chantry School did not have the equipment or services to meet his needs.

Child Z said he had had a number of experiences at Chantry School which had discouraged him from attending. However, this had made him more determined to integrate back into mainstream school.

Deputy Head Teacher of Chantry School, Lesley Markham said each SEN school had to anticipate the needs of each child and cater for them. Ms Markham said each child had differing needs and the school was responsible for nurturing their behaviour.

Child Z said from the moment he reached the school, via bus or after his mum dropped him off, he was accompanied by his dedicated support assistant. There were support staff available to him at Ruislip High, but Child Z said staff change frequently so that children do not become too reliant on them. Recreational activities are also available such as physical education.

***Sue O'Brien (Schools Improvements Officer for Inclusion) said:***

- Creating the post of Principal School Improvement Officer for Inclusion had provided capacity to support schools to include a wider range of children with SEN. The key priority is to narrow the gap between children who did have SEN and those who did not. There are a range of strategies currently in place:
  - Inclusive quality first teaching for all (2008/09)
  - Additional interventions to enable children to work at age related expectation or above (2009/10)
  - Additional, highly personalised interventions (2010/11).
- The Inclusion Development Programme (IDP) was 3 year programme:
  - **Year 1** focused on Speech Language and Communication Dyslexia;
  - **Year 2** focused on Autism;

- **Year 3** focusing on Behaviour.

**Mr Steve Foot (Head of Minet Junior School) and Mrs Gerry Foot (Minet School Language Manager) said:**

- The school had an attendance rate of 94.7%.
- The school developed good parental links with children at risk and positive dialogue and with external agencies e.g. SEN.
- The school had strong links with Meadow High and The Willows special schools.
- Intervention Groups were pupil driven for those with special needs e.g. sensory difficulties.
- Exclusion and attendance - the school was committed to the principle of No Fixed Term Exclusions, and exclusion rates were rapidly improving.
- New arrivals at the school were assessed, with their parents, at an initial interview and given an (EAL) Evaluation Assurance Level. Information such as home language, country of origin, last place of residence, previous schooling and history, parental preferred language of communication (to include reading and writing), ethnic group, religion, date of arrival, position in family, SEN concerns, assessments in listening/speaking, reading/writing in first language, English and other languages was gathered. New pupils were “buddied up” with other students and their behaviour was closely observed.

**Clive Neathy (Executive Principal of Rosedale College), Joanne Harper (Associate Principal) and Heenal Oza (Children’s Services Practitioner) said:**

- Rosedale College focused on raising the issues of quality learning, vocational qualifications availability and workforce remodelling. Specialists were bought in for children who had fallen through the net and needed extra help. 71.5% of the children at the school were from

ethnic minorities, and 25% of the children had special education needs.

- Nurturing a child with special education needs was of utmost importance. In usual circumstances, this child would be accustomed to being nurtured at primary school level and this continued into their secondary education. A balance and consistency needed to be struck to enable the child to be comfortable in their surroundings.
- Inclusion was based on understanding the child, their parents and their situation very well. It also concerned the community where the children were from and their school community.
- The Senior Management Team met every morning to discuss individual children, day to day tasks and arising situations. Some staff attended forums with other schools to share best practice and ideas.
- The school was open 50 weeks of the year, which meant children were not forced to take holiday periods, as many of them preferred being at school.

Miss Oza said the school was open on weekends, weekday evenings and during holiday periods. Activity clubs were held after hours, as well as a six hour teaching day. Learning sessions were broken down into 2 hour periods. Sixth form students were invited to take part in Community Leadership Programmes, where they were paid to take care of younger children, having completed the required training.

Miss Oza said most of the funding the school received was used for teaching and learning. Teachers were contracted to work 1265 hours in 195 days a year. The teacher's associates were mainly graduate students who wished to gain experience in this area, and usually moved on to become teachers. Most teachers stayed at the school for 3 to 4 years and then moved on. Miss Oza said all staff had a contribution to make to the school; staff understood that the number one priority of the school was their children. Staff were taught that

their job was to deliver a bespoke service using creative solutions. Miss Oza said Rosedale College incorporated a distributed leadership model.

Mr Neathy said that children were moved into the next class up if they had shown signs of fast learning and capability to deal with more work. Children were never demoted.

***Mr Taylor, Head Teacher of The Willows School, informed the Committee of the following:***

- The school exercised a 'First Steps' class for children aged 3yrs to 5yrs who had shown clear signs of needing special education or nurturing.
- The school performed a lot of outreach work with mainstream schools in the borough. This was to ensure that children who had left The Willows were able to settle back into mainstream education and the chance of them returning was decreased.
- The Willows was able to keep up an interface with mainstream schools while a child was making the transition between the two, which allowed the school to monitor the child's behaviour and maintain consistent nurturing of the child.

Mr Taylor said the needs of many more children could be met within mainstream schools with appropriate workforce development in place.

Following the evidence sessions, the Committee found that Inclusion in education is supported by:

- Valuing all students and staff equally.
- Increasing the participation of students in, and reducing their exclusion from the cultures, curricula and communities of local schools.
- Restructuring the cultures, policies and practices in schools so that they respond to the diversity of students in the locality.

- Learning from attempts to overcome barriers to the access and participation of particular students to make changes for the benefit of students more widely.
- Viewing the difference between students as resources to support learning, rather than as problems to overcome.
- Acknowledging the right of students in building community and developing values, as well as in increasing achievement.
- Fostering mutually sustaining relationships between schools and communities.
- Recognising that inclusion in education is one aspect of inclusion in society.

## **CONCLUSIONS AND RECOMMENDATIONS:**

**The Committee reviewed the duties, functions, performance of and potential for improvements in the Inclusion provision in Hillingdon. Taking into account user and professional experience, below is a summary of the Committee's conclusions.**

### **The Committee concludes:**

1. That currently, the service area is performing well and the Committee are pleased with the work of the department.
2. The aims set out by the Education and Children's Services review of Hillingdon Early Years Strategy 2005-15 are supported and reiterated by the Committee under this review.
3. Inclusion is everyone's business and mainstream schools regard SEN as an integral part of provision and central to curriculum planning and delivery.
4. Special schools play an important role in providing education for some children and young people and in supporting the development of inclusive provision in mainstream.
5. Out borough placements in Independent and non maintained schools should only be used for a small number of children and young people with severe and complex educational needs.
6. Preventative approaches, early identification of educational needs and the rapid deployment of support underpin quality provision.
7. Parents and carers' views are listened to, taken account of, they are recognised as partners in the process and tribunals are seen as a last resort.

8. The Committee heard from competent staff from mainstream schools that are performing well and have fully embraced the Inclusion programme. The Committee cannot determine how practical it is to expect all schools to perform as successfully.
9. Partnership working is a key requirement to support vulnerable children and young people.

Following this evidence, we therefore recommend that the Council develop the Inclusion provision in accordance with the following recommendations to be approved by Cabinet.

### **RECOMMENDATIONS:**

**The Committee endorse the Inclusion Strategy and would like to bring the following key points to the attention of Cabinet:**

**That Cabinet consider the following proposals to improve and develop the Inclusion provision in Hillingdon to best reflect local needs and aspirations, and ask officers to progress those that they support.**

**a) To review the Secondary Transfer process to build confidence in parents and carers that the individual child's educational needs are catered for** – children and young people need to be able to access education that is suited to their needs and caters to their special requirements by putting Special Schools at the heart of Inclusion and continually reviewing and developing the provision to meet changing needs.

**b) To ensure mainstream schools are confident that they have the capacity to support children within the mainstream setting** – whilst noting that parents and carers may decide to utilise the special schools. The Building Schools for the 21<sup>st</sup> Century programme and Primary Capital Programme are in place to monitor and review funding resources for all schools in the borough.

**c) To establish effective support for children, parents and carers to ensure full access to detailed information for parents, carers and schools governors** – Parents need to be empowered to be actively involved in the decision making process throughout their child’s education. The voice of the child will continue to be heard independently of his/her parent and the views, wishes and feelings of children and young people will be heard at all times. More effective support for the children and families will be available through the Parenting Strategy and Family Support Strategy.

**d) To encourage the development of extra curricular activities to ensure the pupil voice is heard** – schools need to be encouraged to host activities such as after school councils and school clubs by developing the Hillingdon Children and Families Trust objective to *“improve positive activities for children and young people.”*

**e) To support Extended Services demonstrating how disabled children and young people are included** – Services need to develop in line with the Extending Inclusion agenda to ensure that children and young people are incorporated within extended special provisions. Development of services will be monitored under the Common Assessment Framework (CAF) for children and young people (DCSF - Every Child Matters), which aims to improve integrated working by promoting coordinated service provisions.

**f) That Officers are instructed to identify schools that may be challenged by the Inclusion agenda and report to the Cabinet Member implementation strategies that will be put into place to support these schools and the criteria used to measure their success.**

**g) To implement a method of accountability to ensure adequate training and development is in place to ensure all staff are fully equipped with the skills required** – wherever children and young people access services or

education they need to be fully included and treated with respect by all staff. This will be performed by developing the workforce through integrated working (CAF)

**h) That Cabinet are aware of changes which may occur at a national level that could affect the viability of the Inclusion policy in the future.**

**i) Cabinet invites the Education and Children's Services Policy Overview Committee to review the council's approach to inclusion, should at a later date, national policy and legislation on this matter alter direction.**

**Appendix A:**  
**Statistics for Pupils with SEN attending schools in Hillingdon**

**Figure 1: Number of pupils (0 to 19) with statements 2002 to 2008**

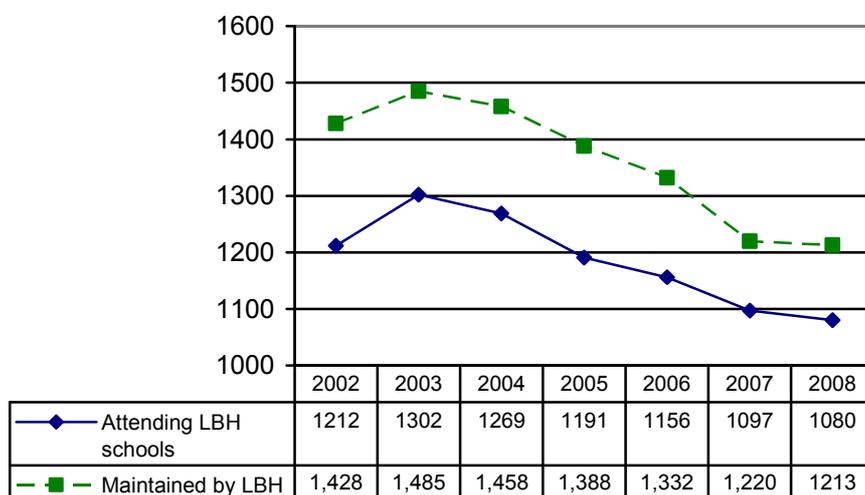


Figure 1 shows the number of pupils with statements who attend maintained schools in Hillingdon (the solid line) or who have their statement maintained by the authority, regardless of where they attend school (the broken line).

Concerted efforts have been made in recent years to cease statementing for high incidence SEN, and this is reflected in the declining number of pupils with statements. This does tend to mean that, compared to other authorities, statements maintained by Hillingdon are more complex in terms of need.

In 2003, 254 new statements were issued compared to just 103 in 2006. However, there was a significant reversal of this trend in 2007, with 168 new statements issued in the calendar year.

**Table 2: Placement of young people with statements maintained by Hillingdon 2003-2008**

	2003	2004	2005	2006	2007	2008
Maintained Mainstream/ Academies	55.2%	56.6%	56.3%	53.1%	49.9%	50.4%
Maintained Special/ Pupil referral unit	32.6%	31.7%	31.9%	33.9%	37.5%	37.2%
Independent or non-maintained	10.5%	10.0%	9.3%	9.2%	9.3%	9.6%

special						
Educated other than in school/ awaiting provision	1.7%	1.7%	2.4%	3.9%	3.3%	2.8%
Total	1485	1458	1388	1332	1220	1213

Source: Form SEN2

Table 2 shows placements for pupils with a statement maintained by Hillingdon. Since 2004, there has been a decline in the proportion of pupils with statements attending mainstream schools- in any local authority- and an increase in the proportion attending special schools. Over this period, the number of statements maintained by Hillingdon has reduced by 245, and the number of pupils with statements placed in mainstream schools has fallen from 782 to 612.

This may indicate that the current cohort of pupils with statements have much more complex needs than previous cohorts.

226 young people with statements (18%) attend schools outside the control of the local authority, either in other local authority areas and/ or in independent or non-maintained schools.

As at January 2008, 9484 (21.8%) of pupils attending a maintained school or City Academy in Hillingdon, regardless of the authority in which they are resident, were identified as having a special educational need.

- 6291 pupils had their needs met by school action
- 2113 pupils had their needs met by school action plus external intervention
- 1080 pupils had their needs met by a statement of SEN

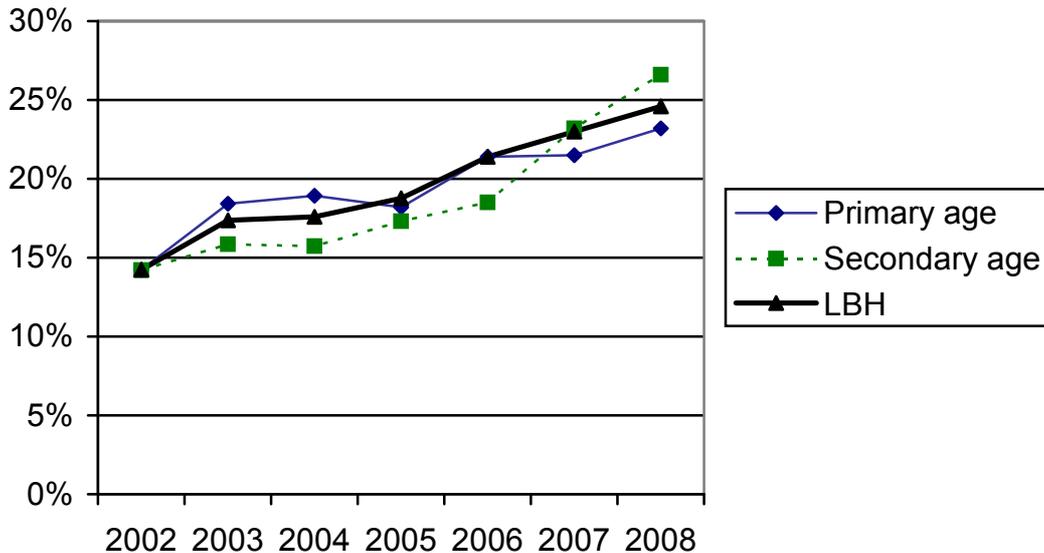
Compared to 2007, this represents a reduction of 17 in the number of pupils with a statement, but an increase of 307 in the number with needs met by school action and an increase of 365 in the number with needs met by school action plus.

**Table 3: Percentage of pupils with special needs attending mainstream schools (includes nursery and Sixth form)**

		%Statement	% School Action Plus	% School Action	% with SEN
<b>Primary Schools</b>	England	1.4	6.2	11.9	19.5
	Outer London	1.6	6.3	12.4	20.3
	Hillingdon	1.2	4.3	14.6	20.1
<b>Secondary Schools</b>	England	2.0	5.7	12.1	19.8
	Outer London	2.2	6.2	12.8	21.2
	Hillingdon	1.7	5.6	14.8	22.1

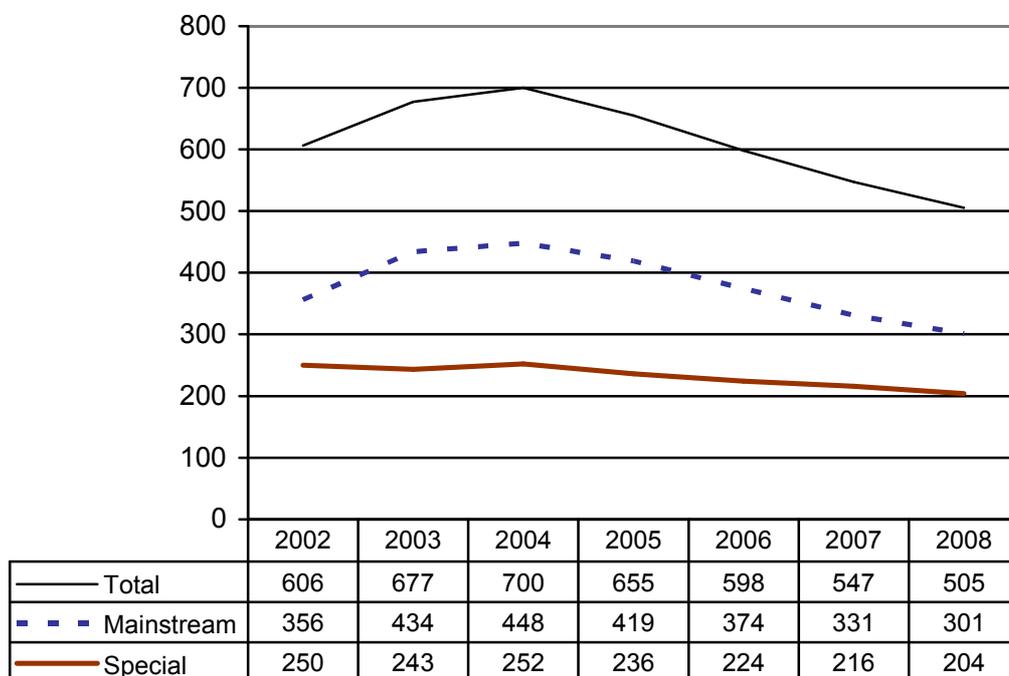
The incidence of recorded special educational needs in Hillingdon is broadly average in mainstream primary schools but above average in mainstream secondary schools. However, proportionately fewer pupils in Hillingdon’s mainstream schools have needs met by a statement.

**Figure 4: Percentage of compulsory age school population on SEN register by sector, London Borough of Hillingdon, 2002-2008**

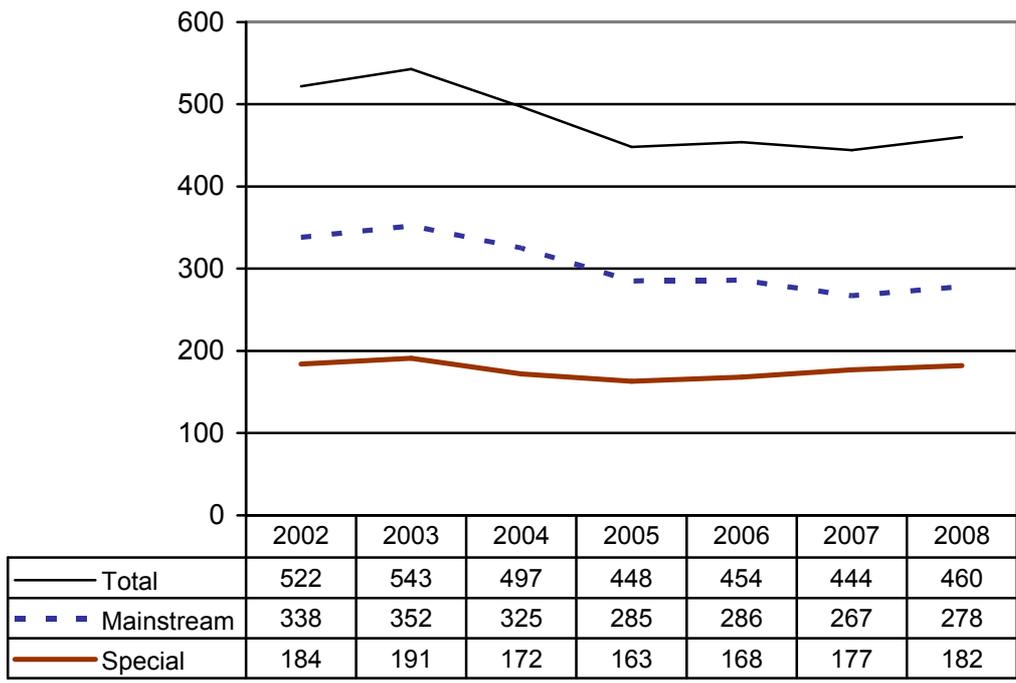


In 2008, there was again an increase in the proportion of compulsory age pupils identified by schools as having special educational needs, rising from 17.6% in 2002 to 26.6% in 2008. This largely occurred in the secondary sector, with 26.6% of compulsory-aged pupils (11 to 16) now recorded as having SEN.

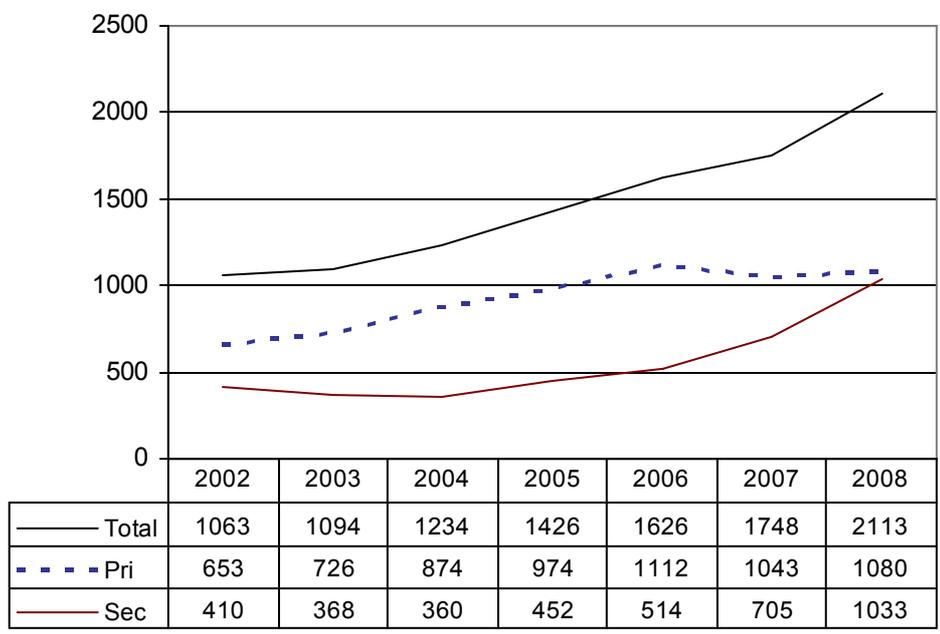
**Figure 5: Number of pupils with statements of compulsory secondary school age attending schools in Hillingdon 2002 to 2008**



**Figure 6: Number of pupils with statements of compulsory primary school age attending schools in Hillingdon 2002 to 2008**



**Figure 7: Number of pupils with SEN met by School Action Plus attending schools in Hillingdon 2002 to 2008**



The number of pupils attending secondary schools with SEN met by school action plus has more than doubled since 2002. This includes both Hillingdon resident and non-Hillingdon resident pupils who attend our schools.

**Table 8: Primary need: Primary age Pupils with SEN met by School Action Plus 2006 to 2008**

	2006	2007	2008
Autistic Spectrum Disorder	79	73	73
Behaviour, Emotional & Social Difficulties	275	251	243
Hearing Impairment	39	33	33
Moderate Learning Difficulty	186	189	197
Multi-Sensory Impairment	4	1	2
Physical Disability	34	39	54
Profound & Multiple Learning Difficulty	1	0	0
Severe Learning Difficulty	8	5	8
Specific Learning Difficulty (Dyslexia)	172	161	175
Speech, Language and Communication Needs	244	229	234
Visual Impairment	15	14	10
Other Difficulty/Disability	55	48	51
Total	1112	1043	1080

The number of pupils attending primary schools with SEN met by school action plus has been relatively stable over the last three years at around 1100. Numbers with BESD have decreased slightly, and numbers with physical disabilities and moderate learning difficulties have increased slightly.

**Table 9: Primary need: Secondary age Pupils with SEN met by School Action Plus 2006 to 2008**

	2006	2007	2008
Autistic Spectrum Disorder	9	17	26
Behaviour, Emotional & Social Difficulties	167	248	357
Hearing Impairment	27	31	42
Moderate Learning Difficulty	87	141	206
Multi-Sensory Impairment	0	0	1
Physical Disability	15	24	25
Profound & Multiple Learning Difficulty	0	0	1
Severe Learning Difficulty	20	9	8
Specific Learning Difficulty (Dyslexia)	109	123	139
Speech, Language and Communication Needs	43	60	68
Visual Impairment	3	2	5
Other Difficulty/Disability	34	50	155
Total	514	705	1033

There has been a sharp increase in the number of pupils with BESD and MLD met by school action plus attending secondary schools in Hillingdon, which can be linked to the policy decision to cease statementing for high incidence needs. There have been small increases in numbers with ASD, SLCN and dyslexia. However, there has been a large increase in the use of the “other difficulty/ disability” code, and most of these pupils are likely to have been misclassified.

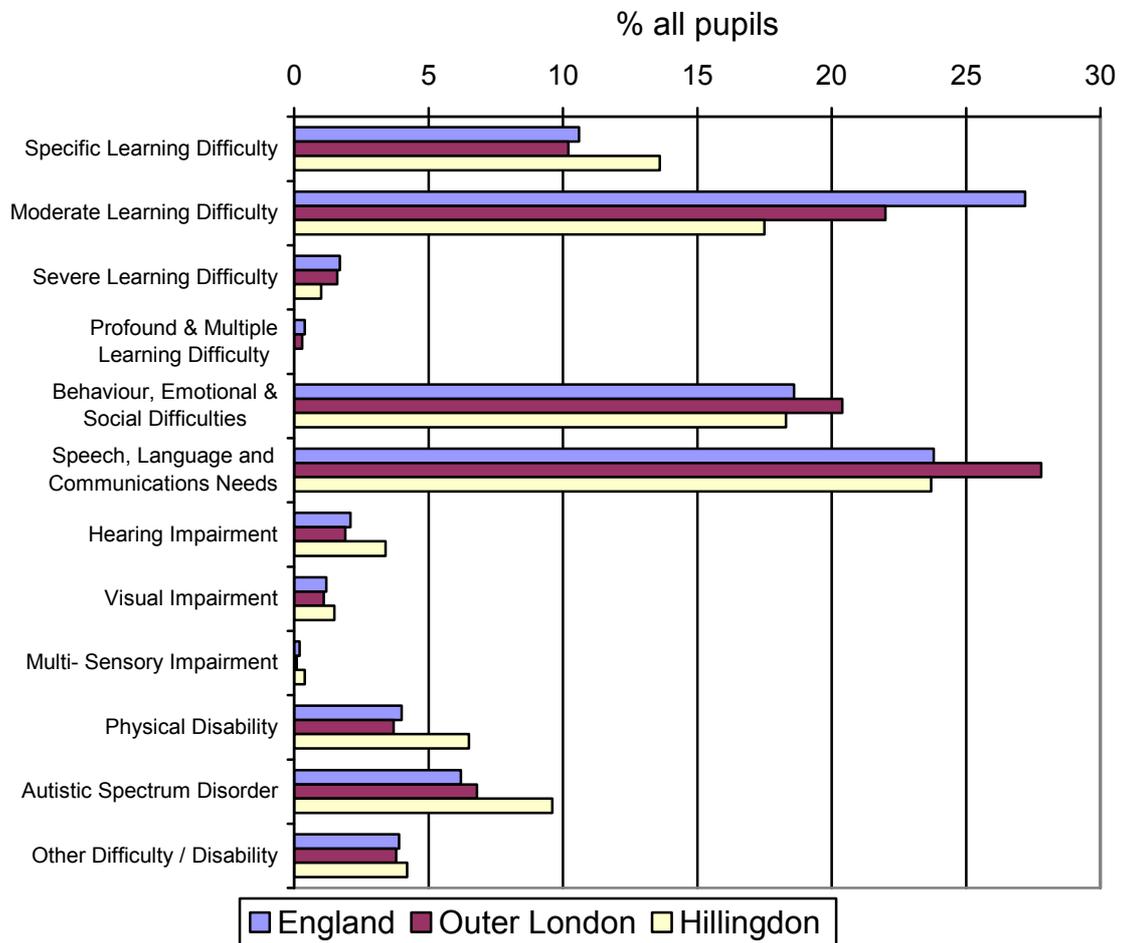
For a number of pupils with needs met by school action plus, a secondary difficulty is also identified. In Table 10, pupils in the 5 to 9 and 10 to 14 age bands are shown according to primary and secondary difficulties. The 0 to 4 age group is not shown because the majority of pupils in that age band do not attend school, and very few of those who do attend schools will have had their needs identified. In addition, the majority of 15 to 19 year olds with needs met by school action plus do not attend schools.

**Table 10: Primary and Secondary Difficulties of Pupils with SEN met by School Action Plus, 5 to 9 and 10 to 14 year olds attending schools in Hillingdon, January 2008**

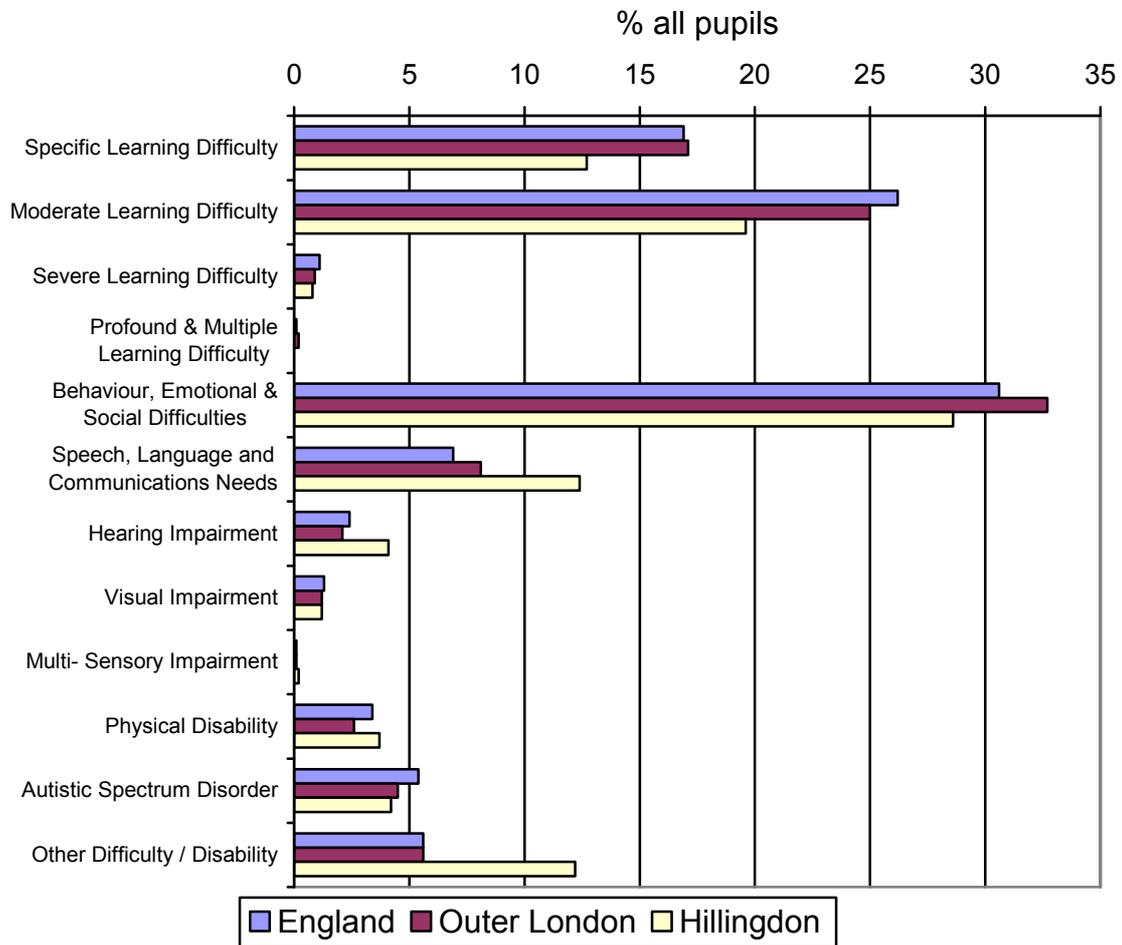
	5 to 9			10 to 14		
	Primary difficulty	Secondary difficulty	Total	Primary difficulty	Secondary difficulty	Total
Autistic Spectrum Disorder	45	4	<b>49</b>	38	8	<b>46</b>
Behaviour, Emotional & Social Difficulties	149	37	<b>186</b>	241	59	<b>300</b>
Hearing Impairment	25	4	<b>29</b>	29	2	<b>31</b>
Moderate Learning Difficulty	113	37	<b>150</b>	209	45	<b>254</b>
Multi-Sensory Impairment	2	2	<b>4</b>	1	0	<b>1</b>
Physical Disability	32	4	<b>36</b>	32	3	<b>35</b>
Severe Learning Difficulty	5	0	<b>5</b>	9	0	<b>9</b>
Specific Learning Difficulty (Dyslexia)	73	11	<b>84</b>	197	33	<b>230</b>
Speech, Language and Communication Needs	173	34	<b>207</b>	85	20	<b>105</b>
Visual Impairment	7	0	<b>7</b>	8	2	<b>10</b>
Other Difficulty/Disability	26	9	<b>35</b>	114	14	<b>128</b>

Taking all pupils with a statement or with SEN met by school action plus as a single group, figures 9 and 10 compare the prevalence of primary difficulties in Hillingdon with national and Outer London averages. There is a lower prevalence of MLD among pupils attending primary schools (figure 8) in Hillingdon compared to the national average, but a higher prevalence of dyslexia, physical disability and autistic spectrum disorder. Data for secondary schools (figure 9) is slightly skewed by the proclivity to use the “other disability” classification. That aside, there is a higher prevalence of speech, language and communication needs.

**Figure 11: Maintained primary schools: Number and percentage of pupils with statements of special educational needs or at school action plus by type of need**



**Figure 12: Maintained secondary schools: Number and percentage of pupils with statements of special educational needs or at school action plus by type of need**



## Glossary of terms:

AEN	Additional Educational Needs
ASD	Autistic Spectrum Disorders
BESD	Behaviour, Emotional and Social Difficulties
C&YP	Children and Young People
CAF	Common Assessment Framework
DCSF	Department for Children, Schools and Families
DDA	Disability Discrimination Act
DES	Disability Equality Scheme
DfES	Department for Education and schools
DSG	Dedicated Schools Grant
ELD	Emotional and Learning Difficulties
HI	Hearing Impaired
LA	Local Authority
LD	Learning difficulty
LDD	Learning Disability or Difficulty
MLD	Moderate Learning Difficulty
NAS	National Autistic Society
NMI	Non Maintained or Independent
PSMN	Physical, Sensory and Medical Needs
SA	School Action
SAP	School Action Plus
SEN	Special Educational Need
SLCN	Speech, Language and Communication Needs
SLD	Severe learning difficulty
SpLD	Specific Learning Disability
VI	Visually Impaired

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## INCLUSION STRATEGY FOR SCHOOLS

<b>Cabinet Member</b>	Councillor David Simmonds
<b>Cabinet Portfolio</b>	Education and Children's Services
<b>Officer Contact</b>	Pauline Nixon 01895 277468
<b>Papers with report</b>	Inclusion Strategy final report and action plan

### HEADLINE INFORMATION

<b>Purpose of report</b>	Cabinet is invited to approve the 5 year strategy for supporting more inclusive practice in Hillingdon schools.
<b>Contribution to our plans and strategies</b>	The Children and Families Trust Plan (HCFTP) has identified improving outcomes for disabled children and those with additional needs as a key priority
<b>Financial Cost</b>	<p>Current assumptions are that activities within this strategy will be implemented within existing financial resources, redeploying and re-prioritising where necessary.</p> <p>Current costs to the Dedicated School Grant (DSG) for out borough placements is in excess of £5 million and transport to support all placements amounts to over £4 million. Retaining pupils in borough will enable significant savings to be made to both Council and DSG budgets.</p>
<b>Relevant Policy Overview Committee</b>	Education and Children's Services.
<b>Ward(s) affected</b>	All

### RECOMMENDATION

That Cabinet is asked to:

- a) Approve the Inclusion strategy 2009 -13
- b) Note the correlation between this Inclusion Strategy and the Accessibility Strategy, Disabled Children's Strategy and BS21 strategy for change inclusion strand.

### INFORMATION

The Inclusion Strategy for schools has been developed in response to local and national policy agenda, together with legal requirements and responsibilities for inclusive provision.

Raising aspirations and achievement is a key theme within the HCFTP. Attainment has improved among pupils with special educational needs (SEN) in Hillingdon and Hillingdon is ranked in the top quartile nationally of all local authorities for the proportion of pupils with statements or needs met at school action plus who achieved level 2. The gap in attainment between pupils with SEN and their peers is narrower in Hillingdon as is the case nationally both at key stage 2 (year 6) and key stage 4 (Year 11)

### **Reasons for recommendation**

The recommendations are aimed at building on Hillingdon school's agreed strategic principles which set the future direction for all schools including: the use of the special schools to become centres of excellence to build capacity in mainstream schools, ensuring access and disability equality schemes are consistent and reflect Corporate direction, increase the voice of parent carers, children and young people in developing provision and improve the skills of the workforce and quality of teaching.

### **Alternative options considered / risk management**

The rising birth rate in Hillingdon means that there will be an increase in children and young people with disabilities and special educational needs. Indeed a summary of referrals for children with significant additional needs under 5 years old was undertaken in July 09 and indicated a 50% increase in referrals to services within Access and Inclusion division. This increase is reflected across London and LA provision in special schools is almost at full capacity.

The risk of doing nothing is a significant increase in funding requirements from both DSG and Council budgets for placements outside the LA with associated transport costs.

### **Comments of Policy Overview Committee(s)**

A POC review of 'How should inclusion in schools develop in Hillingdon to best reflect local needs and aspirations?' has recently been completed and a report is being presented to Cabinet as part of this agenda. Officers have worked with Members of the POC in helping shape their recommendations, which if endorsed by Cabinet, will be taken forward as part of this draft inclusion strategy.

### **Supporting Information**

#### a) Inclusion Strategy and action plan

The development of the Inclusion Strategy is aligned with other strategies and developments including:

- Disabled Children's strategy
- 14-19 agenda
- Accessibility Strategy
- BS21 Inclusion strand
- Children and Adolescents Mental Health strategy (CAMHS)
- Parenting Strategy
- Primary strategy
- Secondary Strategy

## **Financial Implications**

There are no direct financial implications associated with these recommendations

## **EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES**

### **What will be the effect of the recommendation?**

The Committees recommendations will enable the Council to work closely with schools to take necessary steps to improve local provision in both mainstream and special schools to improve outcomes for children with additional needs.

### **Consultation Carried Out or Required**

Initial consultation was carried out by the Children's Society in 2007/8 which gathered the views of parents and carers of disabled children which informed the Disabled Children's Strategy. The views gathered by this research concerning school provision were used to inform priorities in the Inclusion Strategy.

In addition the inclusion working group developing the strategy consisted of parents, headteachers as well as officers within the Council. A consultation with all headteachers and Special Needs co-ordinators/Inclusion managers took place in March 09 to identify the eight strategic principles on which to base the strategy. Once established the draft strategy was widely circulated within the Council, to schools and parents requesting comments by the end of October 2009.

Consultation with young people is ongoing.

### **Group Finance Comments**

Current assumptions are that the activities within this Strategy will be implemented within existing financial resources, redeploying and re-prioritising resources where necessary. As such there will be no additional call on the Council's Revenue or Capital funding.

The proposed strategy to retain pupils in borough will enable significant savings to the Council. The savings will enable the service to cope with expected increase in number of referrals and the pressures already identified.

## **CORPORATE IMPLICATIONS**

### **Corporate Finance**

This report seeks approval for a five year strategy for supporting more inclusive practice in Hillingdon schools which is aimed at building on Hillingdon school's agreed strategic principals. The proposed strategy for retaining pupils in borough will enable savings to be made to both the Council and Dedicated School Grant budgets.

The current assumptions are that the activities within this strategy will be implemented within existing financial resources, redeploying and re-prioritising resources where necessary. As such, Corporate Finance is satisfied that the recommendations in this report will be implemented within existing financial resources and that there will be no additional call on the Council's funding.

## **Legal**

This strategy will enable the Authority, Schools and others to further develop their cultures, policies and practices to include pupils and young persons. As well as continuing to seek to remove barriers to learning and participation it offers effective value for money provision. Approving this strategy and its actions to implement it will support the Council's obligations in terms of the legislation surrounding this area.

## **BACKGROUND PAPERS**

NIL

# **Inclusion of Pupils with Additional Educational Needs in Hillingdon Schools**

## **Strategic Plan 2009 – 2013**

Education and Children's Services

December 2009

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## **Section 1: Disabled Children – Introduction and Key Outcomes**

### **1.1 Background and Definition**

This document describes a 4 year strategy for supporting inclusive practice in Hillingdon schools for pupils with Additional Educational Needs (AEN). More importantly, it describes plans for making a step change improvement in the educational outcomes and support available to children and young people (C&YP) and their families.

Other strategies (see 3.1) reflect the broader local policy agenda on inclusion

The strategy is the result of a need to have a clear and defined culture of good inclusive practice in all of our schools which will ensure all C&YP have the opportunity to reach their full potential in a mainstream setting wherever possible and appropriate.

It is written within the context of National Guidance around delivering services to children with disabilities, including and especially, the Secretary of State's report on progress towards disability equality across the children's and education sector, published in November 2008. This report reinforces the Government's commitment to the social model of disability – this comes from the principle that 'the poverty, isolation, disadvantage and social exclusion experienced by many disabled people are not the result of their impairments or medical conditions, but rather stem from attitudinal, organisational, and environmental barriers.'

Disability equality law explicitly includes the social model and this should help people in schools and other places where children live and learn to think differently about disability and what needs to be done to promote equality.

**The Children and Families Trust Plan for 2008-11** has identified Improving Outcomes for Disabled Children and those with additional needs as a key priority with objectives to improve both their educational standards and health and well-being. Including promoting social inclusion and good standards of behaviour

In addition, the **Joint Commissioning Board**, an Executive Group of the Children and Families Trust Board, has identified Disabled Children as a priority commissioning strand.

### **Key Aims and Outcomes of the Strategy**

The key aims and outcomes of this strategy were developed initially by the Inclusion Steering Group, a group of senior specialist managers in Hillingdon Council, headteachers and parent representatives. The principles have taken into account feedback from parents following a consultation exercise carried out by the Children's Society in summer 2008 and the principles of the Hillingdon Children and Families Trust Plan (HCFTP)

The Council and its partners in the HCFT have structured the priorities for the plan around three overarching themes:

- Improving health & well being
- Raising aspiration & achievement
- Delivering excellence and efficiency

These themes have been chosen to emphasise the importance of the relationship between educational achievement and well-being and ensuring children and young people have the life chances to meet their full potential. Children and young people learn and thrive when they are healthy, safeguarded from harm and involved in decisions that affect their lives. The evidence shows clearly that educational achievement is the most effective way to improve outcomes, particularly for the most deprived.

THEME	PRIORITIES	OBJECTIVES
Improving health & well-being	Ensuring a safer environment for children and young people	<ul style="list-style-type: none"> <li>• Ensure children and young people are safe from harm and protect those known to be at risk of abuse</li> <li>• Create a safe environment</li> </ul>
	Improving health & emotional well-being for children and young people	<ul style="list-style-type: none"> <li>• Improve healthcare provision provided to children and young people</li> <li>• Ensure children and young people lead healthy lifestyles</li> <li>• Improve sexual health promotion</li> <li>• Improve the emotional well-being of children and young people</li> </ul>
	Improving sport, leisure and play provision	<ul style="list-style-type: none"> <li>• Improve access and information for children and young people to a range of play and sporting opportunities</li> </ul>
	Increasing and improving the access for children and young people to positive activities	<ul style="list-style-type: none"> <li>• Improve positive activities for children and young people</li> <li>• Improve the participation of children and young people in service delivery</li> <li>• Develop 3 new youth centres</li> </ul>
Raising aspiration & achievement	Improving educational attainment and achievements	<ul style="list-style-type: none"> <li>• Improve standards in the early years</li> <li>• Improve standards at all key stages</li> <li>• Promote social inclusion and good standards of behaviour</li> <li>• Developing an integrated youth support services</li> </ul>
	Reducing young people's involvement in offending and disorder	<ul style="list-style-type: none"> <li>• Reducing the number of first time youth offenders and re-offending</li> </ul>
	Improving the transition of children & young people through childhood and beyond	<ul style="list-style-type: none"> <li>• Improve the transition at key stages</li> <li>• Improve educational achievement and vocational skills of young people</li> <li>• Improve the financial literacy of children and young people</li> </ul>
	Improving outcomes for Looked After Children	<ul style="list-style-type: none"> <li>• Improve educational standards of looked after children</li> <li>• Improve the health and well-being of looked after children</li> </ul>
	Improving outcomes for children with disabilities and additional needs	<ul style="list-style-type: none"> <li>• Improve educational standards of children with disabilities and additional needs</li> <li>• Improve the health and well-being of children with disabilities and additional needs</li> </ul>
	Transform the school estate	<ul style="list-style-type: none"> <li>• Progress Building Schools for the 21<sup>st</sup> Century</li> <li>• Progress the Primary Capital Programme</li> </ul>
Delivering excellence and efficiency	More effective support for children and families	<ul style="list-style-type: none"> <li>• Extended services</li> <li>• Integrated Youth Support Service (IYSS) including Targeted Youth Service (TYS)</li> <li>• Parenting strategy</li> <li>• Family support strategy</li> </ul>
	Improving the way we work	<ul style="list-style-type: none"> <li>• Developing integrated working e.g. CAF</li> <li>• Modernising referral and assessment processes</li> <li>• Workforce development</li> <li>• Integrating our systems</li> </ul>
	Working with partners	<ul style="list-style-type: none"> <li>• Develop locality working</li> <li>• Developing the HCFT</li> <li>• Commissioning</li> </ul>

Whilst all 3 themes are inextricably linked and interdependent on each other, this strategy will focus on the raising aspiration and achievement theme which is key to securing better life chances for children and young people in Hillingdon.

'We want every child in Hillingdon to enjoy their education and achieve their full potential. In order to make a reality of this ambition we will need to focus on areas ranging from educational attainment to the provision of quality vocational opportunities and opportunities for children and young people to engage in positive activities. Working to further improve outcomes for looked after children and children with additional needs will constitute a key element of this work.' (Hillingdon Children and Families Trust Plan [HCFTP])

We will do this by:

- Improving educational attainment and achievement
- Improving the transition of children and young people through childhood and beyond
- Increasing and improving access for children and young people to positive activities
- Reducing young people's involvement in offending and disorder
- Improving outcomes for Looked After Children
- Improving outcomes for children with additional needs

### **Where are we now?**

Standards in the primary sector are good overall, with achievement at KS2 above the national average over the past four years. Although performance has now levelled off to the national average. The challenge is therefore to reverse this trend through intensive support programmes to identified primary schools and to ensure that no primary schools are below floor targets in the future.

Over the last three years there has been a 10% improvement in GCSE results, with only 1 secondary school below DCSF floor targets. No schools are in special measures or notice to improve and 96% of schools have been judged by Ofsted to be satisfactory or better (70% were assessed as good or better) in inspections since September 2005. This rapid rate of improvement, has again been achieved in July 2009 with 68% of pupils achieving grade A\*-C passes at GCSE masks significant variation between schools. Attendance in secondary schools, which is correlated with low attainment and poor pupil progress, improved slightly in 2007 although remaining below national averages. 2008 really showed a significant improvement with Hillingdon currently rated 13 nationally for persistent attendance at secondary schools Our aim is to continue to narrow the gap in achievement between disadvantaged pupils and their peers and between different schools.

**Children with additional needs** (CwANS) Progress has been made in reducing the number of pupils for whom a statement of Special Educational Needs (SEN) is required from 1564 in 2003 to 1278 (unconfirmed until end September), with statements now reserved for only those with the most complex, long-term needs.

Attainment improved among pupils with SEN in Hillingdon in 2008. Hillingdon ranked in the top quartile of all local authorities nationally for the proportion of pupils with statements or needs met by school action plus who achieved level 2. The gap in attainment between pupils with SEN and their peers is narrower in Hillingdon than is the case nationally both at key stage 2 and key stage 4.

CWANs is a key priority for this plan. The Disabled Children's Strategy was agreed at Cabinet in March 09 and reflects the Aiming High for Disabled Children's agenda. The key priorities for the three year strategy have been identified by parents and carers and will complement this mainly school focussed strategy.

## **OUR VISION FOR CHILDREN AND YOUNG PEOPLE IN HILLINGDON**

### **The Local Context**

Hillingdon has a population of approximately 252,000 people. 60,127 children and young people aged 0 to 18 inclusive live in Hillingdon, which represents nearly 25% of the total population of the borough. Between 2007 and 2017 we expect around 8,500 homes to be built, and the number of children to grow by 2,220 (3.7%) by 2013. Moreover, due to local patterns of migration and immigration, the population is becoming more diverse.

46,437 pupils attend 92 schools in Hillingdon, an increase of 1,000 pupils since 2002. There are 67 primary schools, 18 secondary schools (including 2 Academies), 6 special schools, 1 nursery school and 2 pupil referral units. Around 7% of pupils attending schools in Hillingdon are resident in other local authorities. The number of pupils in sixth forms has increased significantly, from 2,648 in 2002 to 3,425 in 2008.

In January 2008 47% of the school population was classified as belonging to an ethnic group other than White British. 31% of pupils speak English as an additional language, with this figure now 34% in the primary sector. Punjabi, Somali and Urdu are the most commonly spoken community languages in the borough.

Approximately half of all pupils from ethnic minority backgrounds are Asian, with Indian being the largest group. 5% of pupils are of Black African background, over half of which are Somali. This group is growing; 6% of pupils in primary schools are Black African compared to 4% in secondary schools.

In April 2008, there are 1213 children and young people with SEN statements and 2029 that have their needs met by school action plus statements.

Hillingdon is a borough of contrasts, with some particularly affluent areas in the north. Income deprivation tends to affect children living across much of the south of the borough, in particular Botwell, Yiewsley and Townfield, with some extreme pockets of deprivation in West Drayton, Pinkwell, Yeading, Barnhill and Uxbridge South. The percentage of pupils known to be eligible for free school meals, the standard measure of deprivation used in education, is in line with the national average of 16%. In 2005, 23% of children were living in families dependent on workless benefits. Although this represents the median value for Outer London, rates varied when the borough from 4% in Ickenham to 35% in Yeading.

The location of Heathrow Airport within the borough boundary presents both opportunities and challenges. At any given time, unaccompanied asylum seeking children (UASC) account for 38% or more of children in the care of the Council.

The perception that there are highly paid low skilled jobs is attractive to many of our young people and may act as a disincentive to staying on at school and achieving qualifications. However, estimates show that by 2010 such opportunities will have decreased sharply and 46% of jobs are likely to demand skills at NVQ level 4 or above. Just 20% of Hillingdon residents currently have qualifications at this level, compared with 31% nationally. Although

Hillingdon's employment rate is relatively high at 75.8% this may be difficult to sustain. The Council has recognised this and is developing an overarching strategy for the development of vocational qualifications in the borough.

## **Inclusion Principles**

There are some variations at both a national and local level for what constitutes a good inclusive school. Ofsted describes inclusive schools in terms of equal opportunities for children regardless of age, gender, ethnicity, attainment, background including speech needs or disability.

Schools have a responsibility to provide a broad and balanced curriculum for all pupils. The statutory inclusion statement sets out three principles for developing an inclusive curriculum which provides all pupils with relevant and challenging learning.

Schools must:

set suitable learning challenges

respond to pupils' diverse learning needs

overcome potential barriers to learning and assessment for individuals and groups of pupils.

In addition, the Salamanca Statement, adopted by UNESCO in July 1994, was adopted by 94 governments and 20 non-government organisations.

- Every child has a fundamental right to education and must be given the opportunity to achieve and maintain acceptable levels of learning.
- Every child has unique characteristics, interests, abilities and learning needs.
- Education systems should be designed and educational programmes implemented to take into account the wide diversity of these characteristics and needs.
- Those with special educational needs must have access to mainstream schools, which should accommodate them with a child-centred pedagogy capable of meeting those needs.
- Mainstream schools with this inclusive orientation are the most effective means of combating discriminatory attitudes, creating welcoming communities, building an inclusive society and achieving education for all. Moreover, they provide an effective education for the majority of children (without special needs) and improving the efficiency and ultimately the cost effectiveness of the entire education system.

The UN Convention on the Rights of the Child (1989) and the UN Standard Rules on Equalisation (1993) both unequivocally support the right to equal treatment for all and view this as a right to mainstream education.

The BS21 inclusion group including headteachers has adopted the following definition:

## **Inclusion Means**

Enabling all young people to succeed in a learning environment where they feel welcome and included, are safe and happy and are receiving the 'right level' of support which enables them to reach their potential as independent learners;

An inclusive school will adapt the environment to enable the child to fully participate and not expect the child to fit into existing structures and/or be segregated because they do not fit into the traditional 'classroom (Social Model of disability)

The DCSF 2008 guide on bullying and disability stated that:

'Disability is caused by the way society is organised, rather than by a person's impairment or difference. The Social Model of Disability looks at ways of removing barriers which restrict life choices for people with impairments or differences. When barriers are removed, disabled people can be independent and equal in society, with choice and control over their own lives.'

Evidence suggests that the more visible children with disabilities are, the less likely they are to be victims of bullying and discrimination, the more likely they are to be accepted by their peers and the more likely they are to achieve their potential (Richard Reiser: Inclusive education or special educational needs - Meeting the challenge of disability discrimination in schools)

### **Hillingdon's Strategic Plan is underpinned by the following principles:**

- Inclusion is everyone's business and mainstream schools regard AEN as an integral part of provision and central to curriculum planning and delivery.
- Special schools play an important role in providing education for some C&YP and in supporting the development of inclusive provision in mainstream schools.
- Out borough placements in Independent and non maintained schools should only be used for a small number of C&YP with severe and complex educational needs.
- Specialist outreach services work to agreed standards and offer preventative approaches, early identification of educational needs and the rapid deployment of support to enable mainstream schools to meet the needs of a wide range of pupils.
- There is equality of access to services and opportunities for C&YP with additional needs, including extended services.
- Parents, carers' and C&YP views are listened to taken account of, they are recognised as partners in the process and tribunals are seen as a last resort.
- Partnership working is a key requirement to support vulnerable C&YP
- Schools and services use funding efficiently and flexibly to achieve agreed outcomes.

### **Outcomes for Children & Young People with AEN**

2.4 By delivering the principles outlined in the Strategic Plan, the outcomes will be for C&YP to:

- Have a positive learning experience that gives them the opportunity to achieve their personal potential.
- Have their needs identified, assessed and provided for in an appropriate and timely manner throughout their time in education.

- Have their needs met in local mainstream nurseries, schools and colleges alongside their peers, wherever possible.
- Be actively involved with their parents and carers in the decisions affecting their education and be satisfied with the service they receive.
- Be supported by a skilled and confident workforce, using resources in a flexible way from mainstream nurseries, schools and colleges, special schools and other providers.

## STRATEGIC CONTEXT

### Local policy agenda

3.1 Hillingdon's Inclusion Strategic Plan 2009-2013 has been informed by the local and national policy agenda, together with the legal requirements and responsibilities for inclusive provision.

Other strategies and developments which impact on this plan include:

- Accessibility Strategy
- 14-19 Agenda
- BS21 programme – in particular the inclusion strand of Strategy for Change
- Disabled Children's Strategy 2008-11
- Children and Adolescents Mental Health strategy
- Parenting Strategy
- Primary Strategy
- Secondary Strategy
- LSP Health Promotion Strategy (2006-16)

### National policy agenda

3.6 The Council must fulfil its statutory requirements set out in the SEN and Disability Act and meet the expectations detailed in policies such as Every Child Matters and the SEN Code of Practice. This inclusion policy must be responsive to changes in national policy while being centred on the outcomes for C&YP and responsive to local and changing needs.

3.7 Three major government initiatives, inform current SEN policy and practice:

- *Removing Barriers to Achievement: The Government's Strategy for SEN (2004)*, provides an agenda for action in four main areas: early intervention; removing barriers to learning; raising expectations and achievement and delivering improvements in partnership.
- *Aiming High for Disabled Children: better support for families (2007)* is the transformation programme for disabled children's services.
- *Aiming High for Disabled Children National Core Offer (2008)* is a statement of the standards which families with disabled children can expect from local services across the Country.

*Building Schools for the Future (Known as BS21 in Hillingdon)* programme which is a government initiative to refurbish and re-build the nations secondary schools with specific focus on assistive technologies and enhancing inclusion

3.8. Government policy and guidance produced by the Department for Children, Schools and Families, has placed increased emphasis upon more collaborative and partnership working between the Local Authority and Primary Care Trust. This is particularly through the development of joint commissioning and multi agency engagement in Early Support Programmes.

3.9 Guidance on delivering specialist services is also provided through the national programme of inspections.

## **The legal framework**

3.10 SEN and Inclusion policy is embedded in a broad legal framework, particularly:

- *The Education Act (1996)* as amended by the *SEN and Disability Act (2001)* which outlines the duties on Local Authorities, schools and others with regard to SEN.
- *The SEN and Disability Act (2001)*, which ensured the Disability Discrimination Act applied to the provision of education and introduced an updated SEN Code of Practice, which describes how schools, parents, the Local Authority and other agencies should work together to ensure appropriate arrangements are made for all C&YP with SEN.
- *The Children Act (2004)*, which, through the *Every Child Matters: Change for Children Outcomes Framework*, introduced reforms to children's services that have a significant impact for C&YP with SEN.
- *The Children's Plan (2007)* builds on the Every Child Matters outcomes and outlines the Government's plan for the next 10 years. The Plan is underpinned by five principles including early intervention, shaping services around families and that all C&YP achieve their full potential.

## **STRATEGIC OBJECTIVES**

5.1 The Inclusion Strategic Plan has eight strategic principles, which set the future direction for the provision of services in Hillingdon. The objectives are underpinned by supporting actions.

The Eight Strategic Principles are :

1. Removing barriers to inclusion.
2. Children and young people will be included in mainstream education wherever possible or appropriate.
3. Parents, children and young people will be actively engaged in all aspects of the child or young person's education.

4. There is a comprehensive commitment to inclusion across the children's workforce.
5. Children and young people will be included within Extended Services provisions.
6. Additional needs will be identified and supported at the earliest stage possible.
7. Children and young people's social and emotional wellbeing will be promoted.
8. All children will receive a broad, balanced and creative curriculum through the outcomes of Every Child Matters.

## **1. Remove Barriers to Inclusion**

Children and young people will be able to access and be included within provisions regardless of any physical, emotional, cultural or organisational needs.

### **Why is this a priority?**

- This is embedded within the Disability Equality Scheme (DES) and Disability Discrimination Act legislations, however, not all schools have developed a DES which fulfills all the criteria and which is an active, live document that is embedded in practice across the school.
- Disabled staff, parents and pupils are not uniformly encouraged to fully participate in the development and delivery of DES across schools.
- The Disability Equality Duty places a DUTY on schools to proactively promote disability equality

### ***To achieve our aims Hillingdon will :***

- Support all schools to engage with the National Strategies direction and interventions.
- Support all schools to have clear Access Plans and Disability Equality Schemes in place.
- Support a robust process to delivering the priorities in the Accessibility strategy for schools

## **2. Children and young people will be included in mainstream education wherever possible and appropriate.**

Children and young people will be able to access an education that is suited to their needs. Where appropriate children and young people will be able to access a mainstream education and will be fully supported in doing so. Their additional needs will be addressed in a holistic way ensuring that they are able to reach their potential.

### **Why is this a priority?**

- The national average of statemented pupils on roll in mainstream schools is 55.6%. Hillingdon average is just below 50%
- The Percentage per 10,000 pupils attending independent or non maintained schools in Hillingdon is 17.8%. National average is 9.5% (at a DSG cost of over £5 million)
- All of Hillingdon's special schools are nearing full capacity and some are over their designated numbers
- Outreach services to mainstream schools are uncoordinated

- Transition of vulnerable children to secondary schools is problematic with high ‘fallout’ in years 7 and 8

***To achieve our aims Hillingdon will :***

- Improve parental confidence in the SEN process by supporting the recommendations in the Lamb report
- Build capacity in mainstream schools so they are confident in their ability to support children within the mainstream setting.
- Ensure systems for allocating, monitoring and reviewing funding and resources for mainstream settings, SRPs and special schools are transparent.
- Develop transition processes to ensure smooth transition between primary and secondary phases for vulnerable pupils
- Put special schools at the heart of inclusion by reviewing and developing provision to meet changing needs.

**3. Children, young people and parents will be actively engaged in all aspects of the child/young person’s education.**

Parents will be empowered to be actively involved in the decision making processes throughout their child’s education. The voice of the child will be heard independently of his/her parent and the views, wishes and feelings of children and young people will be heard at all times

**Why is this a priority?**

- The evidence-based person centred approach to reviewing placements has been successfully introduced, but is not utilised in all special schools.
- Not all schools have children with SEN represented on their school council

***To achieve our aims Hillingdon will :***

- Put in place a robust and active Parent Participation Forum
- Encourage schools to have systems in place to ensure the pupil voice is heard
- Develop a common framework for engaging parents in AEN.
- Improve quality of information provided to parents and carers

**4. Ensuring that there is a comprehensive commitment to inclusion across the children’s workforce.**

Wherever children and young people access services or education they will be fully included and treated with respect by all stakeholders

**Why is this a priority?**

- There is not a shared understanding that children with additional needs achieve better outcomes when included in mainstream education
- The standards agenda can create tension with inclusive practice and there is a need to develop a language of educational outcomes extending beyond national test results whilst ensuring all children are given every opportunity to fully participate in the standards agenda

- The new Ofsted inspection regime will use meeting the needs of children with SEN as a restricting judgement.
- Parents are concerned that the mainstream schools workforce is not sufficiently skilled to meet a range of needs (Children's Society Consultation)

***To achieve our aims Hillingdon will:***

- Develop effective partnerships to support children with additional needs.
- Have processes in place to ensure accountability
- Develop a workforce which is committed to C&YP outcomes
- Develop robust systems for successful transitions from pre-school through to adult services
- Have school inclusion policies which reflect the Every Child Matters outcomes.

**5. Children and young people are included within extended services provisions**

Children and young people are enabled to enjoy and achieve within a holistic approach to their needs.

**Why is this a priority?**

- Extended services will be supported to specifically show how disabled C&YP are included
- Services need to develop in line with the Extending Inclusion agenda

***To achieve our aims Hillingdon will:***

- Ensure all C&YP will have equitable access to services
- Put systems in place to engage hard to reach families.
- Develop a short-break strategy.

**6. Additional needs will be identified and supported as early as possible.**

There will be early identification, intervention and support given to children and families.

**Why is this a priority?**

- Data shows us that Hillingdon children with SEN are disproportionately represented amongst the persistent absentee population:
- Of Persistent Absence – students in Hillingdon

Not SEN 2.3%

School action 5.7%

School action plus 9.4%

Statement 9.7%

- Evidence suggests that the earlier needs are identified the better the outcomes for children. There is also less need for costly interventions later on in the child's life.

***To achieve our aims Hillingdon will:***

- Commit to working with Schools to foster an holistic, multiagency approach for the early identification of every child's needs.
- Provide a range of early support programmes for children and their families and coordinate, develop and strengthen our approach to Early Support Programmes.
- Improve the quality of support to C&YP on School Action and School Action Plus of the SEN Code of Practice
- Support educational settings and parents to minimise absence.

**7. Children and young people's social and emotional wellbeing is promoted**

Children will be as emotionally and physically healthy as possible and will be supported in these areas whenever a need is identified and as quickly as possible.

**Why is this a priority?**

- Currently children with SEN are not able to access all the support that should be available to them due to a lack of suitable therapists within the Borough
- Not all schools have engaged with or achieved healthy school status
- SEAL (social and emotional aspects of learning) is not fully embedded in secondary schools

***To achieve our aims Hillingdon will:***

- Commit to ensuring that the most vulnerable children are appropriately safeguarded through training and processes.
- Develop accessible and appropriate therapeutic provisions
- Support schools to implement the Steer recommendations
- Support schools to achieve Healthy schools status through Healthy Hillingdon
- Work in partnership with other agencies including Health

**8. All children will receive a broad, balanced and creative curriculum through the outcomes of Every Child Matters.**

**Why is this a priority?**

Pupils with MLD in mainstream school are under performing  
There is a significant variation in quality of curriculum differentiation

***To achieve our aims Hillingdon will :***

- Meet C&YP needs through a differentiated curriculum using quality first teaching at Wave 1
- Identify a robust system of CPD using internal and external providers/courses/outreach.

**Performance Management, Monitoring and Evaluation**

Responsibility for monitoring the progress of the Inclusion Strategy will sit with the inclusion steering group chaired jointly by the Principal School Improvement Officer for Inclusion and the Head of Access and Inclusion reporting to the Vulnerable Children's strategic advisory group

(SAG), Outcomes will feed into the review of the HCFTP and the Disabled Children's strategy where appropriate

The monitoring will reflect an outcome base approach and move from "How much did we do?" and "How well did we do it?" type measures to ones which measure "Are children/young people and their parents/carers better off?"

The strategy is a live working document and will be amended to reflect the ongoing monitoring processes and any new national or local priorities identified during the life of the strategy.

## APPENDIX A

### *Pupils with SEN attending schools in Hillingdon*

**Figure 4 Number of pupils (0 to 19) with statements 2002 to 2008**

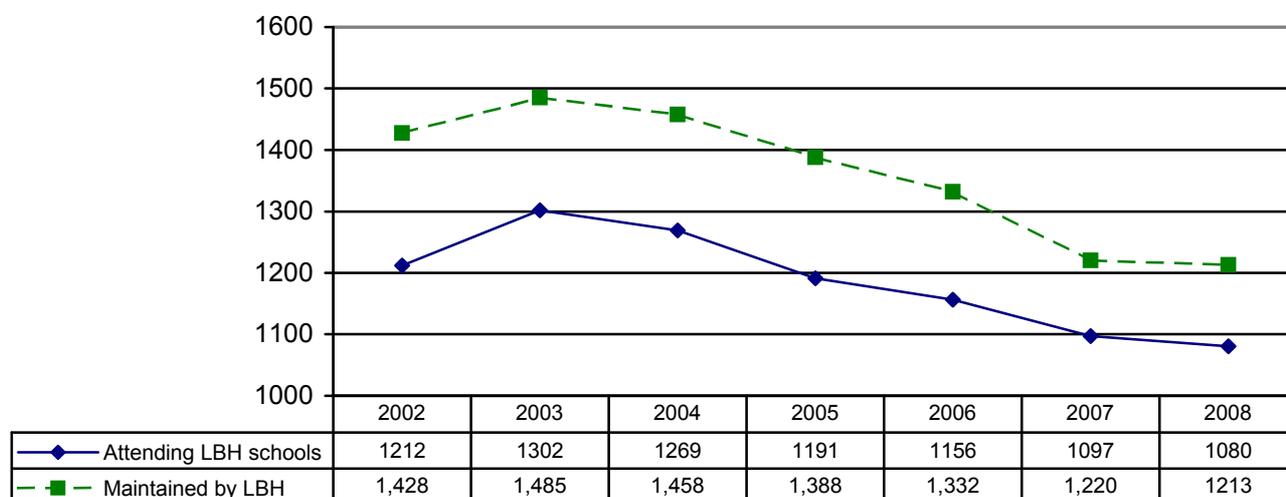


Figure 4 shows the number of pupils with statements who attend maintained schools in Hillingdon (the blue line) or who have their statement maintained by the authority, regardless of where they attend school (the green broken line).

Concerted efforts have been made in recent years to cease statementing for high incidence SEN, and this is reflected in the declining number of pupils with statements. This does tend to mean that, compared to other authorities, statements maintained by Hillingdon are more complex in terms of need.

In 2003, 254 new statements were issued compared to just 103 in 2006. However, there was a significant reversal of this trend in 2007, with 168 new statements issued in the calendar year.

**Table 10 – placement of young people with statements maintained by Hillingdon 2003-2008**

	2003	2004	2005	2006	2007	2008
Maintained Mainstream/ Academies	55.2%	56.6%	56.3%	53.1%	49.9%	50.4%
Maintained Special/ Pupil referral unit	32.6%	31.7%	31.9%	33.9%	37.5%	37.2%
Independent or non-maintained special	10.5%	10.0%	9.3%	9.2%	9.3%	9.6%
Educated other than in school/ awaiting provision	1.7%	1.7%	2.4%	3.9%	3.3%	2.8%
<b>Total</b>	<b>1485</b>	<b>1458</b>	<b>1388</b>	<b>1332</b>	<b>1220</b>	<b>1213</b>

Source: Form SEN2

Table 10 shows placements for pupils with a statement maintained by Hillingdon. Since 2004, there has been a decline in the proportion of pupils with statements attending mainstream schools- in any local authority- and an increase in the proportion attending special schools. Over this period, the number of statements maintained by Hillingdon has reduced by 245, and the number of pupils with statements placed in mainstream schools has fallen from 782 to 612.

This may indicate that the current cohort of pupils with statements have much more complex needs than previous cohorts.

226 young people with statements (18%) attend schools outside the control of the local authority, either in other local authority areas and/ or in independent or non-maintained schools.

As at January 2008, 9484 (21.8%) of pupils attending a maintained school or City Academy in Hillingdon, regardless of the authority in which they are resident, were identified as having a special educational need.

- 6291 pupils had their needs met by school action
- 2113 pupils had their needs met by school action plus external intervention
- 1080 pupils had their needs met by a statement of SEN

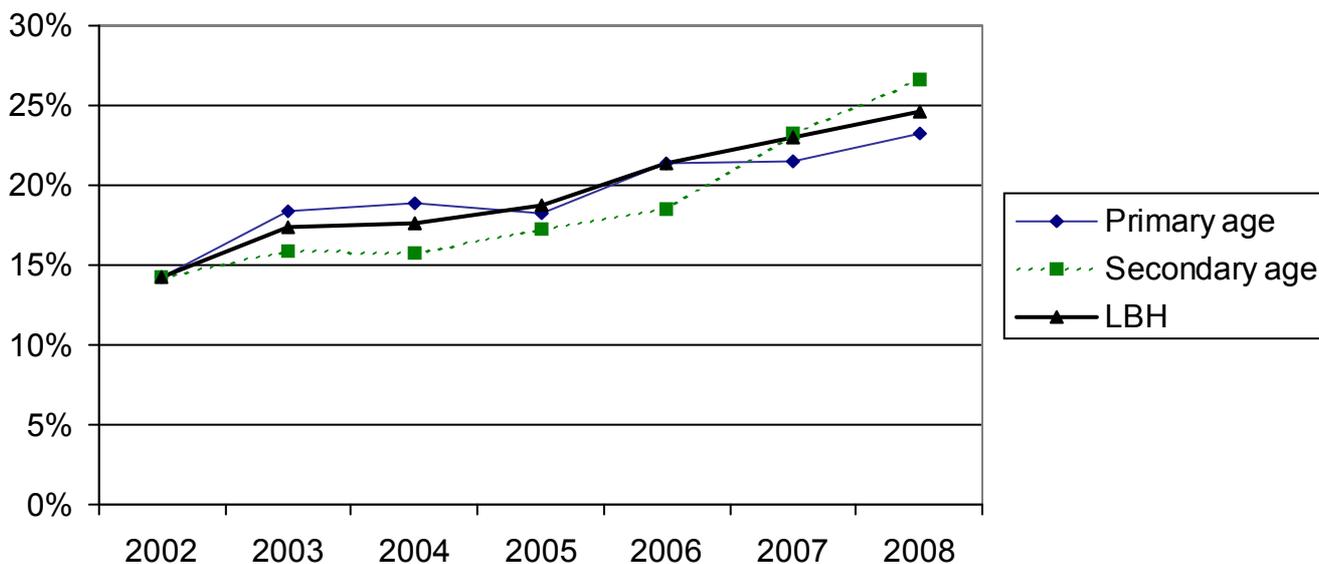
Compared to 2007, this represents a reduction of 17 in the number of pupils with a statement, but an increase of 307 in the number with needs met by school action and an increase of 365 in the number with needs met by school action plus.

Table 11 - Percentage of pupils with special needs attending mainstream schools (includes nursery and V11th form)

		%Statement	% School Action Plus	% School Action	% with SEN
<b>Primary Schools</b>	England	1.4	6.2	11.9	19.5
	Outer London	1.6	6.3	12.4	20.3
	Hillingdon	1.2	4.3	14.6	20.1
<b>Secondary Schools</b>	England	2.0	5.7	12.1	19.8
	Outer London	2.2	6.2	12.8	21.2
	Hillingdon	1.7	5.6	14.8	22.1

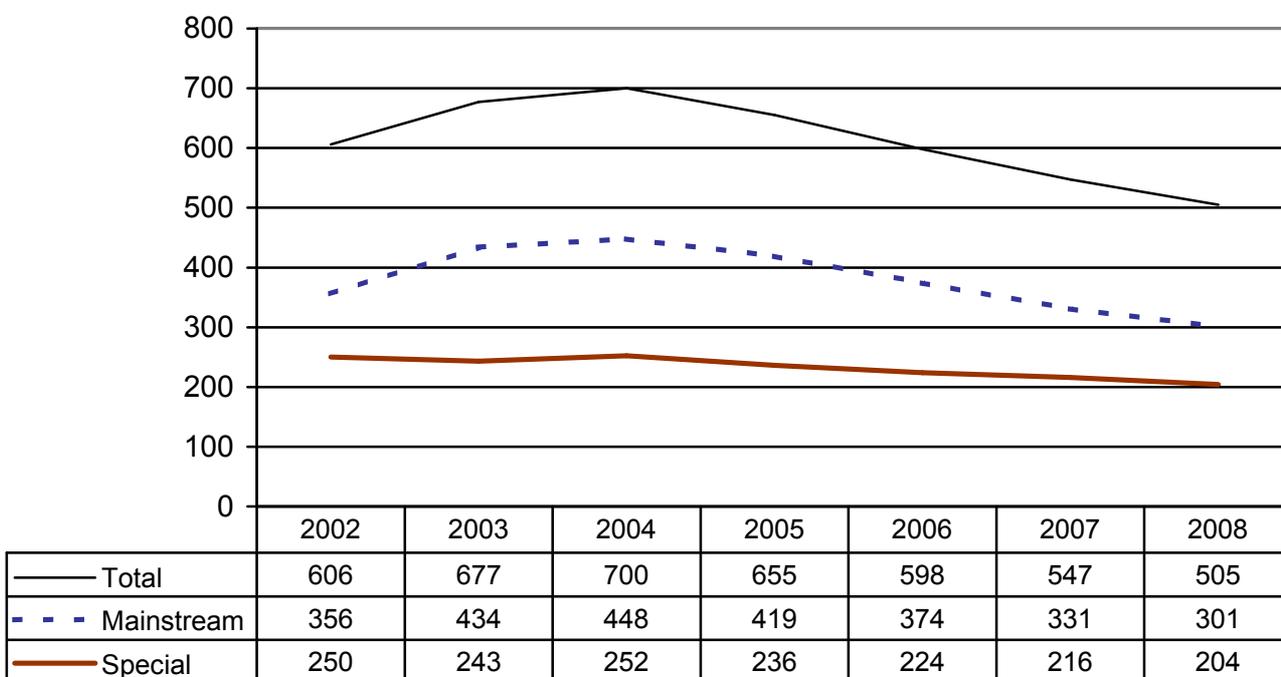
The incidence of recorded special educational needs in Hillingdon is broadly average in mainstream primary schools but above average in mainstream secondary schools. However, proportionately fewer pupils in Hillingdon's mainstream schools have needs met by a statement.

**Figure 5 Percentage of compulsory age school population on SEN register by sector, London Borough of Hillingdon, 2002-2008**

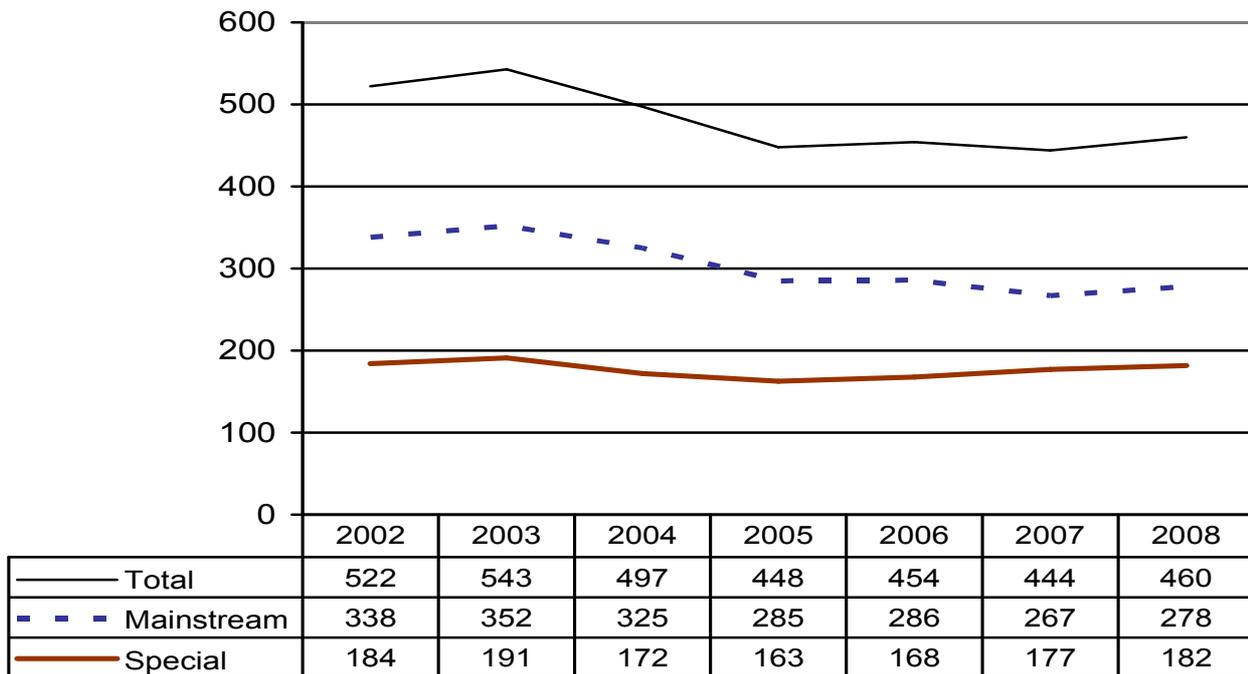


In 2008, there was again an increase in the proportion of compulsory age pupils identified by schools as having special educational needs, rising from 17.6% in 2002 to 26.6% in 2008. This largely occurred in the secondary sector, with 26.6% of compulsory-aged pupils (11 to 16) now recorded as having SEN.

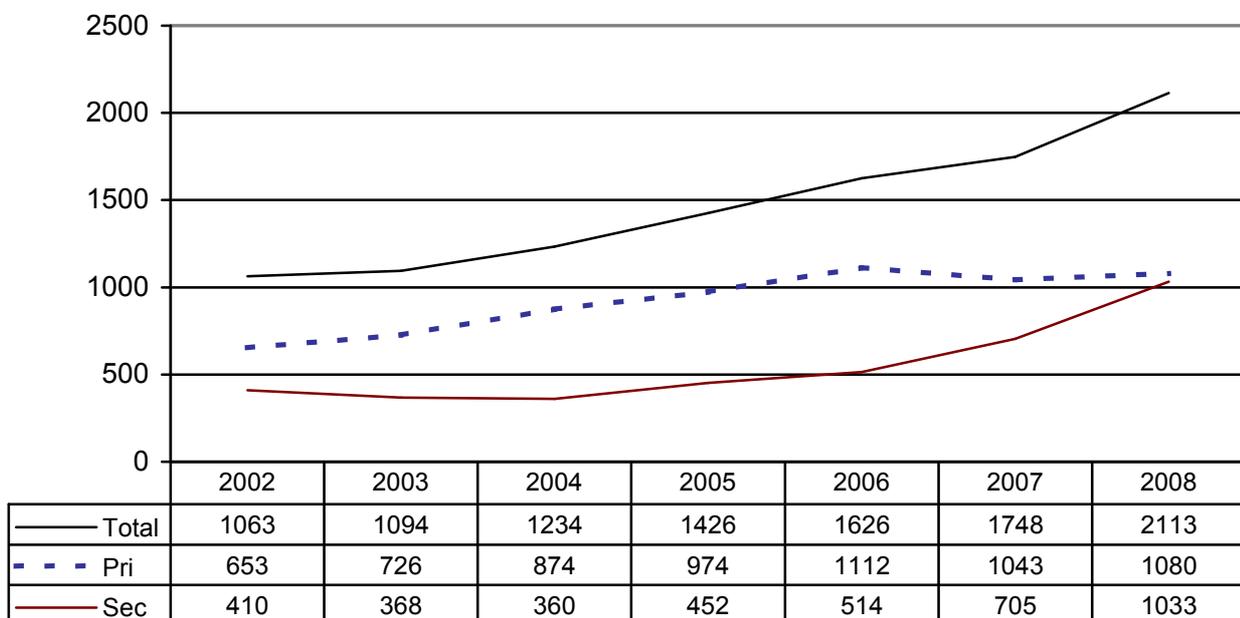
**Figure 6: Number of pupils with statements of compulsory secondary school age attending schools in Hillingdon 2002 to 2008**



**Figure 7: Number of pupils with statements of compulsory primary school age attending schools in Hillingdon 2002 to 2008**



**Figure 8: Number of pupils with SEN met by School Action Plus attending schools in Hillingdon 2002 to 2008**



The number of pupils attending secondary schools with SEN met by school action plus has more than doubled since 2002. This includes both Hillingdon resident and non-Hillingdon resident pupils who attend our schools.

Table 12 - Primary need: Primary age Pupils with SEN met by School Action Plus 2006 to 2008

	2006	2007	2008
Autistic Spectrum Disorder	79	73	73
Behaviour, Emotional & Social Difficulties	275	251	243
Hearing Impairment	39	33	33
Moderate Learning Difficulty	186	189	197
Multi-Sensory Impairment	4	1	2
Physical Disability	34	39	54
Profound & Multiple Learning Difficulty	1	0	0
Severe Learning Difficulty	8	5	8
Specific Learning Difficulty (Dyslexia)	172	161	175
Speech, Language and Communication Needs	244	229	234
Visual Impairment	15	14	10
Other Difficulty/Disability	55	48	51
Total	1112	1043	1080

The number of pupils attending primary schools with SEN met by school action plus has been relatively stable over the last three years at around 1100. Numbers with BESD have decreased slightly, and numbers with physical disabilities and moderate learning difficulties have increased slightly.

Table 13 - Primary need: Secondary age Pupils with SEN met by School Action Plus 2006 to 2008

	2006	2007	2008
Autistic Spectrum Disorder	9	17	26
Behaviour, Emotional & Social Difficulties	167	248	357
Hearing Impairment	27	31	42
Moderate Learning Difficulty	87	141	206
Multi-Sensory Impairment	0	0	1
Physical Disability	15	24	25
Profound & Multiple Learning Difficulty	0	0	1
Severe Learning Difficulty	20	9	8
Specific Learning Difficulty (Dyslexia)	109	123	139
Speech, Language and Communication Needs	43	60	68
Visual Impairment	3	2	5
Other Difficulty/Disability	34	50	155
Total	514	705	1033

There has been a sharp increase in the number of pupils with BESD and MLD met by school action plus attending secondary schools in Hillingdon, which can be linked to the policy decision to cease statementing for high incidence needs. There have been small increases in numbers with ASD, SLCN and dyslexia. However, there has been a large increase in the use of the "other difficulty/ disability" code, and most of these pupils are likely to have been misclassified.

For a number of pupils with needs met by school action plus, a secondary difficulty is also identified. In Table 14, pupils in the 5 to 9 and 10 to 14 age bands are shown according to primary and secondary difficulties. The 0 to 4 age group is not shown because the majority of pupils in that age band do not attend school, and very few of those who do attend schools will

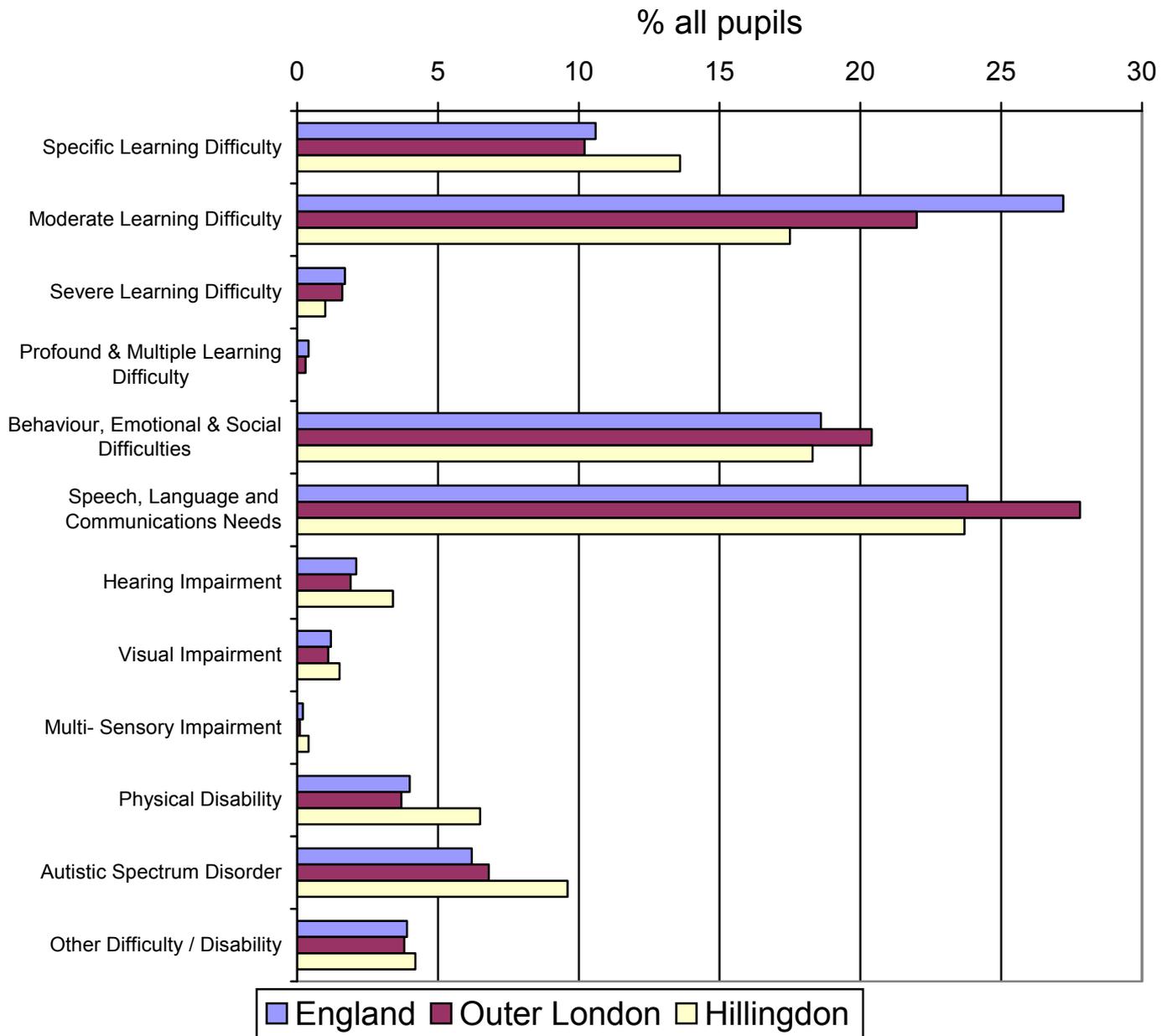
have had their needs identified. In addition, the majority of 15 to 19 year olds with needs met by school action plus do not attend schools.

Table 14 - Primary and Secondary Difficulties of Pupils with SEN met by School Action Plus, 5 to 9 and 10 to 14 year olds attending schools in Hillingdon, January 2008

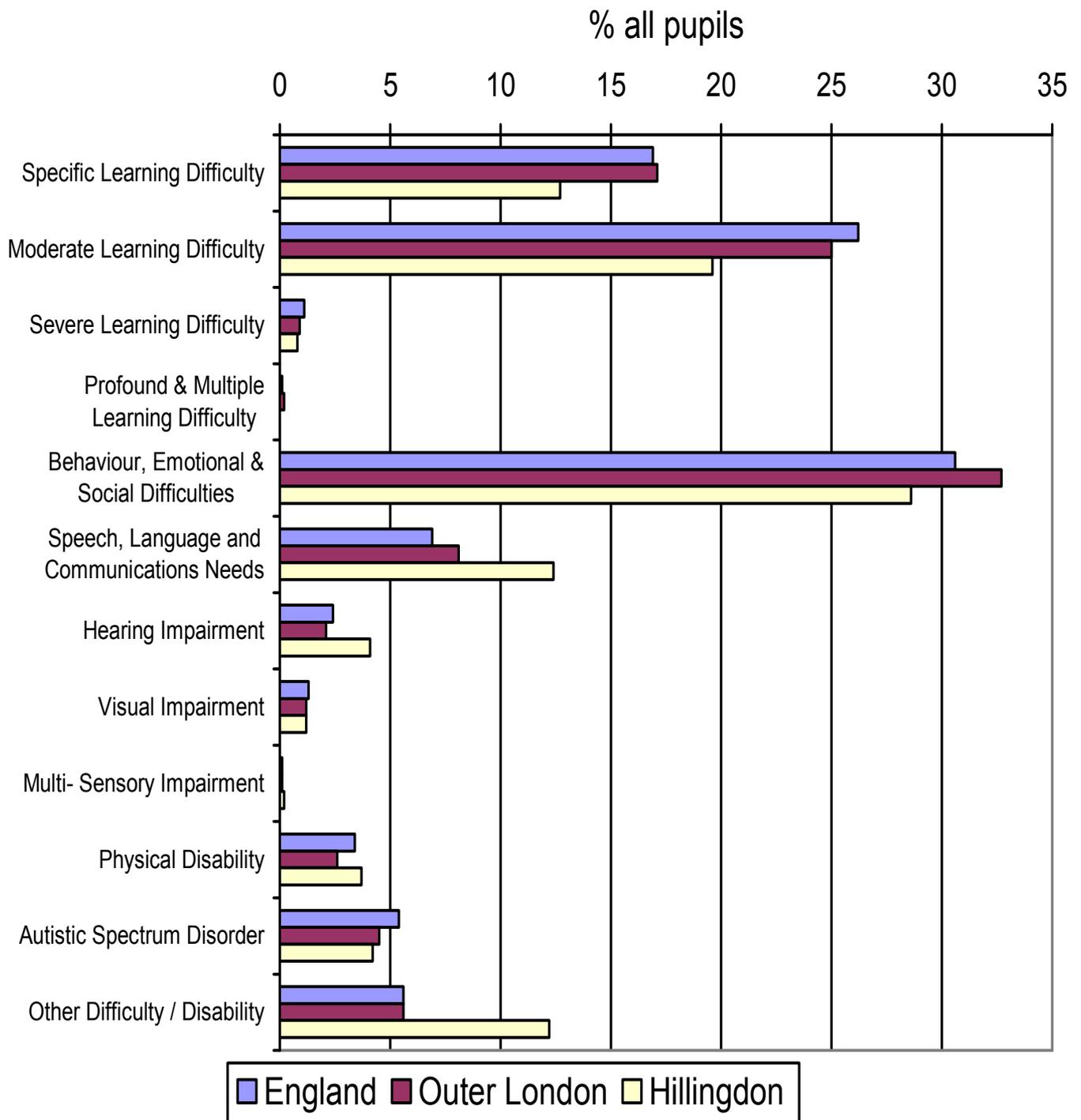
	5 to 9			10 to 14		
	Primary difficulty	Secondary difficulty	Total	Primary difficulty	Secondary difficulty	Total
Autistic Spectrum Disorder	45	4	<b>49</b>	38	8	<b>46</b>
Behaviour, Emotional & Social Difficulties	149	37	<b>186</b>	241	59	<b>300</b>
Hearing Impairment	25	4	<b>29</b>	29	2	<b>31</b>
Moderate Learning Difficulty	113	37	<b>150</b>	209	45	<b>254</b>
Multi-Sensory Impairment	2	2	<b>4</b>	1	0	<b>1</b>
Physical Disability	32	4	<b>36</b>	32	3	<b>35</b>
Severe Learning Difficulty	5	0	<b>5</b>	9	0	<b>9</b>
Specific Learning Difficulty (Dyslexia)	73	11	<b>84</b>	197	33	<b>230</b>
Speech, Language and Communication Needs	173	34	<b>207</b>	85	20	<b>105</b>
Visual Impairment	7	0	<b>7</b>	8	2	<b>10</b>
Other Difficulty/Disability	26	9	<b>35</b>	114	14	<b>128</b>

Taking all pupils with a statement or with SEN met by school action plus as a single group, figures 9 and 10 compare the prevalence of primary difficulties in Hillingdon with national and Outer London averages. There is a lower prevalence of MLD among pupils attending primary schools (figure 9) in Hillingdon compared to the national average, but a higher prevalence of dyslexia, physical disability and autistic spectrum disorder. Data for secondary schools (figure 10) is slightly skewed by the proclivity to use the “other disability” classification. That aside, there is a higher prevalence of speech, language and communication needs.

**Figure 9: Maintained primary schools: Number and percentage of pupils with statements of special educational needs or at school action plus by type of need**



**Figure 10: Maintained secondary schools: Number and percentage of pupils with statements of special educational needs or at school action plus by type of need**



## GLOSSARY OF TERMS

ASD	Autistic Spectrum Disorders
AEN	Additional Educational Needs
ASL	Assessment for Learning
BESD	Behaviour, Emotional and Social Difficulties
C&YP	Children and Young People
CPD	Continual Professional development
CwANS	Children with Additional Needs
DCSF	Department for Children, Schools and Families
DDA	Disability Discrimination Act
DES	Disability Equality Scheme
DfES	Department for Education and schools
DSG	Dedicated Schools Grant
ELD	Emotional and Learning Difficulties
HCFTP	Hillingdon Children and Family Trust Plan
HI	Hearing Impaired
ISPSB	Individually Statemented Pupil Support Budget
LA	Local Authority
LD	Learning difficulty
LDD	Learning Disability or Difficulty
LSP	Local Strategic Partnership
MLD	Moderate Learning Difficulty
NAS	National Autistic Society
NMI	Non Maintained or Independent
PSMN	Physical, Sensory and Medical Needs
SA	School Action
SAP	School Action Plus
SEAL	Social and Emotional Aspects of Learning
SEN	Special Educational Need
SLCN	Speech, Language and Communication Needs
SLD	Severe learning difficulty
SNASp	Special Needs Assessment and Statementing panel
SpLD	Specific Learning Disability
SRP	Specialist Resourced Provision
VI	Visually Impaired

**Principle 1: Remove Barriers to Inclusion**

**Children & Young People will be able to access and be involved within provisions regardless of physical, emotional, cultural or organisational needs**

Target		Actions to Achieve	Intended Outcome	By Whom	When	Progress
To support schools to engage with National Strategies direction and interventions	<b>P LEVELS:</b>					
	1a	Support P level understanding	P scales used more accurately and effectively	Gill Smith & Carole Hawkin	Sep 09 – Jul 10	
	1b	Monitor P level collection	Using the data target effective outreach support on individual school level, whole staff training or central training.	S O'Brien	Sep 09 – Jul 11	
	1c	Share good practice	a) Build capacity across schools b) Identify excellence	Gill Smith & Carole Hawkin	Sep 09 – Jul 10	
<b>Progression Guidance:</b>						
To support schools to engage with National Strategies direction and interventions	2a	Ensure a clear understanding and application of NS Document	a) To raise expectations b) Set out the evidence of progress being made by learners with SEN	J Knapp & Sue O'Brien	Sep 09 – Jul 10	
				Schools	2009 - 2013	
<b>Raiseonline:</b>						
To support schools to engage with National Strategies direction and interventions	3a	INCo's & SENCO's trained to have a clear understanding of data	a) Ability to use Raiseonline to analyse their own schools performance with regards to vulnerable groups of learners b) Data will be used to track vulnerable groups	Sue O'Brien	Sep 09 – Jul 11	
	3b					

<b>Moderation of Interventions:</b>						
To support schools to engage with National Strategies direction and interventions	4a	Robust system will be put in place to measure impact	Interventions are baselined, targets set and success monitored and reviewed. Impact of interventions can be measured	Sue O'Brien. Headteachers	Sep 09 – Jul 11	
<b>The IDP:</b>						
To support schools to engage with National Strategies direction and interventions	5a	LA to engage with Regional Hub	<ul style="list-style-type: none"> <li>a) to ensure Hillingdon benefits from sharing good practice across London</li> <li>b) Hillingdon benefits from any funding streams available for this work</li> </ul>	Sue O'Brien	Sep 09 – Jul 10	
Page 166	5b	Introduce CPD opportunities and distribute resources for IDP-Autism	<ul style="list-style-type: none"> <li>a) Staff will have more up-to-date knowledge on Autism</li> <li>b) Most pupils with ASD will be successfully included in mainstream schools</li> </ul>	Sue O'Brien	Sep 09 – Jul 10	
	5c	Create a support team for advice on Autism	Schools will feel more confident in delivering package of materials	Sue O'Brien	Sep – Dec 09	
	5d	Create package of materials on Autism	Practical solutions post training will be available	Linda Southwood	Sep 09 - Jul 11	
	5e	Create DVD to share good practice on Autism	<ul style="list-style-type: none"> <li>a) Build capacity across schools</li> <li>b) Identity excellence</li> </ul>	IDP Autism Group	Sep 09 - Jul 11	
	5f	Continue to support training on IDP-SLCN and Dyslexia	To improve the confidence in these areas at Quality First Teach level	Sue O'Brien	Sep 09 – Jul 10	
	5g	Continue to audit school engagement with IDP training	To monitor the effectiveness of LA intervention	Paula Dawson	2009 - 2013	

	<b>VFM for Inclusion:</b>					
To support schools to engage with National Strategies direction and interventions	6	Enable schools to use the SEN/AEN Value for Money Resource Pack	To make best use of available resources – including getting better outcomes for the same spend.	Sue O'Brien	Sep 09 – Jul 11	
	<b>Bercow Report</b>					
To support schools to engage with National Strategies direction and interventions	7	Ensure the findings of the Bercow Report are understood and embedded in practise	Enhance skills base for all staff when working with children with SLCN	Marion Mealing	09-10	
	<b>Jim Rose Report:</b>					
To support schools to engage with National Strategies direction and interventions	8	Ensure the findings of the Rose Report are understood and embedded in practise	Enhance skills base for all staff when working with children with SEN	SIS	09-10	
	<b>Assessment for Learning (Afl)</b>					
To support schools to engage with National Strategies direction and interventions	9	Involve teachers in using assessment in the classroom to support pupils in understanding the aim of their learning. Support schools in developing their assessment of pupils to enhance learning and improve the rate at which they progress Use the process of Afl to support schools in the identification of pupils who would benefit from 1:1 tuition. Provide CPD for tutor training.	a) To improve learning and raise standards. Every child will know what he/she is doing, what they need to improve and how to get there. b) Every teacher securely understands progression and how to use their judgements to forward plan	Annette Symaniak & Jane Guest	09-11	

<b>Assessing Pupil Progress (APP)</b>						
To support schools to engage with National Strategies direction and interventions	10	Embed APP across schools Support narrowing the gap by relating progress to national Curriculum levels and have a systematic way of tracking 'next steps'	Improved confidence and expertise in assessment cross phase and cross curricula	Annette Symaniak & Jane Guest	09-12	
<b>Provision Mapping and Management</b>						
To support schools to engage with National Strategies direction and interventions	11a	All schools will use a process of mapping provision to reflect support for AEN	a) All staff will have a complete picture of a child's support and the interventions they are receiving b) Intended outcomes of interventions can be reinforced	Sue O'Brien & Schools	Sep 09 – Jul 10	
Page 168	11b	The provision management tool will be used to: a) interrogate data b) monitor and evaluate effectiveness of interventions and support c) ensure that the culture of the school supports pupils with AEN	a) Schools can closely monitor progress and attainment  b) Inclusion Strategy 2009 – 2013 interventions will be considered by the overall impact on children with AEN  c) The culture of the school will support children with AEN	Sue O'Brien & SENCO	Sep 09 – Jul 10	
Support all schools to have clear Access Plans and Disability Equality schemes in place	12	Audit compliance and quality of plans across all schools.  Use information to identify access funding priorities	a) Schools are compliant with Lamb recommendations.  b) Quality of plans reflect improved access for pupils with AEN	EPS, SIS,	July10	

**Principle 2: Children and Young People will be included in mainstream Education wherever possible and appropriate**

Target		Actions to Achieve	Intended Outcome	By Whom	When	Progress
Improve parental confidence in the SEN process by supporting the recommendations in the Lamb Report	13	Develop an action plan to deliver Lamb recommendation when report is published late autumn 09	As indicated in the report. (to be confirmed)	Linda Dines Victoria Jones	Jan 10-12	
Build capacity in mainstream schools so they are confident in their ability to support children in the mainstream setting	14	Develop robust outreach provision	See reference 17a			
Ensure systems for allocating, monitoring and reviewing funding and resources for mainstream settings, special schools and SRPs are transparent	15a	Ensure system for challenging via annual reviews is robust and linked to continued funding e.g. joint training for SNOs and EPs	Improve outcomes for children and ensure value for money	Satwinder Saraon & Anji Hickin		
	15b	Provide training for members of Special Needs Assessment and Statementing panel (SNASp) and SENCOs	a) Increase knowledge of HTs and SENCOs and improve inclusiveness b) Improved transparency of process and resource allocation	Anji Hickin	To begin Sep 2009	SNAS panel training delivered Jun 09
	15c	Review criteria for entry to all specialist resourced provisions (SRPs)	Ensure early intervention and improve equality of access to specialist provision	Satwinder Saraon & Anji Hickin	2009 -13	

	15d	Develop criteria for Communication Learning Interaction and Cognition (CLIC) provisions	a) Ensure early intervention and improve equality of access to specialist provision b) Reduce costly out of Borough placements	Satwinder Saraon & Anji Hickin	2009-10	
	15e	Review criteria for statutory assessment	Transparent and consistent approach across the Borough as and understood by schools	Satwinder Saraon & Anji Hickin		
	15f	Develop system for reviewing outcomes in SRPs	Evidence of improved outcomes for children in place	Satwinder Saraon & Anji Hickin		
Develop transition processes to ensure smooth transition between primary and secondary phases for vulnerable children	16	See section 17 to be developed within outreach provision	Fewer pupils will transfer from mainstream to special schools during years 7 and 8	Satwinder Saraon		
Put special schools at the heart of inclusion by reviewing and developing provision to meet changing needs	17a	Develop an effective model of outreach from special schools Approach school forum for funding to provide the service	Numbers of pupils receiving their education in independent and non maintained schools will reduce	Pauline Nixon Special schools Heads, Satwinder Saraon		
	17b	Develop a process for referrals for outreach services	a) Schools know where to access support. b) Data is collected in a co-ordinated and timely way c) Service delivery can be quality assured	Satwinder Saraon		

### Principle 3: Children, Young People and Parents will be actively engaged in all aspects of their child's learning

Target		Actions to Achieve	Intended Outcome	By Whom	When	Progress
	18a	Use parents evaluation of existing SEN processes in schools and LA statutory assessments process to determine necessary areas of improvement	Parents views are incorporated in service delivery	Linda Dines	Jul 09 – Mar 10	School evaluation completed. S/A evaluation underway
	18b	Active engagement with Parent Participation Forum	<ul style="list-style-type: none"> <li>a) Termly newsletter in place</li> <li>b) Termly forum well attended</li> <li>c) Annual conference well supported</li> <li>d) Active parent focus group</li> </ul>	Linda Dines & Isobel Callaby	Sep 09 – Jul 10	Summer newsletter going to print. Annual Conference booked for 24 Nov 09 – Disabled Children's Strategy Focus Group representation
Encourage schools to have systems in place to ensure the pupils voice is heard	19	Schools will develop processes in line with their Disability Equality Schemes to engage vulnerable pupils.	<ul style="list-style-type: none"> <li>a) Influence the development of good practice</li> <li>b) Participation in all areas of school life</li> </ul>	Heads, Satwinder Saaron and Sue O'Brien	Sep 09 – Jul 11	
Develop a common framework for engaging parent in AEN	20	Common guidelines on what will be provided for non-statemented pupils at school action and school action + from the school's delegated funding	<ul style="list-style-type: none"> <li>a) Agreed framework of support available</li> <li>b) Timeline for expected outcomes understood</li> <li>c) Parent focus group to influence framework design and monitoring in place</li> </ul>	Linda Dines & Isobel Callaby	Sep 09 – Jul 09	
Improve quality of information provided to parents and carers	21	Mainstream schools to develop a common framework for a more tailored approach to communicating with and engaging parents	<ul style="list-style-type: none"> <li>a) Training for school staff on effective engagement with parents provided</li> <li>b) Range of points of access to information available</li> </ul>	Linda Dines & Isobel Callaby	<p>Sep 09 – Jul 10</p> <p>Sep 09 – Jul 10</p>	

#### Principle 4: There is a Comprehensive commitment to Inclusion across the Children's Workforce

Target			Intended Outcome	By Whom	When	Progress
Develop effective partnerships to support C&YP with additional needs	22a	Schools will know the services/agencies across Hillingdon that can support them and the arrangements for engagement	All services will have published procedures and processes outline on the Inclusion Forum. Where a service is not represented there will be signposting	Sue O'Brien	Sep 09 – Jul 10	
	22b	Engage with Virtual School for Looked After Children.	Ensure the needs of LAC are identified and met in local schools	Fiona Lyon	Sept 09-12	
Develop robust systems for successful transition from pre-school to adult services	23	To develop a strategic plan for transfers and transitions	To sustain improvement and build capacity for accelerating pupils' progress through effective transfers and transitions	Angela Hickin, Adults Services		
Have school inclusion policies which reflect every Child Matters outcomes	24a	The LA will monitor and maintain the inclusion strategy with partners	To ensure clarity and effective practice across Hillingdon with the best outcomes for children with AEN	Pauline Nixon & Sue O'Brien	Ongoing	
	25b	Schools will have an Inclusion Policy which reflects the ECM outcomes	To provide direction and accountability	Pauline Nixon & Sue O'Brien	Sep 09 – Jul 10	
<b>Strengthening the role of the SENCO:</b>						
Support SENCOs to attend quality statutory training by reviewing and quality assuring providers	26a	Ensure SENCOs are informed about National providers of the new SENCO training programme	All SENCOs new to role post 1 Sep 2009 enrol and complete national training within the 3 year period set	Sue O'Brien & Claire Rule	Sep 09 – Jul 11	
		Ensure that all SENCO's who are eligible attend National Training for SENCO's	To further the skills and knowledge of newly appointed SENCO's	Headteachers	Sep 09-Jul 11	
	26b	Provide induction for all SENCOs new to post or new to Hillingdon	To ensure the Hillingdon context is fully explored with all new SENCOs	Sue O'Brien	2009 - 2013	

	26c	Further develop the SENCO forum	SENCOs have a tailored forum to support networking and share good practise	Sue O'Brien/Claire Rule	Sep 09 – Jul 11	
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## Principle 5: Children and Young People are included within Extended Services Provision

Target		Actions to Achieve	Intended Outcome	By Whom	When	Progress
Ensure all C&YP will have equitable access to services	27	Develop an audit tool for monitoring access to services and ensure a range of services are audited	Increased access to mainstream services by disabled children and young people	Carol Tomlinson	March 2011	A childcare audit was carried out of summer activities in 2009 and recommendations from this are being followed up
		Extend the range of activities targeted at disabled children and their families in Childrens Centres	Parental confidence in using Children Centres increased	Carol Tomlinson	March 2011	The Portage Service has been working across 3 children's centres. Staff have been trained to use Sensory equipment. Bubbles and Thumbs Up groups are running from CCs. An Early Bird course has run in one CC and a group for children with ASD is being offered in one Centre.
Put systems in place to engage hard to reach families	28	Produce appropriate publicity for Extended Services and Children's Centres to encourage usage by 'hard to reach' groups	Families are aware that CCs can provide inclusive services	Carol Tomlinson/Extended Schools Co-ordinators	Dec 2010	Case studies of usage of CCs by vulnerable families are in production
		Increase referrals by health visitors and children's social care for hard to reach families to use CCs	More usage of CCs by hard to reach groups	Carol Tomlinson and CC Managers	Ongoing	Health visitor and CCM workshop held, follow up planned for December
		Monitor usage of Disadvantaged Subsidy to ensure hard to reach families get access to extended service activity	More usage of Extended Services by hard to reach families	Carol Tomlinson	March 2011	Disadvantaged subsidy being piloted by two Collaboratives which both include Special Schools.
Develop a Short Breaks Strategy	29	Appoint a Short Breaks Co-ordinator funded from Aiming High for Disabled	Parents of disabled children will have increased access to a continuum a short breaks of at least 2 hours.	Pauline Nixon	Jul 09 – 11	<ul style="list-style-type: none"> <li>Over 700 additional short breaks were provided at Grangewood/Moorcroft and</li> </ul>

		Children's grant. Increase Short Breaks from <ul style="list-style-type: none"> <li>• Special Schools</li> <li>• Youth Programmes</li> <li>• Leisure Activities</li> <li>• Extended Schools</li> <li>• Outreach Services</li> </ul>	They will be satisfied that the workforce can meet their child's needs			Hedgewood Schools = Jul-Aug 09. <ul style="list-style-type: none"> <li>• Fiesta programme was extended to include more young people with disabilities</li> <li>• Leisure services are increasing access to disabled children e.g. Saturday morning club</li> </ul>
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**Principle 6: Additional needs will be identified and supported as early as possible**

Target		Actions to Achieve	Intended Outcome	By Whom	When	Progress
Schools and the LA are committed to an holistic, multi-agency approach for the early identification of every child's needs	30a	Develop and deliver early screening tools	Identification of needs at the earliest possible time	Satwinder Saraon & Anji Hickin	Sep 10	
	30b	Develop joint working and delivering joint services to Children's Centres	Early intervention – breaking the cycle of disadvantage	Carole Tomlinson & Satwinder Saraon	Sep 2009 – Jul 2013	
Provide a range of early support programmes for children and their families and co-ordinate, develop and strengthen our approach to Early Years Early Support Programme.	31a	Review, develop and promote the Early Years Co-ordination Group, including the development of a single point of referral	a) Ensure that early notifications are dealt with as soon as possible. b) Services are streamline	Anji Hickin	Sep 10	
	31b	All families with a child under 5 with a disability, who want one, have a key worker identified	Improve access to appropriate services	Anji Hickin	March 11	Early Support key working is in the process of being rolled out
	31c	Secure funding through PCT and parenting strategy for Early Bird and Early Bird Plus	Improve parental confidence in mainstream education for children with Autism	Isobel Callaby & Satwinder Saraon		
	31d	Early Years Team, CWANS and SIS to work together to streamline support for nursery education	Co-ordinated and streamlined approach to support nursery staff in statutory settings	Anji Hickin, Sue O'Brien		
Improve the quality of support to C&YP on School Action and School action plus	32a	Schools to have access to an inclusion skills audit to assess levels of confidence in the workforce	CPD programme will be more targeted with better outcomes for children with additional needs	S. O'Brien and Carole Hawkin	Sep 09 - July 10	

<b>Communication</b>						
	32b	Clear and transparent guidelines will be developed ensuring that schools are aware of the pathways for referrals to professionals who will support the Early Identification of SEN	Staff in schools are clear about referral pathways and access to services	Satwinder Saraon, Anji Hickin & Deborah Bell	Sep 09 – Jul 10	
Support educational settings and parents to minimise absence	33	Refer to Attendance strategy on Fronter and HGFL	Identified in Attendance strategy	Debbie Bell	Sept 09-10 and annually reviewed	

## Principle 7: Children and Young people's Social and Emotional Well-Being is Promoted

Target		Actions to Achieve	Intended Outcome	By Whom	When	Progress
Commit to ensuring that the most vulnerable children are appropriately safeguarded through training and processes	34	To train all teams in safeguarding, including schools in accordance with new Ofsted requirements	Children are better safeguarded and emotional, physical, neglect and sexual significant harm are identified appropriately	School Improvement Service	Sep 09 – Jul 13	
Develop accessible and appropriate therapeutic provisions	35a	Develop closer working with OT/SALT in schools	Children will receive a streamlined approach and accessibility will be improved	Satwinder Saraon & Anji Hickin	Jul 10	OT review started. Joint school/community OT pilot established Steering and Operational groups established for SALT
	35b	Roll out Marlborough Project in targeted schools	Multi-systemic approach established within schools for tackling behavioural difficulties	Satwinder Saraon & TR	Apr 10 – Apr 11	DoH informed of schools involved
Page 18	35c	Develop and deliver early screening tools	Identification of needs at the earliest possible time	Satwinder Saraon & Anji Hickin	Sep 10	
Support schools to implement the Steer recommendations	36	See Targets in Primary School Improvement strategy and SIS B&A strategy	Targets identified in strategies	Lisa Pedersen, Judith Millar	Sept 09-10 and reviewed annually	

**Principle 8: All Children will Receive a Broad, Balanced and Creative Curriculum through the Outcomes of Every Child Matters**

Target		Actions to Achieve	Intended Outcome	By Whom	When	Progress
Meet C&YPs needs through a differentiated curriculum using quality first teaching at Wave 1	37	IDP support will be offered to all schools see section 5	Section 5 outcomes	Head teachers	09-10 ASD and SLCN 10-11 behaviour plus ASD and SLCN	
Identify a robust system of CPD using internal and external providers/courses/outreach	38a	Provide training to teaching assistants	Pool of well trained teaching assistants supporting vulnerable children in mainstream schools	Satwinder Saraon, Sue O'Brien Claire Rule	Sept 09-July 2011	
	38b	Schools and LA will develop a workforce which is outcome focussed	Teachers will feel confident in assessing their input against the impact it has had on a child with AEN	Satwinder Saraon	Sept 09 – Jul 10	
Page 179	38c	Record which schools use SENJIT courses and share material, suggestions etc through SENCO Forum	a) To further the skills and knowledge of SENCO's b) Raise awareness of external providers through SENJIT. c) Identify VFM subscribing to SENJIT	Claire Rule	Sep 09 - Jul 10	
	38d	Audit schools on the selection of the tools they are using to support training and development	a) Training can be targeted b) Effective practice can be shared	Sue O'Brien	Sep 09 – Jul 10	

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## SHAPING LONDON'S FUTURE - RESPONSE TO CONSULTATION ON THE MAYOR'S LONDON PLAN, TRANSPORT STRATEGY AND ECONOMIC DEVELOPMENT STRATEGY.

<b>Cabinet Member</b>	Councillor Keith Burrows
<b>Cabinet Portfolio</b>	Planning and Transportation
<b>Officer Contact</b>	Ged Lawrenson/Jales Tippell
<b>Papers with report</b>	<p>Appendix 1 Response to consultation on the 'The London Plan, Consultation Draft Replacement Plan'</p> <p>Appendix 2 Key Provisions and Issues in the 'Mayor's Transport Strategy Public Draft'</p> <p>Appendix 3 Response to consultation on the 'Mayor's Transport Strategy Public Draft'</p> <p>Appendix 4 Response to consultation on 'Rising to the Challenge – the Mayor's Economic Development Strategy for Greater London, Public Consultation Draft (Oct 2009)'</p>

### HEADLINE INFORMATION

<b>Purpose of report</b>	This report advises Members of the key provisions of three interlinked strategies published for consultation by the Mayor of London in October 2009, namely the London Plan, Consultation draft replacement plan; the Mayor's Transport Strategy, Public Draft; and the Mayor's Economic Development Strategy. The report assesses the implications for Hillingdon of these strategies and recommends that Members agree the comments in response to consultation for submission to the Mayor of London.
<b>Contribution to our plans and strategies</b>	<p>Sustainable Community Strategy</p> <p>Local Development Framework</p> <p>Transport Strategy</p> <p>Economic Development Strategy</p> <p>Housing Strategy</p>
<b>Financial Cost</b>	There are no direct financial implications in responding to the Mayor's consultation documents.
<b>Relevant Policy Overview Committee</b>	Residents' and Environmental Services Policy and Overview Committee.
<b>Ward(s) affected</b>	All

## **RECOMMENDATIONS**

### **That Cabinet:-**

- 1. Notes the contents of this report regarding the key provisions of the Mayor's Draft Replacement London Plan, Transport Strategy Public Draft and draft Economic Development Strategy.**
- 2. Endorses the response to the Mayor of London as set out in paragraphs 3, 12-14, 16-18 and 23 below and also in Appendices 1, 3 and 4 to this report, with any further amendments as agreed by the Director of Planning and Community Services in consultation with the Cabinet Member for Planning and Transportation and any other relevant Cabinet Members.**

## **INFORMATION**

### **Reasons for recommendation**

Consideration of the implications of these strategies for Hillingdon and a response to the Mayor of London will enable the council's strategic planning, transport and economic interests to be safeguarded and developed.

### **Alternative options considered / risk management**

The Cabinet may influence the Mayor of London's proposals by:

1. agreeing the response in full or in part or
2. making any amendments to the response that are considered appropriate.

Alternatively the Cabinet may make no response to the Mayor of London's proposals. This would not ensure that the borough's interests are raised with the Mayor.

### **Comments of Policy Overview Committee(s)**

None.

### **Supporting Information**

## **SHAPING LONDON'S FUTURE**

1. On 12th October 2009, the Mayor of London published "The London Plan – Spatial Development Strategy for Greater London, public consultation on draft replacement plan" (hereafter referred to as the Revised Plan). The Revised Plan forms a trio of interlinked strategies entitled "Shaping London's Future". These also include the Mayor's Transport Strategy, Public Draft and the Mayor's Economic Development Strategy. The closing date for responding to consultation on all three strategies is 12th January 2010.
2. This report considers each document in turn; highlights the key provisions; considers the implications for Hillingdon, including interrelationships between the strategies; and provides suggested responses. These responses are set out in Appendices 1, 3 and 4 of the report. Subject to the approval by Cabinet, these will comprise the formal response to the Mayor of London. The council's responses will also provide the basis

of an input to the London Councils' response to the strategies, particularly where the council wishes to reinforce an issue of local importance to the Mayor of London. They will also contribute to the response of the West London Alliance.

3. The responses included in this report and the appendices build on the full Council motion that was approved at its meeting on 5 November, which resolved:

“That this Council notes the Mayor of London’s recently published consultation documents on the London Plan, Transport strategy and Economic Development strategy. This Council welcomes the focus given by the Mayor on a wide range of issues concerning Hillingdon residents, in particular the rejection of the Third Runway at Heathrow and others including:

- The ability to provide greater protection against inappropriate development of gardens
- The importance of the car in outer London
- The need to support our town centres

The Council further notes the Cabinet’s success in winning support from the Outer London Commission on a number of key points, which are now incorporated into the future plans. Council asks the Cabinet to continue dialogue with all relevant parties to build upon these themes and in particular the discussions about

- Two new Express north to south bus routes
- Appropriate funding for both the social infrastructure required to support the expected growth and for the regional theatre to be sited within the revised Uxbridge town centre.”

4. The consultation on the Revised London Plan is a formal stage in the replacement process. The next formal stage of the plan is an examination in public led by an independent panel, which is likely to be held in the summer/autumn of 2010. Following the panel’s report, the Mayor will decide which of the suggested changes to accept and he will send a revised Plan to the Government Office for London with a formal notice of his intention to publish the Plan. If the government do not direct any changes to be made, the Plan is then formally published. Unlike the Revised London Plan, the Mayor’s draft Transport Strategy and draft Economic Development Strategy will not undergo any formal stages before being finalised. These two documents are likely to be finalised in the spring of 2010 and will supercede the previous relevant versions.

## **BACKGROUND**

### Previous consultation on the Mayor’s London Plan

5. At its meeting in June 2009, the Cabinet previously considered the Mayor’s initial consultation on the review of the London Plan: A New Plan for London (April 2009) and responded to the Mayor directly and also with the London Assembly and Functional Bodies. In commenting on the Revised Plan, this report considers whether significant comments have been reflected in it. Unlike the earlier consultation, responses to consultation on the revised London Plan are sought on the Plan as a whole and not to specific questions. The revised Plan can be accessed at: [www.london.gov.uk/shaping-london/london-plan/docs/london-plan.pdf](http://www.london.gov.uk/shaping-london/london-plan/docs/london-plan.pdf)

6. In commenting on the Proposals for the Mayor's London Plan in June this year, the Cabinet recommended that officers work with the GLA to ensure that key aspects of strategic planning reflected Hillingdon's perspective. These were listed as:

- a) support the desire to retain and improve the sense of place and character of our established town centres and suburbs
- b) emphasise improvements to town centre public realm to improve the attractiveness for both residents and businesses
- c) improve transport capacity between north and south of the borough, including the introduction of more express bus routes such as the 607
- d) ensure considerations other than density and scale of development are taken into account, with more emphasis on the ratio of intermediate housing and elderly downsizing as demonstrated by the RAF West Ruislip planning application,
- e) ensure parking standards reflect the importance of the car for people and the need to recognise the parking standards of planning authorities that border Hillingdon and which are outside the Regional planning framework
- f) recognise the value of gardens and the 10% rule to restrict the proportion of flatted developments in residential areas.

7. In addition to these particular issues, the Cabinet supported the Mayor on key strategic planning matters contained in the emerging London Plan including:

- a) The continued development of corridors of city significance, including the 'western wedge'
- b) Development incorporating green infrastructure and a renewed focus on the delivery of social infrastructure
- c) The more rigorous approach to manage releases of industrial land
- d) A more co-ordinated approach to tourism
- e) The provision of policies on strategic cultural quarters and facilities, together with policies to manage the night-time economy
- f) The provision of a better integrated transport infrastructure to support regeneration in outer London.

8. This report also considers whether other matters of concern raised in June this year have been taken on board by the Mayor of London. In summary these include:

- a) The need for greater recognition in the London Plan of the functioning of West London, including transport, employment, public services, and waste
- b) A more concerted approach by the GLA for measures to improve conditions in Hayes and West Drayton as part of the Heathrow Opportunity Area
- c) Density standards to be tempered by local character
- d) More guidance for the Heathrow area, including the on-going role of Heathrow airport in the London economy
- e) Support for development of our town centres
- f) Recognition that the 2012 legacy should apply to Hillingdon.

#### Previous consultation on the Mayor's Transport Strategy

9. In July 2009, the council responded to the Mayor of London's Consultation on his Transport Strategy, Statement of Intent published for initial consultation with the London Assembly and GLA Group. The key issues raised at that time related to the following matters:

- a) Improvements are required to bus services between key destinations in Hillingdon, including an upgrade in its north south public transport service provision, in order to develop a balance between location and (potential) employment within the borough.
- b) Uxbridge faces a number of issues, including lack of good public transport accessibility which is considered to be a major constraint to the sustainable growth of the town; its Bus Station which operates beyond its practical capacity; and it requires faster underground services to central London.
- c) Most of Hillingdon's interchanges, and especially at Uxbridge, West Drayton and Hayes & Harlington, require significant improvements.
- d) There is support for the Mayor's aspiration to improve the quality of the public realm which is particularly important at public transport interchanges.
- e) Hillingdon would support a new High Speed rail project that will reduce the number of short haul flights and also result in a modal shift from car to rail.
- f) Hillingdon is keen to continue developing improved cycle routes and facilities. However the provision of additional dedicated cycle routes along main arterial routes is problematic in Hillingdon, due to environmental constraints, physical road width confinements, loading requirements, parking demand and bus stop requirements.
- g) There is support for the Mayor's aspiration to address climate change.
- h) The Mayor should work towards ensuring that the mandatory legal limits for local air quality pollutants are met.

10. This report considers whether the above matters of concern raised in July this year have been taken on board by the Mayor of London.

#### **'THE LONDON PLAN, CONSULTATION DRAFT REPLACEMENT PLAN'**

11. Appendix 1 of this report includes comments on each chapter of the Revised London Plan, dealing with specific policies in the Plan if these are have particular implications for Hillingdon.

12. In summary, officers consider that the following new key policy directions in the Revised Plan should be welcomed and supported:

- The Mayor's objective for a city that delights the senses and the emphasis on achieving the best possible design for new homes
- The greater emphasis on Outer London, promoted by the Outer London Commission, with an Outer London vision, and less prescriptive policy for the West sub-region, enabling the council to develop locally specific strategic policy

- The promotion of the Western Wedge Regional Coordination Corridor with new policies for Strategic Development Centres and Areas for Regeneration
- The narrower focus of a redrawn Heathrow Opportunity Area boundary, with additional guidance on opportunities for growth
- Local determination to address issues such as inequalities in housing design and affordable housing provision, together with a commitment to resist the loss of back gardens
- The proposed minimum internal space standards for new dwellings, which are in general conformity with Hillingdon's Supplementary Planning Guidance.

13. However, officers do have concerns about the following new key policy directions in the Revised Plan and consider that objections should be raised with respect to them:

- Hillingdon's overall target for housing provision in the borough
- The figures for gypsy and traveller pitch provision
- Affordable housing policy that fails to be responsive to the local needs of people requiring access to the housing market
- The revised approach to the density matrix for residential development, whilst referring to the consideration of local character, continues to be a blunt instrument that adds little value to the plan and should be removed
- New strategic policy for Outer London that fails to include mechanisms for councils and sub-regional agencies engaging with out of London counties and boroughs on developing integrated strategic policy
- The revised Plan's continued inclusion of out of date waste targets causing difficulties for Boroughs preparing Joint Waste Development Plan documents
- Car parking standards that continue to be overtly prescriptive for an outer borough with specific car parking requirements for town centres and residential neighbourhoods with poor public transport access.

14. Officers are also concerned about the continued deficiencies and weaknesses of the Plan in respect of:

- Failure to recognise the 2012 legacy in Hillingdon, particularly Heathrow's UK Olympic gateway role
- The lack of recognition of much needed public transport improvements in West London, (considered in more detail below in responses to the Mayor's Transport Strategy) particularly in relation to role of Uxbridge town centre as a public transport interchange
- Revised employment and housing targets for the redrawn Heathrow Opportunity Area that fail to be justified in terms of previous targets, and the failure to recognise that testing of these revised figures need to be carried out
- The omission of policy for the protection of front gardens, including hedges, which are an important feature of suburban Hillingdon
- The need for a realistic assessment of the need for small shops in major retail developments
- The failure to take into account the 'Heathrow effect' on West London, and the economy of London and the UK economy as a whole, of the airports ongoing role
- The absence of borough-specific employment figures
- Climate change policy that fails to integrate with the Code for Sustainable Homes, social housing and the draft London Design Guide, together with

policy for Combined Heat and Power networks that are totally dependant on gas

- The significant omission of consideration of London's other airports and the absence of an aviation strategy for these airports
- The concept of 'cycle super highways' that fail to recognise the potential disbenefits of reduction in road space for buses and other vehicles, difficulties for on-street deliveries, and resultant increased congestion
- Policies for tall buildings that fail to consider impact on privacy and amenity
- The lack of a strategic infrastructure plan
- The failure to include policy that promotes development and regeneration opportunities in the Blue Ribbon Network, such as the Grand Union Canal.

## **MAYOR'S TRANSPORT STRATEGY PUBLIC DRAFT**

15. Appendix 2 of this report includes comments on each chapter of the Mayor's Transport Strategy Public Draft, dealing with specific policies in the Plan if these are have particular implications for Hillingdon. Appendix 3 includes responses to the specific consultation questions on the draft Transport Strategy, if these are have particular implications for Hillingdon.

16. In summary, officers consider that the following new key policy directions in the Mayor's draft Transport Strategy should be welcomed and supported:

- a) The draft Strategy supports a new High Speed rail project that will connect London to Birmingham and onto Scotland, with a possible reduction of 20,000 annual domestic short haul flights.
- b) The draft Strategy uses CO2 reduction as a criterion (albeit the only one) to measure success.
- c) There is continued opposition to further expansion of Heathrow airport by either a third runway or by the operation of mixed mode.
- d) The draft Strategy considers that the interests of existing town and district centres are more important than promoting new super-hubs in Outer London.
- e) The draft Strategy recognises the Grand Union Canal as a 'Blue Ribbon' asset to be developed as a major pedestrian and cycle corridor.
- f) The draft Strategy seeks to focus access to the Dial-a-Ride service specifically to those people who really need the service and actively refers to community transport.

17. However, officers do have concerns about the following new key policy directions in the draft Transport Strategy and consider that objections should be raised with respect to them:

- a) The draft Strategy does not address Hillingdon's 27 congestion hot spots as identified in its Local implementation Plan
- b) The draft Strategy does not address the issue of Uxbridge being an important transport interchange
- c) The draft Strategy does not address the concept of area-wide travel plan partnerships as a useful focus for holistic area-wide land-use and transport planning, scheme preparation and associated future bids for funding
- d) North south orbital public transport (not even shown in any of the figures)

- e) Heathrow has no longer been identified as a super-hub in the Statement of Intent and is indeed treated as a special case of international importance rather than a super-hub of local significance
- f) Lack of capacity of public transport infrastructure to support additional bus and rail services
- g) The Mayor's draft Strategy needs to prioritise improving public transport access to Heathrow and to commit to working with the local authorities and with BAA Heathrow to gain these improvements.

18. Officers are also particularly concerned about the continued deficiencies and weaknesses of the Plan in respect of:

- Addressing Hillingdon's need for a structural orbital public transport provision, addressing its long and narrow orbital shape (i.e. improved north-south links)
- The Revised London Plan designates Hayes as a growth area and Uxbridge as a growth area, industrial development area and centre of higher education without recognising the very much needed supporting transport infrastructure.
- Addressing the requirements for Uxbridge, with respect to a range of measures, so that it is connected directly and attractively with all its neighbouring Metropolitan Town Centres, central London, immediate surroundings and retail catchment area, especially within Buckinghamshire. There is a need to maximise the number of destinations that can be reached by public transport within 20 minutes.
- Addressing the needs of the Hayes – West Drayton economic redevelopment area, which lacks orbital public transport access, especially with the area north of the A40 and the south west.

## **RISING TO THE CHALLENGE – THE MAYOR'S ECONOMIC DEVELOPMENT STRATEGY FOR GREATER LONDON, PUBLIC CONSULTATION DRAFT (OCT 2009)**

19. Appendix 4 of this report contains an assessment of the key provisions of the Mayor's Economic Development Strategy (EDS). It provides comments on 5 objectives of the EDS and also includes general comments on particular elements of the Strategy.

20. Taking each objective in turn the comments can be summarised as follows:

- a) Support for London as a city that excels as a world capital of business, but need to recognise that agencies such as the London Development Agency (LDA), Visit London and Think London should co-ordinate the promotion of inward investment to West London, for example in business parks such as Stockley Park
- b) Endorse measures to improve London's competitive business environment particularly for small and medium enterprises (SMEs), but concern at reduced investment within Business Link and suggest that the LDA should be working more closely with boroughs and be responsive to local need
- c) Welcome London's transition to a low carbon economy, and support measures already demonstrated in Hillingdon such as eco-homes, retro-fitting of energy efficiency measures and zero-carbon car initiatives
- d) Support initiatives for all Londoners to participate in London's economic success, but request that employability measures have regard to the current economic circumstances and local job-market conditions
- e) Express concern that in order to maximise the benefits of the Olympics, the Gateway Heathrow 2012 programme needs to be promoted in order to provide

a local legacy, and that initiatives pioneered by Hillingdon for the regeneration of local town centres could be adopted as a sustainable model for other centres outer London centres.

21. Other comments on the EDS set out in Appendix 4 include:

- The desirability of including reference to the London City Charter, April 2009 in the EDS, in order to demonstrate that the Mayor, Borough Leaders and London Councils work collaboratively for the benefit of Londoners,
- The need for details of how the Mayor proposes to work with neighbouring regions and Regional Development Agencies (RDAs)
- The requirement for data-sharing in areas such as housing needs, council tax and housing benefit/council tax benefit order to provide personalised and joined-up local services for residents.

## **KEY CROSS CUTTING ISSUES**

22. The publication of 3 separate Mayor strategies for Planning, Transport, and Economic Development represent the culmination of over 2 years of work by different sections of the GLA group on behalf of the Mayor. Whilst designed to be self-contained, the strategies in combination are nevertheless intended to shape London's future and therefore need to be complementary, robust and consistent. Any inconsistencies in the strategies would result in uncertainty for Hillingdon developing its approach to strategic planning in the Local Development Framework; preparing a new Transport Strategy; and updating its Economic Development Strategy.

23. The following cross-cutting issues have been identified that cause concern for Hillingdon:

- a) The regeneration promoted in the south of the borough, including the Western Wedge, the Heathrow Opportunity Area, and the Area for Regeneration point to regeneration being focused on the Hayes / West Drayton regeneration corridor. However there is an absence of commensurate improvements in north – south public transport infrastructure to provide sustainable access to new jobs for Hillingdon's residents.
- b) The metropolitan town centre designation of Uxbridge town centre and the implicit assumption that the centre will develop, with RAF Uxbridge, as a multi-functional centre for retail, offices, education, leisure and cultural activities fails to recognise that the existing transport infrastructure is inadequate. Unless the Mayor addresses the issue of Uxbridge being an important public transport interchange, there is likely to be severe constraints on its future growth and prosperity.
- c) The local mismatch between skills and job opportunities in the borough, evidenced by pockets of unemployment and child poverty, requires co-ordinated action across welfare to work, education and skills, transportation, housing, health and others. A more rigorous approach is needed by TfL to remove transport barriers to employment, so that areas of deprivation are sufficiently connected to employment areas by sustainable transport.

- d) The strategies fail to provide sufficient preparation for the economic upturn. The local skills mismatch referred to above, with a significant gap between the skills level of Hillingdon residents and job opportunities, prevents local people accessing knowledge sector jobs in locations such as Uxbridge and Stockley Park. Unless there are complementary initiatives across the economic development and transport strategies, there is likely to be continued high inward commuting to the detriment of the local labour force.
- e) The draft Transport Strategy, referred to in para. 16 c) above does not address the concept of area-wide travel plan partnerships for holistic area-wide land use and transport planning, scheme preparation and the preparation of bids for funding. This could prejudice the council's regeneration initiatives in Hayes and West Drayton.
- f) The issue of funding Crossrail fails to be addressed comprehensively in the Mayor's planning and transport strategies. The Revised Plan and draft Supplementary Planning Guidance require the council to negotiate Section 106 contributions for Crossrail. This could have a negative impact on the regeneration of Hayes and West Drayton, as pointed out in para 17 above, particularly as the council's priority is for local transport improvements. However the Transport Strategy fails to address the local needs of the Hayes – West Drayton economic development area, where the lack of orbital public transport access, especially in the area north of the A40 could act as a serious constraint to growth.

### **Financial Implications**

There are no specific financial implications arising from commenting on the Mayor's strategies.

### **EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES**

It is considered that the Mayor's three of interlinked strategies, namely the draft Revised London Plan, Transport Strategy, Public Draft and the Mayor's Economic Development Strategy will, as they become finalised, influence the pattern of development in the borough, the transport choices available, local employment opportunities and the quality of life for local residents. The new London plan will have significant implications on the land use planning system and the influence that local councils and communities will have on future developments within their areas. The new Transport Strategy will determine the extent and type of funding available from Transport for London, which will shape the future pattern of transport in the borough. The new Economic Development Strategy will influence the Mayor's priorities, including investment decisions, for economic development which will impact on regeneration, businesses and employment prospects for local residents. Until the finalised documents are available it is hard to determine the precise implications.

### **Consultation Carried Out or Required**

### **CORPORATE IMPLICATIONS**

#### **Corporate Finance**

There are no direct financial implications arising from the recommendations in this report on commenting on the Mayor's strategies. However, there may be a need for officers to

participate in the next formal stage of the plan, which is an examination in public, likely to be held in the autumn of 2010, and on-going involvement through the process as the Plan moves towards being adopted in 2011-12. These costs would be met within existing budgets and are not considered to be outside the scope of normal planning functions.

In terms of wider impacts on the Council's resources, the key provisions of the Mayor's Draft Replacement London Plan, Transport Strategy Public draft and draft Economic Development Strategy, which if taken forward into implementation as expected, may have a range of financial implications for Hillingdon both as a planning authority and as a major landowner, developer and stakeholder in the future development of the borough.

### **Corporate Procurement**

Corporate Procurement have noted the content and recommendations of this report. Individual projects that are subsequently commissioned to support and deliver the agreed outcomes as outlined in this report, particularly where there is a need to award contracts or commit external expenditure, shall be subject to the Council Standing Orders and Public Contracts Regulations as in force at that time.

### **Legal**

There are no special legal implications for this consultation by the Mayor of London. In considering the consultation responses, the Mayor must ensure there is a full consideration of the representations from this Council, including those which do not accord with the proposals.

### **Corporate Property**

The Head of Corporate Property Services supports the recommendations contained within this report.

### **Relevant Service Groups**

This report has been prepared in conjunction with corporate policy and housing.

### **BACKGROUND PAPERS**

'The London Plan, Consultation Draft Replacement Plan' (Oct 2009)

Mayor's Transport Strategy Public Draft' (Oct 2009)

Rising to the Challenge – the Mayor's Economic Development Strategy for Greater London, Public Consultation Draft (Oct 2009)

A new Plan for London – Proposals for the Mayor's London Plan April 2009

Mayor's Transport Strategy Statement of Intent (May 2009)

Rising to the Challenge – proposals for the Mayor's Economic Development Strategy (May 2009)

The London Plan (Consolidated with alterations since 2004) Feb 2008

Council Motion – 5 November 2009

## **APPENDIX 1**

### **The Revised London Plan (The London Plan – Spatial Development Strategy for London Consultation Draft Replacement Plan, Oct 2009)**

#### **Key Provisions and Issues for Hillingdon**

##### **Chapter 1: Context and Strategy**

1. The revisions to the strategic vision and objectives for London set out in the revised Plan, whilst not significantly different from those in the existing London Plan, include reference to promoting heritage, neighbourhoods and identity. This new emphasis is welcomed and supported. In general this new strategic direction will enable the council to promote local design and conservation policies that have more regard to the unique character of the borough, contribute to its place shaping neighbourhood agenda, and resist development that fails to respect local character. Policies in the revised Plan that give effect to this approach are included in Chapter 7 of the revised Plan, (Living Places and Spaces).
2. The main principles within the key diagram appear to remain unchanged, and therefore does not reflect any changes to the strategy.

##### **Chapter 2: London's Places**

3. The key provisions relating to London's Places include a new approach to planning for the sub-regions of London with new policies on the functions of sub-regions; new policies for Outer London sub-regions and a new Policy on Strategic Outer London. Policies for outer London have been informed by the work of the Outer London Commission (OLC) on the economic potential of outer London. These policies are welcomed.
4. The removal of specific policies for the sub-regions in the Plan and the inclusion of new functions relating to monitoring areas is generally supported. For West London boroughs this should allow a stronger strategic focus in emerging Core Strategies unconstrained by prescriptive sub-regional policy.
5. As Hillingdon lies on the western edge of London, the Mayor's proposals to work closely with neighbouring regions, local authorities and other organisations is welcomed. The proposals to support (and where appropriate lead) work with authorities and agencies covering areas adjoining London on particular issues of concern should be expanded. Further clarity on implementation, particularly for cross-boundary working, growth sectors and Strategic Outer London Development Centres would also be welcomed.
6. In dealing with London and the wider metropolitan area (Policy 2.2 of the revised Plan) the Plan, whilst advocating that outer boroughs work with authorities and agencies in neighbouring regions outside Greater London, to develop common approaches to issues of cross-border significance, fails to provide any mechanisms to assist joint working. The council contributes to initiatives for developing the Western Wedge economic regeneration corridor (extending from West London to the Thames Valley) with its West London borough partners but mechanisms need to be developed with

authorities outside London. The absence of meaningful arrangements for joint working is a particular concern for Hillingdon because policies in adjoining shire counties and districts put the borough at a disadvantage when competing for inward investment, including retail development.

7. The new Policies for outer London informed by the work of the Outer London Commission (OLC) on the economic potential of outer London are welcomed. It is encouraging that the suggestions for growth hubs, rejected in the OLC's Interim Report, do not feature in the Revised Plan. Instead new policies are included to address the Outer London economy (constraints on economic growth) and transport issues (orbital, radial and qualitative needs). The approach in the Revised Plan can be summarised as a more organic pattern of economic growth, (characterised by a "star and cluster" model). This approach makes use of the existing town centre network. This is supported as it provides opportunities for the growth of Uxbridge town centre and the Hayes/West Drayton regeneration corridor, which are strategic policies being developed in the council's emerging Core Strategy of the LDF.

8. In making comments to the Mayor's Proposals for the London Plan in June 2009, the council strongly supported the role of the Commission, and welcomed the opportunity to play a greater role in its work. However, despite commenting that the emerging vision for outer London needs to be reflected in key policy documents, backed-up by robust evidence, there does not appear to be specific guidance in the revised London Plan that would assist this process. This is particularly relevant for Hillingdon's town centres that need support to adapt to changing demands.

9. Policy 2.6 develops an Outer London vision and strategy, by 'building upon its great diversity and varied strengths'. Unfortunately it is unclear what is meant in practice by great diversity and varied strengths, and whether policy prescription for outer London is any different than that for the rest of London.

10. New policy 2.7 on the Outer London Economy contain proposals for development centres, based on work undertaken by the OLC. Hillingdon is identified for the following strategic functions: leisure/tourism, logistics, other transport related functions and higher education as sources of economic growth. These functions have been informed by the council's contribution to the OLC and are supported.

11. With regard to Policy 2.4 - the 2012 Games and their legacy, there is no reference to Heathrow Airport's contribution to the 2012 Games as an international gateway to London, and it is considered appropriate to make such a reference.

12. The Heathrow Opportunity Area (HOA) has been split, with Southall forming a new separate Opportunity Area. Changes to the Opportunity Area that relate to Hillingdon are summarised on the following table:

<b>Opportunity Area</b>	<b>London Plan</b>	<b>Area (ha)</b>	<b>New Homes (Minimum)</b>	<b>New Jobs</b>
	2008 Plan	821	10,750	11,000
<b>Heathrow</b>	Consultation Draft	700	9,000	12,000

13. The rationale of a smaller HOA Area with fewer homes and more jobs needs to be considered further by the council in conjunction with the GLA when more detailed policies and proposals for the Area are prepared in a 'Planning Framework'. It is noticeable however that the Revised Plan includes Uxbridge in Strategic Policy Directions for the HOA, recognising that it is set to grow significantly with redevelopment of RAF Uxbridge. Officers welcome the Mayor's support for an integrated approach to the distinct environmental and growth issues facing the area around Heathrow.

14. The Mayor's proposal to provide pro-active encouragement, support and leadership for partnerships preparing and implementing Opportunity Area Frameworks (OAPF) is welcomed. However clarification on the remit of Opportunity Area Planning Frameworks is considered important. Some additional information on the Heathrow OA is set out in the draft London Plan, referred to above. However it remains unclear what additional capacity and other testing will take place, who will be responsible for further studies and strategies, what form further work will take, when it will take place, and what input from Hillingdon is expected.

15. It appears that the areas for regeneration are based on the 20% most deprived 'Super Output Areas'. Although the map shows a small area within Hillingdon, no further information is provided and the map is not detailed enough for definition. Policy 2.14 requires boroughs to identify Regeneration Areas and prepare policies for these areas. If boroughs are responsible for identifying their own areas for regeneration, it is not clear what the purpose of map 2.5 is and how far it should be taken into account.

16. Strategic Industrial Locations (SIL's) identified in the revised Plan remain unchanged in Hillingdon, with Hayes Industrial Area, Stonefield Way/Victoria Road and Uxbridge Industrial Estate still identified as Preferred Industrial Locations (PILS); and the North Uxbridge Industrial Estate identified as an Industrial Business Park (IBP). The town centre hierarchy is also unchanged (with Uxbridge retained as a Metropolitan Centre and Eastcote, Hayes, Northwood, Ruislip and Yiewsley/West Drayton being listed as District Centres). These designations are supported.

### **Chapter 3: London's People**

17. Chapter 3 of the Plan deals with housing provision. In respect of Hillingdon's housing targets 4 main changes are made:

- An overall target of 6200 new homes between 2011-2021, which is an increase in the annual housing target from 365 units to 620 units
- The split of 620 units into "conventional supply" of 415 units and non self-contained 207 units
- The deletion of the 50% affordable housing target and replacement by borough determined targets
- A change in split of tenure from 70%/30% social rented/intermediate to 60%/40%.

18. The Revised Plan, acknowledging the differences in type, quality and cost of housing, states that London should be treated as a single housing market. Whilst the

regional housing market is acknowledged, the differences that exist in individual boroughs are often stark and result in wide variation in the viability of housing sites.

19. Officers will be required to take account of three levels of Housing Market Assessment in the formulation of housing policy (regional, sub-regional and local). The weight attached to each level is unclear, however given the Mayor's emphasis on addressing local need, it is considered that the borough level HMA will be most relevant in determining future policy. It is considered that the future drafts of the Plan could usefully clarify this issue.

20. With regard to increasing housing supply, officers consider that the proposed monitoring target of 207 non self-contained (NSC) units is disproportionate to the conventional total and is not acceptable or deliverable. There is a strong objection to this figure. In comparison with other boroughs, Hillingdon has the highest percentage increase of non self-contained units to conventional supply. The borough has seen a 70% increase in its overall monitoring target. This is the highest percentage increase of any borough and is as a direct result of the proposed monitoring target for non self contained units.

21. It is understood that the NSC figure has been based on the delivery of student halls and hostels in each borough in the last four years. In Hillingdon's case the last four years have seen a significant and unusually large number of new units constructed at Brunel University. Further capacity has also come forward from residential and young offenders institutions in the borough. The very fact that these building programmes have taken place means that no further significant increases in non self contained units will be required by these institutions in the short to medium term.

22. Officers are concerned that if these figures are included in the emerging Core Strategy it will be found unsound on the basis that it does not meet the tests of deliverability contained in PPS12. The target for non self-contained dwellings should be reduced to 48 units per annum for Hillingdon. Overall, this reduced figure is considered to be deliverable and would be acceptable.

23. In addition, Hillingdon performs well in bringing back into use empty residential properties and it is considered that an allowance should also be made for this supply in formulating housing targets.

24. Policies 3.1 and 3.2 deal with the provision of social infrastructure (schools, hospitals etc.) and addressing health inequalities. Officers support the principle that meeting need is a matter for local determination and welcome the inclusion of a policy on health inequalities. Improved access to open space is a key factor that can help to address this issue. The recognition that high quality homes and good design can be important to health and well-being is also welcomed and will be reflected in Hillingdon's emerging Local Development Framework.(LDF).

25. Policies 3.3 and 3.4 deal with optimising housing potential. In response to the London Plan Initial Proposals document issued in April 2009, officers noted that the housing density matrix contained in the previous plan placed too much emphasis on numerical requirement to maximise yields from housing sites. The housing density matrix has been retained in the Revised Plan and the need for this matrix at Table

3.2 continues to raise concerns. Its content is overly complicated and difficult to apply. The supporting text to the policy notes that the matrix should not be applied mechanistically and the density ranges are only the starting point for the planning process. Notwithstanding this, given the significant and welcome emphasis now placed on local determination, it is considered that the density matrix adds little value of the plan and should be removed.

26. Policy 3.5 covers quality and design of housing developments. Officers support the policy that allows boroughs to introduce a presumption against development in back gardens, where this can be locally justified. Likewise, there should be strategic direction on the importance of front gardens, which have a significant impact on the streetscape within London, particularly in well established areas. Front gardens, including hedges are very important features of suburban streets, and given that they are being lost wholesale, they do require protection from development by means of a policy within the Revised Plan. Furthermore there should be support for a 10% rule to restrict the proportion of flatted developments in residential areas, in order to protect the character of those areas, both in terms of appearance and other adverse impacts, such as loss of families within the area, traffic congestion and parking stress.

27. The emphasis on the quality of new homes is supported, including the minimum internal space standards for development contained in Table 3.3. These proposed minimum internal space standards are consistent with, and in some cases exceed, the council's standards as set out in its Hillingdon Design and Accessibility Statement: New Residential Layouts.

28. Policy 3.7 covers large residential developments. The principle that large residential developments should be in areas of high public transport accessibility is supported. The need to co-ordinate infrastructure provision for large developments is also supported. It is considered that further justification is required for the 500 unit threshold to provide infrastructure co-ordination statements.

29. With regard to Policy 3.8 on housing choice, there is support for the principle that residents should have a genuine choice of homes and that boroughs work with the Mayor to identify local needs. Key issues raised in the policy are as follows:

- The provision of affordable housing is a strategic priority. This is also a key priority for the council.
- The provision of 10% of homes to be accessible by wheelchair is consistent with the council's Housing Design Statement
- The need to provide for older Londoners is recognised and supported.
- The final aspect of this policy relates to meeting a demonstrable need for student accommodation. In the Strategic Housing Land Availability Assessment, future annual monitoring targets for non-self contained accommodation have been based on the past delivery of student accommodation. Paragraph 3.44 notes that the SHLAA has identified a London-wide capacity for over 17,000 student places. This figure has been based on a four year trend, rather than a demonstrable future need and appears to be at odds with the principles of policy 3.8.

30. Policy 3.9 deals with gypsies and travellers and raises concern for the council. The London Plan notes that 72% of the need for gypsy and traveller accommodation comes from those who already live in bricks and mortar accommodation. Whilst the term is not specifically mentioned, the basis for this figure comes from those who have a psychological aversion to such accommodation. The West London Housing Partnership is undertaking further work on gypsy and traveller requirements and it is understood that this will provide further guidance on the issue of psychological aversion. Officers consider that this evidence should be taken into account when setting borough wide targets. Until this is completed, officers do not support the proposed target of 22 additional pitches between 2007 and 2017, which is considered to be excessive.

31. Policies 3.11 to 3.14 deal with affordable housing. The definition of affordable housing is considered to be too prescriptive. It should be defined more flexibly to enable boroughs to take account of local initiatives to address local housing needs, such as the first time buyer initiatives.

32. With regard to affordable housing targets, officers support the principle that boroughs should set targets for the amount of housing required over the plan period and the flexibility to express targets in absolute or percentage terms. The increased emphasis on the provision of intermediate housing is supported, although it is noted that the 60%/40% split does not reflect the conclusions of the London wide Strategic Housing Market Assessment. Boroughs will take a lead from the emphasis that has been placed on the evidence base and further information should therefore be provided to justify this deviation in the Revised Plan.

33. With regard to negotiating affordable housing on individual private residential mixed use schemes, the provision of affordable housing is a key priority in Hillingdon and the policy to maximise reasonable provision from mixed use schemes is supported. Again, the emphasis on local circumstances is supported as is the message that developers should make the most effective use of subsidies to ensure that affordable housing is delivered.

34. The affordable housing threshold of 10 or more residential units remains unchanged and is supported. The policies on ensuring high quality housing and design are also supported.

35. The Revised Plan includes a new policy to encourage balanced communities and diversify mono-tenure areas. Infill schemes in predominately social housing estates should be targeted for intermediate and market housing and vice-versa. This approach is supported in principle.

#### **Chapter 4: London's Economy**

36. Chapter 4 deals with employment provision and changes from the current 2008 Plan are minimal. The key provisions relevant to that Hillingdon include:

- To encourage the renewal and modernisation of office stock in viable locations. The most viable locations include Stockley Park, which should assist towards greater sustainability.
- Tourism Action Zones have been dropped.

- A hotel target of 40,000 net hotel rooms in London by 2031 (10% wheelchair assessable rooms).
- A specific requirement is included to assess the impact of new or extensions to existing edge or out of centre development.
- The revised London Plan retains policies regarding the designation of cultural quarters to accommodate new arts/cultural/leisure facilities and the promotion and development of cultural and visitor attractions where they can contribute to regeneration and town centre renewal.
- Support for growth in additional comparison goods retailing in metropolitan and major centres.
- Support for growth in additional convenience goods retailing particularly in district, neighbourhood and local centres.
- Contributions are to be sought from large retail developments through planning obligations for provision of affordable shop units suitable for small or independent retailers.

37. The Outer London Commission has informed the preparation of the Revised Plan (see observations in main report) and the Outer London Commission's Interim report (May 2009) appears to have been largely reflected in the Revised Plan, which is welcomed.

38. The employment figures are indicated as provisional. There are a number of outstanding issues such as, how will employment figures be divided between the boroughs? There is also a need to clarify the approach to be taken to office markets in different parts of London. This needs to be supported by detailed studies and robust evidence.

39. The Mayor's intention to take a more co-ordinated approach to tourism is welcomed.

40. The Mayor's support for cultural facilities in outer London is welcomed, as it supports the council's efforts to improve cultural/entertainment opportunities within the borough, particularly in the metropolitan town centre of Uxbridge, and proposals for the RAF Uxbridge site. There is support for the sustainable management of the night-time economy and the identified role of Uxbridge as a night time economy cluster of strategic importance.

41. The policy to secure affordable small shop units in major retail developments is supported, as it will assist the retention and growth of small businesses. However, a realistic assessment of the need for small shops (and indeed larger retail outlets) will need to inform their provision.

42. Despite the significant 'Heathrow effect' on west London, London and the UK economy, the Revised Plan makes no reference to Heathrow in this chapter. The revised London Plan should refer to the on-going role of Heathrow airport on the economy of London.

## **Chapter 5: Climate Change**

43. With regard to Policy 5.2, Minimising carbon dioxide emissions, the previous 20% on-site renewable energy target has been dropped in favour of a greater focus on energy efficiency, which is broadly supported.

44. The initial emphasis on energy efficiency prior to renewable technology is particularly welcome. The Revised Plan includes specified minimum targets for installed renewable energy capacity to be met in London (such as 317 MWe electricity from photovoltaics), which may however be difficult to achieve and monitor.

45. Officers also welcome the continued requirement for boroughs to achieve efficiency standard improvements ahead of building regulations changes i.e. above existing minimum standards: (2010 – 2013: 44% reduction in CO2 emissions, 2013 – 2016: 55% improvement, 2016 – 2031: zero carbon). However it is recommended that the policy should be reworded to reflect the 2010 Building Regulation changes. The policy as worded is considered to be overly complicated and it is unclear whether the 20% renewable requirement fits in with the 44% CO2 reduction target. It is also unclear where the new policy fits in with the Code for Sustainable Homes, social housing, and the draft London Design Guide. A clearer policy could minimise the likelihood of conflict.

46. The Revised Plan introduces a target of 25% of heat and power used in London to be generated through the use of localised decentralised energy systems by 2025. The policy on the concept of Combined Heat and Power (CHP) as part of a CO2 reduction strategy is supported. However if the GLA are to continue to promote CHP, the Plan needs to acknowledge that this will lead to a short term reliance on gas. The Plan also needs to be clearer on how to future-proof CHP networks so they do not rely on gas. Future development linked to a gas fired CHP could result in a reliance on scarce resource (gas) with no viable alternative.

47. The policy requiring air quality assessments where biomass boilers are proposed is welcomed, and the same requirement should be included for decentralised gas, biomass, or biofuel fired CHP plants in air quality management areas.

48. Policy 7.26 deals with increasing the use of the Blue Ribbon Network for freight transport. This is welcomed. However, it is considered that the Plan should set out the current strategic network that needs protecting. There are many miles of canal and waterways in the borough some of which may be appropriate for further waterborne transportation. The waterways are a regional opportunity to enhance a sustainable transport option as outlined in Policy 7.26. This requires the involvement of a number of boroughs. The Plan should help to identify the possibility for waterways on a regional level to assist boroughs to identify areas within the LDF.

49. With regard to the policies regarding waste, there is considerable concern about the waste targets remaining unchanged and being subject to review at a later date. The West London boroughs are in the process of preparing a draft West London Waste Plan and its timetable has been significantly adversely affected by the delays caused by the GLA's inability to prepare new waste arisings and apportionment figures.

## Chapter 6: Connecting London

50. Chapter 6 includes policies relating to the integration of transport and development, public transport, capacity of the transport network, sustainable transport, parking and aviation.

51. The Revised Plan encourages the improvement of interchanges between different forms of transport, particularly around major rail and underground stations, especially where this will enhance connectivity in outer London. This is welcomed.

52. There is a clear opposition expressed to a third runway at Heathrow, which is welcomed. The Mayor seeks to ensure that existing aviation infrastructure is used to its fullest extent before other courses are pursued, which is also welcomed. However the Plan does not refer to any other airports, nor does it include any future aviation strategy for London's airports. This is regarded as a significant omission.

53. The Mayor strongly supports efforts to ensure public transport alternatives for travellers, including the proposed High Speed 2 link, Crossrail, Airtrack, cycle super highways to central London, cycling initiatives in outer London town centres, and improving the underground network. With regard to High Speed 2, any proposals should be assessed against the likely reduction in short haul flights to and from Heathrow and the impact of the rail link on the road infrastructure in the Heathrow area. The support for Crossrail is welcomed, and whilst Airtrack is supported in principle, there are concerns about the current proposals in terms of its local impacts. Whilst improved cycle routes are also supported, there are concerns about the idea of 'cycle super highways' because these often take up much needed road space for buses and other vehicles, which can cause traffic congestion. Cycle super highways can also impact on on-street parking, loading and unloading, the loss of which may adversely impact on local businesses.

54. The Revised Plan states that up to £600 million is to be contributed through planning obligations for Crossrail from developments that contribute to transport needs. There is concern about the impact that any significant requirement for Crossrail contributions may have on the regeneration of Hayes and West Drayton, due to the likely adverse affect on the viability of development proposals. There is also concern that such contributions will reduce the level of contributions that can be sought for local infrastructure and community facilities, which are needed in these areas.

55. The Revised Plan retains a policy supporting improvements to the quality of bus services and requires development plans to secure standing, garaging and drivers facilities where needed. This is welcomed.

56. The Revised Plan supports an increase in walking with specific mention of the London Outer Orbital Path (LOOP), borough routes and accessible, safe and convenient routes to town centres, transport nodes and key uses. These policies are welcomed.

57. The Revised Plan supports a co-ordinated approach to smoothing traffic flow and tackling congestion (i.e. to promote sustainable modes of travel and to reduce the need to travel). However the policies should reflect the need for many people to continue to be use the car in outer boroughs such as Hillingdon.

58. The Revised Plan considers that there is only limited capacity for tackling congestion by increased road building, and this is accepted.

59. The text in the Revised Plan acknowledges that, with regard to retail development, boroughs should take a co-ordinated approach on car parking standards with neighbouring authorities, including those outside London to prevent competition between centres based on parking availability and charges. However the Car Parking Standards in the Revised Plan remain unchanged, and there is concern about the prescriptive and blanket nature of these standards, which are not appropriate for some outer London boroughs, including Hillingdon.

60. New Cycle Parking Standards have been introduced in the Revised Plan, where there were none previously. The standards are generally less onerous than in Hillingdon's UDP and are welcomed.

## **Chapter 7: London's Living Places and Spaces**

61. This chapter covers a wide range of issues, including place shaping, the built and natural environment, including heritage, safety and security, air pollution and the Blue Ribbon network. Most of this chapter is non-controversial and is generally supported. The key provisions include:

- No change proposed to open space standards for residential development.
- Introduction of inclusive access at the neighbourhood level by extending the inclusive design principles embedded in Lifetime Homes standards.
- Secured by Design policies strengthened to reduce criminal behaviour.
- Developments should have regard to the local character of the area, be human in scale and be informed by the surrounding environment.
- The draft plan includes detailed guidance about where tall buildings can and cannot be located.
- Boroughs are required to include policies that identify and protect memorials and natural landscape character areas.

62. The Revised Plan's emphasis (Policy 7.1) on building London's neighbourhoods and communities, focusing on improving access to community infrastructure (including green spaces), commercial services and public transport is welcomed. However, it is considered that the GLA should play a more strategic role in co-ordinating future investment decisions of utilities and major infrastructure providers, rather than depending on the boroughs to prepare plans to meet the needs of new development and regeneration.

63. With regard to Policy 7.7, Location and design of tall buildings, concern is raised that the Policy omits reference to 'privacy and amenity' in assessing the impact of tall buildings in residential environments. It is considered that protection of privacy and amenity should be an important consideration in assessing the impact of tall buildings and this should be consistent with the Policy 7.6, Architecture, where this consideration is included.

64. Policies 7.24 to 7.28 for London's Blue Ribbon Network, including increasing the use of the network for additional waterborne freight, infrastructure and recreational use, tourism and biodiversity are supported. However, it is considered

that the policy should also address the regenerative opportunities that waterside environments can provide. This is particularly relevant to Hillingdon where development opportunities adjoining stretches of the Grand Union Canal in Hayes and West Drayton will be identified in the Local Development Framework for high quality mixed use development, realising the potential of the canal-side character and environment.

## **Chapter 8: Implementation, Monitoring and Review**

65. There is concern about the absence of any delivery plan and the fact that there is no consideration of the strategic infrastructure required to support the identified growth in the Revised Plan. It is considered that the Plan should co-ordinate London-wide strategies of major infrastructure providers.

## **APPENDIX 2**

### **The Mayor's Transport Strategy Public Draft, Oct 2009 Key Provisions and Issues for Hillingdon**

#### **The Mayor's Transport vision and priorities**

1. The Mayor wants 'London to be London best big city on earth' by providing opportunities for talent, economic activity and growing up happily. He has set the following six goals:

1. Support economic development and population growth
2. Enhance quality of life
3. Improve safety and security
4. Improve transport opportunities
5. Reduce transport's contribution to climate change and improve its resilience
6. Support 2012 Olympics, Paralympics Games and its legacy

2. In order to develop the plan, the Mayor will seek to improve the existing transport system before introducing new schemes and new ideas. The strategy contains 129 unspecified qualitative proposals tailored to 35 policies setting the scene for five sub-regional strategies to be developed in partnership with the boroughs during mid 2010.

3. In order to achieve these goals, the Mayor has a number of proposals which can be summarised as follows:

- Bringing about a revolution in cycling
- Providing better, more attractive streets to encourage people to walk and lead active, healthy lifestyles
- Delivering Crossrail, which will link east and west London and relieve crowding on the Tube
- Upgrading the Tube and suburban and national rail links
- Improving interchange between different forms of transport to make journeys smoother and less stressful
- Providing better journey planning information
- Improving road journeys and smoothing the flow of traffic through new traffic control systems and better coordinated road works
- Taking account of the needs of business in transport planning
- Using the river more for people and goods
- Promoting new cleaner technologies such as electric vehicles

4. In addition, if the above and other improvements in the strategy are not sufficient to meet the Mayor's objectives, the Mayor will consider managing demand for travel through fares, information and a fair system of road user charging.

#### **The Mayor's Challenges and Strategic Policies**

5. The Mayor's challenges and strategic policies, in terms of addressing his six goals, are summarised below:

a) Support economic development and population growth:

6. The Mayor's draft Transport Strategy seeks to address the growth in London from 7.6 to 8.9 million population and 4.7 to 5.5 million jobs from 2007 to 2031. Freight transport and passenger rail demand are set to raise by 30% increasing the need to manage road space and invest in rail, Underground and bus transport.
7. The draft Transport Strategy projects that Tube crowding within the London Borough of Hillingdon will roughly remain similar to current levels (Figures 19-20) whilst rail crowding in the South Ruislip area will improve slightly.
8. The Mayor identifies the need for access improvements to and between Outer London Town Centres but orbital measures and improvements in the Uxbridge area are not mentioned. Policy 7 refers to increasing awareness of orbital transport and increasing orbital connectivity.
9. Highway congestion in the Uxbridge area is set to increase average vehicle delay by 25% from 1-1.5 to 1.5-2 minutes per vehicle kilometre.
10. The Mayor is seeking to improve freight distribution through Delivery and Service Plans along with efficiency measures.

b) Enhance quality of life

11. The draft Strategy will enhance the quality of life through reduction of emissions, improving noise impact from transport, and promotion of healthy travel options. It will promote a better travel experience through expanding public transport capacity and quality.

c) Improve safety and security

12. Policies 18-20 seek to reduce the crime rate, fear and anti social behaviour, improve road safety and operational safety.

d) Improve transport opportunities

13. Figure 27 shows the average public transport journey times to/from Bank throughout London. It shows that journey times are generally in excess of 45 minutes for most of the London Borough of Hillingdon with the exception of the Heathrow, Hayes and West Drayton areas.

14. Policy 22 seeks to enhance connectivity, reduce community severance, promote community safety, enhance the public realm and improve access to jobs. Policy 23 supports regeneration of Opportunity Areas and Areas of Intensification as described in the London Plan without explicit and consistent cross references.

- e) Reduce transport contribution to climate change and Improve resilience

15. Policy 24 contains the only explicit monitoring criterion to measure the success of the draft Strategy. It seeks to achieve 60% CO2 reduction from ground-based transport.

16. Policy 25 seeks to improve public safety and resilience to anticipated climate change impact without further development in the draft Strategy.

f) Support 2012 Olympics, Paralympics Games and its legacy

17. Policy 26 seeks successful transport infrastructure and operation during the Games, and to maximize the benefits of its physical and behavioural legacy.

### **The Mayor's Transport Proposals**

18. The Mayor's proposals, which aim to achieve a balanced and integrated approach, are set out under the following headings, with proposals to:

7. manage and enhance the transport system
  1. encourage more cycling and walking
  2. improve safety and security
  3. improve London's environment
  4. reduce transport's contribution to climate change and improve its resilience
  5. manage the demand for travel

19. The strongest focus is on air quality / climate change (23 proposals numbered 90-113), rail (proposal 1-22) and safety & security (proposals 62-81). Proposals vary in the level of depth, some being very general and described loosely with descriptions like "will seek to reduce accident fatality and injury rates..." (no. 62) and "will prepare adaptation strategies to improve safety and network resilience to threats posed by climate change" (no. 110) and others being very specific (no. 112 announcing plans to plant 10,000 trees in 2012 and 2,000,000 by 2025).

20. Smoothing traffic has top-priority in the Mayor's "holy war on holy roads" removing blockages from main arteries to avoid "heart attacks" in London. The Mayor wants to make travel an enjoyable experience by creating an attractive public realm "de-stressing" the environment as at Oxford Circus and smoothing the traffic. He wants to implement self-enforcing measures that people will respect, which will imply a reduction in the number of bus lanes, cycle lanes and guardrails. He is keen on cleanliness, sufficient and friendly staff on public transport, cooling the tube, common sense enforcement, travel planning, training and infrastructure provision. Information provision features prominently and repetitively throughout the document enabling people to know, for example, when it is quicker or easier to walk or cycle rather than use a car or bus/tube.

21. The measures are described under headings such as transforming the tube, enhancing rail, revolutionising cycling, making walking count, improving bus services, and making interchanges easier.

22. Figure 31 shows the committed rail network enhancements including Chiltern Railways frequency improvements; West Coast Main Line Train lengthening and frequency increases; and Great Western Main Line train lengthening. Commitment to Crossrail is very strong with ensuring that it is delivered by 2017, and fully

integrated with the rest of London's public transport (proposal 5). The Mayor is also committed to future extensions to Crossrail beyond the GLA area (proposal 6).

23. Rail enhancement includes commitment to introduction of Crossrail and support for Airtrack, High Speed Rail and Overground integration with full Oyster card cover. The Mayor supports the expansion of international rail services that improve London's connectivity with Europe, and provide a viable alternative to air travel. There is a specific proposal (no. 4) that refers to the Mayor's support for High Speed Two, with a preference stated for Euston as being the best London terminal.

24. The Tube transformation is to achieve 30% more capacity, more step-free stations, new air-conditioned trains and modern signalling systems. The Metropolitan Line will be the subject of new air-conditioned trains and signalling with effect from 2010 (Proposal 20). The Central Line will follow from 2020. The Mayor will continue delivering Tube station refurbishments, although there is no reference to Uxbridge.

25. Economic development and population growth will be enabled through upgrading the Metropolitan, Piccadilly and Central Lines in the medium term and improving access to Outer London town centres whilst resisting further expansion at Heathrow, without offering alternatives to address the demand for runway capacity in the South East.

26. The Mayor wants to improve London's buses through providing more efficient services on a reduced budget with better information and environmentally friendly engines. Figure 39 shows the Orbital bus services in Outer London with a glaring gap between Heathrow and Northwood Hills in Hillingdon. Proposal 24 seeks to improve bus passengers' journeys through incentivised operating contracts, bus priority measures, enforcement and real time information.

27. 'Transport opportunities for all' is to adopt the whole journey approach ensuring that 95% of people live within 400m of a bus stop with easier interchange proposals to improve travel between places in Inner and Outer London.

28. Proposal 28 seeks to use existing facilities to maximise capacity for coaches.

29. Proposal 29 encourages the community sector to develop transport services.

30. Paragraph 342 states that the London taxi service is widely recognised as the best in the world. Proposal 26 wants to improve taxi facilities, reduce taxi emissions and improve driver behaviour.

31. The cycling revolution covers provision of secure cycle parking, special cycle routes, 24 hour cycle stations and an invitation to become a Biking Borough. Better streets and improved environment initiatives include low emission vehicle projects, encouragement of physical activity and recreation, restoring sense of pride and attracting businesses and jobs with better street schemes

32. The Mayor leaves the door open to managing transport demand through fares, information and fair road user charging system.

33. The draft Strategy opposes any further increases in capacity at Heathrow. It supports the government's position that airport operators should pay for the cost of transport upgrades to roads, rail or other services where these are needed to serve the airport.

34. The draft Strategy aims to maximise passenger and freight services on London's waterways, (The Blue Ribbon network), which includes the Grand Union Canal and River Colne. The proposals seek to better integrate river services into the overall transport network, and look to increase the use of the Thames and the canal network for waterborne freight.

### **Key Issues for Hillingdon**

35. The Mayor recognises that different areas of London require different policy interventions. His proposals for central London will focus on tackling congestion, increasing the capacity of the rail network, encouraging walking and cycling, and managing demand. In Outer London, due to the dispersed nature of trips, the Mayor accepts that proposals need to acknowledge the role of the car, particularly for medium to longer distance trips, and the use of cleaner, low emission cars will be encouraged over others. For Outer London town centres, measures to improve bus accessibility, public realm, walking and cycling will generally be prioritised. This approach which reflects the issues affecting outer boroughs like Hillingdon is welcomed.

36. Notwithstanding the above, the Mayor's draft Transport Strategy policies and proposals lack clarity in terms of funding potential for schemes for West London in general and Hillingdon in particular. There are real issues about how well the London Plan and the Mayor's Strategies for Transport and Economy will deal with the opportunity areas which are being considered by the West London Alliance.

37. Whilst there is commitment to a range of improvements to the rail network, the majority of specific improvements referred to will not however improve services in Hillingdon. With respect to station capacity enhancements, a number of specific stations are mentioned but none in Hillingdon, which is a concern (proposal 11).

38. With regard to the tube network, there is a commitment to upgrade all tube lines, to increase the network capacity, with new rolling stock and/or replacement of signalling systems (proposal 11). There is also a commitment to continue the programme of tube station refurbishments. There is also recognition of the need to relieve tube station congestion, but the list of stations referred to for enhancements does not include any in Hillingdon, which is a concern.

39. The draft Transport Strategy does not clearly define transport need, nor clarify the relationship between needs analysis and proposals, masking the transport issues of real concern within the London Borough of Hillingdon. The Strategy lacks a clear 'skeleton' proposal within which Hillingdon can develop its own proposals. There is concern that the final proposals will not properly consider Hillingdon's transport needs and that suitable schemes may not be eligible for funding within the emerging West London sub-regional transport plan.

40. The draft Transport Strategy lacks tools to monitor its success and needs to address how congestion will be monitored and managed, especially on key routes and interchanges. Hillingdon Council officers have been supporting the West London Alliance in seeking to monitor key access routes to town centres and other key attractors (hubs) rather than “a selection of routes” proposed in the draft Strategy.

41. The draft Transport Strategy needs to explicitly refer to demographic details and transport need. Bus route planning criteria and modal change management tools are lacking or insufficient. It is a concern that carbon intensive (long-distance) commuter, travel and visitor travel, and fleet and goods movements are not addressed.

42. The draft Strategy needs to provide guidance on preparing and funding access proposals for town centres, opportunity areas and major developments. It could include guidelines on developing a clear and a comprehensible public transport network, 20 mile/hr zones, shared-surface schemes and the role of parking standards / provision in achieving proposed outcomes.

43. Proposal 127 is to remove the Western extension of the central London Congestion Charging Zone. The Mayor is, however, still considering how to manage congestion potentially using road user charging (Para 36/41) to meet the CO2 emission reduction target and encourage low carbon vehicle use to meet the policy gap on reductions in CO2 emissions (Figure 58). This may have implications for the Heathrow area. Para 727 refer to the possible charging in metropolitan town centres, which could be relevant for Uxbridge. Para 666 refers to bottlenecks proposing that local smarter travel interventions be targeted to reduce or manage traffic flows in particularly sensitive locations.

44. With regard to parking, the draft Strategy supports the concept that parking charges should vary not only by location and duration of stay, but also by the environmental impact of the vehicle (e.g. incentives for electric vehicles). This approach is to be welcomed. There is support for park and ride schemes in outer London that lead to a reduction in congestion, journey times and vehicle distances.

#### Orbital Transport Issues

45. Whilst recognising that Outer London to Outer London trips are the largest element of travel across London (39%), the draft London Plan and the draft Transport Strategy do not adequately address the issues raised in terms of integrating and supporting economic growth and transport. The draft Strategy states that it will support growth and intervention areas as identified in the London Plan but its reference case lacks the necessary detail and certain areas. Uxbridge, Hayes and Heathrow, are not covered at all. Policy 7 suggests only that increasing public awareness will increase orbital connectivity. Figure 24, although only illustrative, is both misleading and incomplete.

46. The proposals seek to ensure regular bus network reviews to cater for growth in population and employment, and to maintain good coverage. However this is caveated with a requirement for bus services to provide good value for money, which may be to the detriment of those communities in less dense areas within outer London, such as Hillingdon and specifically in areas such as Harefield. The bus

network reviews should take into account wider issues such as poor accessibility, deprivation, traffic congestion as well as value for money.

47. The draft Strategy states that London currently has a comprehensive orbital bus network, enabling direct orbital journeys between neighbouring centres in outer London, which is not true in Hillingdon, as shown in Figure 39 in the Strategy, which makes it clear that Uxbridge is very poorly connected to its neighbouring centres, particularly to the north and north-east. The draft Strategy is also factually incorrect in stating that there is low demand for public transport in Outer London (Paragraph 139). Demand for travel is mostly met by car because there is no alternative. Figure 39 could have included those orbital bus services which are required, including the one connecting Heathrow with Stockley Park, Hillingdon Hospital, Brunel University, Ruislip, Northwood and Amersham as identified during the West London Liaison meetings.

48. The draft Strategy recognises the need for orbital public transport and links to support Crossrail but has not allocated funds. As stated above, orbital public transport proposals in Hillingdon are completely lacking. It is a concern that West Ruislip is mentioned as the only named interchange whilst the interchanges of real interest, Uxbridge, Hayes and Heathrow are not even mentioned in the draft Strategy.

49. The draft Strategy could recognise Airtrack's potential to be extended to Hayes and Uxbridge as a West London Gateway opportunity for Wembley.

#### Uxbridge Metropolitan Town Centre

50. The London Plan identifies Uxbridge as a Metropolitan Town Centre and promotes Uxbridge as a growth area, Strategic Industrial Location and Centre of Higher Education. However the draft Strategy misses Uxbridge completely as part of the Western Wedge (Figure 7).

51. The Metropolitan Line and Piccadilly Line upgrades are overdue and very welcome but they will not address the need for measures such as the Central Line diversion to Uxbridge and the Uxbridge Station upgrade. It takes longer for people in Uxbridge to travel to and from central London than in any other Metropolitan Town Centre within and some outside London.

52. Uxbridge is deprived from attractive fast rail access in all directions, including central London. Very few locations can be reached within 20 minutes and the centre needs both new and much improved public transport routes to its neighbouring Metropolitan Town Centres including Hounslow, Ealing, Harrow, Slough, Staines and High Wycombe/Oxford. Uxbridge's status as a transport hub is in serious need of strengthening in line with the aspirations set out in the draft Strategy.

#### Heathrow Airport

53. The draft Strategy is very shallow in its discussion about airport capacity and fails to mention any other individual airport which serves London (Paragraph 438). London City and Biggin Hill serve particular niche roles which should be recognised whilst Gatwick, Stanstead and Luton plus Southend should be recognised as these play significant and potential roles. The draft Strategy only objects to airport capacity increase at Heathrow but offers no realistic solution as to how to achieve recognised

demand for increased capacity. It is a deficiency that the draft Strategy neither refers to a possible Thames Estuary airport nor other previous studies. It could reasonably be expected that the draft Strategy explores relevant proposals and a realistic way forward.

54. It is considered that the Mayor's support for High Speed Two should be subject to the proposals resulting in fewer short-haul flights to and from Heathrow and less traffic congestion on Hillingdon's roads.

#### Electric Vehicles.

55. Hillingdon Council welcomes and has actively supported the Mayor's electric vehicles initiative, which forms a significant element of the draft Strategy to reduce emissions. The Council is currently participating in a scheme to increase the number of charging points and maximise take-up.

#### Biking Borough

56. 80% of all car trips both start in Outer London and finish within Outer London, many of which are shorter than 2 miles. The draft Strategy targets such trips through the Biking Boroughs initiative inviting boroughs to focus on local centres with an emphasis on safety, space reservation and initiatives such as Cycle Friday despite mixed media support. This is an initiative that Hillingdon would support.

## APPENDIX 3

### The Mayor's Transport Strategy Public Draft, Oct 2009

#### Hillingdon's response

##### 1. Managing and enhancing the transport system

###### Q:

***A range of proposals are set out in the draft strategy to manage and enhance London's transport system. For each of the areas below, please give your views on the measures proposed and the top priorities. Please also describe any other measures that you think should be included in the strategy to manage and enhance our transport networks and services***

###### A:

###### *General*

1. The recognition in the draft Strategy that different areas of London require different policy interventions is welcomed. Outer London proposals need to acknowledge the role of the car, particularly for medium to longer distance trips, and the encouragement of using cleaner, low emission cars.
2. The prioritisation for Outer London of town centres, measures to improve bus accessibility, public realm, walking and cycling is also welcomed.
3. The Mayor's draft Transport Strategy policies and proposals lack clarity in terms of funding potential for schemes for West London in general and Hillingdon in particular. There are real concerns about how well the London Plan and the Mayor's Strategies for Transport and Economy will deal with the opportunity areas which are proposed in the draft Revised London Plan and being considered by the West London Alliance.
4. There is concern that the draft Transport Strategy does not clearly define transport need, nor clarify the relationship between needs analysis and proposals, masking the transport issues of real concern within the London Borough of Hillingdon. The draft Strategy lacks a clear 'skeleton' proposal within which Hillingdon can develop its own proposals. There is therefore concern that the final proposals will not properly consider Hillingdon's transport needs and that suitable schemes may not be eligible for funding within the emerging West London sub-regional transport plan.
5. With regard to parking, there is support for variation of parking charges, not only by location and duration of stay, but also by the environmental impact of the vehicle (e.g. incentives for electric vehicles). This approach is to be welcomed.
6. The London Borough of Hillingdon needs a structural orbital public transport provision addressing its long and narrow orbital shape. There is concern that this issue is not specifically addressed in the draft Strategy.
7. The Draft London Plan designates Hayes as a growth area and Uxbridge as a growth area, industrial development area and centre of higher education without supporting provision for transport infrastructure.
8. Uxbridge needs a range of measures so that it is connected directly and attractively, ideally by rail, with all its neighbouring Metropolitan Town Centres, central London, immediate surroundings and retail catchment area, including within Buckinghamshire. Very few destinations are reachable from Uxbridge by public transport within 20 minutes (i.e. poor Public Transport Accessibility Levels).

9. The Hayes – West Drayton economic redevelopment area lacks orbital public transport access, especially direct connections with the area north of the A40 and the south west.

### **1a National Rail, Crossrail, London Overground, DLR, Tramlink (5.2)**

#### **A:**

1. The commitment to a range of improvements to the rail network is welcomed, although there is concern that the majority of specific improvements referred to will not improve services in Hillingdon. With respect to station capacity enhancements, a number of specific stations are mentioned but none in Hillingdon, which is a concern (proposal 11).
2. In terms of public transport, Uxbridge is the worst accessible Metropolitan Town Centre in London, suffering from poor rail access from all directions, including the east (Figures 18, 27 and 32). A step change improvement is needed to achieve a level of access commensurate with that of a Metropolitan Town Centre.
3. The Council is extremely concerned with the transport provision to/from Uxbridge. Its quality of rail access appears worse than for any other Metropolitan Town Centre in London. Uxbridge has effectively no public transport access to its key catchment area, the triangle Uxbridge – High Wycombe – Amersham, and its neighbouring Metropolitan Town Centres Slough, Watford, Staines, Hounslow and Ealing, and central London.
4. Airtrack could be extended to Hayes creating a direct link the southwest including Staines, Guildford and Woking.

### **1b London Underground (5.3)**

#### **A:**

1. It is encouraging that the Metropolitan Line is due for an upgrade in its fleet and signalling. Hillingdon Council is aware that the journey time between Uxbridge Metropolitan Town Centre and the City of London is the worst in London and distinctly worse than to places like Slough and Reading outside London. Travel to/from Bank takes more than one hour and Uxbridge's PTAL values are relatively poor. Hillingdon Council is keen that the Mayor's public transport measures will drastically improve Uxbridge's PTAL values and journey time / reliability for trips to/from central London.
2. The Mayor's draft transport strategy fails to propose any transport infrastructure to support proposals in the London Plan to strengthen and grow Uxbridge's importance as a Metropolitan Town Centre, growth area, centre of higher education and industrial area.
3. Uxbridge needs to be included in the Western Wedge and explicitly shown in the draft Strategy Figure 7.
4. The arrow to Uxbridge in Figure 3 is misleading. Potential has to be explored to fully divert the Central Line from West Ruislip to Uxbridge.
5. The current business case for the Central Line diversion to Uxbridge does not appear to include projected growth, an issue which needs further consideration. Additional ridership associated with both new developments and rectifying the under-representation of trips by rail (potential modal change) can increase the capitalised benefit to justify the costs of the diversion currently estimated at £32m.

6. The contract to upgrade the signalling along the Metropolitan Line could, for example, include a requirement that signalling be made compatible with the system on the Central Line as a first step.

#### **1c London's bus network (5.4)**

##### **A:**

1. There is concern that the proposed requirement for bus services to provide good value for money may be to the detriment of those communities in less dense areas within outer London, such as Hillingdon and specifically in areas such as Harefield. It is considered that the bus network reviews should take into account wider issues such as poor accessibility, deprivation, traffic congestion as well as value for money.
2. The draft Strategy states that London currently has a comprehensive orbital bus network, enabling direct orbital journeys between neighbouring centres in outer London, which is not true in Hillingdon. Figure 39 in the Strategy makes it clear that Uxbridge is very poorly connected to its neighbouring centres, particularly to the north and north-east. The draft Strategy is also factually incorrect in stating that there is low demand for public transport in Outer London (Paragraph 139). Demand for travel is mostly met by car because there is no alternative. The draft Strategy should include those priority orbital bus services which are required, including the one connecting Heathrow with Stockley Park, Hillingdon Hospital, Brunel University, Ruislip, Northwood and Amersham as identified in the West London Liaison meetings.
3. The draft Strategy recognises the need for orbital public transport and links to support Crossrail but has not allocated funds. As stated above, orbital public transport proposals in Hillingdon are completely lacking. It is a concern that West Ruislip is mentioned as the only named interchange whilst the interchanges of real interest, Uxbridge, Hayes and Heathrow are not even mentioned in the draft Strategy.
4. Hillingdon's bus network lacks a clear and robust structure (Figure 39). It needs to be focused on north south journeys, complementing its current focus on the A4020 Uxbridge Road and other more local routes.
5. The 222 bus service is the only link between Uxbridge and Hounslow Metropolitan Town Centre. The service could benefit from a full re-vamp addressing all aspirations mentioned in the proposals including incentivised contract, fleet operating on hydrogen and the proposed new London double-decker bus. It is currently crowded, slow, unreliable and very unattractive and lacking driver courtesy, inappropriate fleet and sub-standard waiting facilities at key locations.
6. An early review is needed both to enable the projected growth as set out in the London Plan and to improve Uxbridge's PTAL values. The Council is very keen to see early results from current discussions with Transport for London and particularly keen to introduce fast, frequent high quality bus services linking the key destinations in the north with those on the south of the borough.
7. The Council is interested in developing bus priority measures at critical locations within the borough as long as local residents can be convinced that the benefits outweigh the disbenefits and that quality of life improvements are demonstrably compensated to those affected.
8. The draft Transport Strategy needs to explicitly refer to demographic details and transport need. Bus route planning criteria and modal change

management tools are lacking or insufficient. It is a concern that carbon intensive (long-distance) commuter, travel and visitor travel, and fleet and goods movements are not addressed.

#### **1d Taxis, private hire, coaches and community transport (5.5)**

**A:**

1. London's taxis provide probably the most distinctive service but it appears factually incorrect that it is the best in the world. Taxi driver attitude is of considerable concern especially in the Heathrow area where reluctance exists to service clients with a local destination. Considerable user feedback suggests that the London taxi driver attitude is in need of significant improvement (by means of a charter) especially when compared with courteousness experienced in numerous (capital) cities throughout the world. Such a charter could be linked with driving a zero-emission taxi.
2. Heathrow could be appropriately considered as a pilot for a zero taxi emission area.
3. Public transport provision will have to increasingly address the growing number of elderly people and the responsive door to door transport demand. Proposal 29 of the draft Strategy could be strengthened by actively referring to use of technology such as mobile phone, SatNav and GPS whilst placing increasing importance on the role of community transport. Community transport solutions could be considered for funding by combining initiatives to increase fast frequent public transport services on principal demand corridors and substituting local services on local routes

#### **1e Managing the road network (5.6)**

**A:**

1. Hillingdon Council supports the Mayor in his initiatives to make best use of intelligent traffic control systems to maximise capacity within the existing transport infrastructure. Considerable potential appears to exist to make best use of underused infrastructure and provide benefits for buses and pedal cycles during peak periods, especially on four lane dual carriage ways including Park Road, Swakeleys Road and Uxbridge Road.

#### **1f The Blue Ribbon Network (5.7)**

**A:**

1. The proposals in the draft Strategy to maximise passenger and freight services on London's waterways are welcomed. The proposals seek to better integrate river services into the overall transport network, and look to increase the use of the Thames and the canal network for waterborne freight.
2. Canals could be mentioned explicitly for the provision of boat yard facilities. Hayes and West Drayton town centres are prime candidates.
3. Potential could be identified and used to actively integrate canals and tow paths in their surrounding environment.

#### **1g River crossings (5.8)**

**A:**

1. Canal bridges could help tremendously in improving responsiveness to desire line for people who walk and cycle, especially in the vicinity of major traffic generators and railway stations (West Drayton).

### **1h A more accessible transport system (5.9)**

**A:**

1. Proposal 42 could explicitly include taxi drivers' attitude. Hillingdon residents have a problem at Heathrow because many drivers are very reluctant to offer them a journey. Drivers are, for example, known to congregate and urinate in a selection of residential streets when taxi ranks are lacking or over-subscribed. Moreover driver courtesy could be addressed as BAA Heathrow is already doing in the run up to the 2012 Olympics.
2. TfL could consider actively supporting the Community Transport Association (CTA) when considering structural demand responsive transport solutions. A funding strategy could be developed so that demand responsiveness improves, possibly in exchange for a reduction in the number of (empty) local buses on local routes, creating potential for making streets even safer to play for the young and reside for the old. Such services could appropriately complement a network of fast frequent high quality bus services on key corridors where fit people would be happy to walk a little extra for (see 1e1 above).

### **1i Integrating London's transport system and services (5.10)**

**A:**

1. Hillingdon Council supports the Mayor's aspiration to provide interchange opportunities before central London. Heathrow is an international hub with the UK's second largest coach station, the Heathrow Express, imminent access to Airtrack, probably HS2 and the Piccadilly Line. The Council is currently promoting upgrading Hayes Station as a bus / train interchange using the Crossrail proposal and local regeneration initiatives as an incentive to kick-start the project.
2. Uxbridge bus/underground interchange needs a significant upgrade before it can fully encourage public transport use. There is a need for suitable bus shelters, display boards and departure time information. Way-finding between train and bus is both difficult and uninviting. Uxbridge needs, therefore, to be listed explicitly as a station to be upgraded as a Gateway to the Olympics in general and to Wembley Stadium in particular, albeit that the Underground services need to be brought up to a decent standard. The Council is keen to explore such opportunities with the Mayor as soon as possible.
3. Outer London to Outer London trips are recognised as the largest element of travel across London (39%). However the draft London Plan and the draft Mayor's Transport Strategy do not adequately take on board the recommendations of the Outer London Commission. Although the draft Strategy states that it will support growth and intervention areas as identified in the London Plan, its reference case lacks the necessary detail and areas such as Uxbridge, Hayes and Heathrow are not covered at all. Policy 7 suggests only that increasing public awareness will increase orbital connectivity.

### **1j London's airports (5.11)**

**A:**

1. Hillingdon Council very much welcomes the Mayor's clear opposition to capacity increases at Heathrow Airport.
2. It is considered that the Mayor's support for High Speed Two should be subject to the proposals resulting in fewer short-haul flights to and from Heathrow and less traffic congestion on Hillingdon's roads.

## 2. Encouraging more cycling and walking

**Q:**

**2a (5.12) A range of proposals are set out in the draft strategy to bring about a cycling revolution. Please give your views on the measures proposed and the top priorities.**

**A:**

1. The London Borough of Hillingdon is understood to have the largest cycle network in London. The Council is very interested in developing and upgrading the network and fostering more ridership through becoming a Biking Borough with improved cycle facilities.
2. The Council is already working on a secure cycle parking strategy for Uxbridge with a view to extending the strategy across the borough.
3. Cycling can be quite attractive in Hillingdon despite being London's most western Outer Borough. The cycling journey between Uxbridge and Heathrow takes, for example, typically only half an hour which is, arguably, faster than by any other mode of transport. Pro-active marketing and monitoring opportunities could be identified at both personal and project focused level, for example to raise awareness of the journey time advantages.

**Q:**

**2b (5.12 duplicate) Please also describe any other measures that you think should be included in the strategy which would encourage more cycling.**

**A:**

1. Cycle parking standards can be provided at four levels: 1) simple stands (including under cover), 2) lockers, 3) supervised and 4) supervised with all ancillary facilities including showers, repair workshop, hire facilities and information centre. It is important that both the quality and quantity of cycle parking facilities is specified by location and tailored to (latent) demand in all relevant planning and design guidance documents

**Q:**

**2c (5.13) A range of proposals are set out in the draft strategy to make walking count. Please give your views on the measures proposed and the top priorities.**

**A:**

1. Hillingdon Council wishes to register Uxbridge to become a Legible London project as soon as it is rolled from central London. Legible London is a 'wayfinding' project to help pedestrians find significant destinations by providing high quality maps and information.

**Q:**

**2d (5.13 duplicate) Please also describe any other measures that you think should be included in the strategy which would encourage more walking.**

**A:**

1. Ample opportunities exist to promote walking in Hillingdon further through Legible London. Hayes and Yiewsley / West Drayton are further examples for rolling out Legible London. Brunel University has considerable interest in being associated

with Legible Uxbridge where it is already leading an area-wide travel plan partnership in an exemplary manner.

### **3. Improving London's environment**

**Q:**

***A range of proposals are set out in the draft strategy to improve London's environment. For each of the areas below, please give your views on the measures proposed and the top priorities:***

#### ***3a Creating 'better streets' (5.17)***

**A:**

1. It would be helpful if the draft Strategy provided guidance on preparing and funding access proposals for town centres, opportunity areas and major developments. It could include guidelines on developing a clear and a comprehensible public transport network, 20 mile/hr zones, shared-surface schemes and the role of parking standards / provision in achieving proposed outcomes.
2. Hillingdon Council supports the intention to introduce a transport strategy throughout London on the basis of a framework of limited objectives, supplemented by more detailed objectives for each town centre and "transport areas" yet to be defined within the borough.

#### ***3b Improving noise impacts (5.18)***

1. Hillingdon Council recently sent a response to a consultation from BAA on Heathrow Airport's Environmental Noise Directive Action Plan, which does not address Runway 3 at Heathrow Airport.

#### ***3c Enhancing transport's contribution to the natural environment (5.18 & 5.19?)***

**A:**

1. Hillingdon Council is keen to promote an integrated approach with the Mayor's Air Quality Strategy and the Transport Strategy, ideally making it a common theme to address environmental issues.

#### ***3d Improving air quality (5.19)***

**A:**

1. The proposed transport strategy does not bridge the gap between the projected CO<sub>2</sub> emission reduction estimate and target (Figure 58) which is a concern.
2. The Mayor could consider introduction of more aggressive vehicle efficiency initiatives as these appear to offer the single most effective solution. Zero emission taxis and buses could be considered initially, possibly followed by all vehicles in central London and Heathrow before 2020.
3. Hillingdon Council welcomes and has actively supported the Mayor's electric vehicles initiative, which forms a significant element of the draft Strategy to reduce emissions. The Council is currently participating in a scheme to increase the number of charging points and maximise take-up.

**3e Please also describe any other measures that you think should be included in the strategy to improve London's environment. (5.17, 5.18 and 5.19 duplicate)**

**A:**

1. Specific proposals need to be developed to address the ground operation at Heathrow given that it is the single most important pollutant in west London.
2. Potential could be explored to allow zero emission taxis into Heathrow airport.

#### **4. Improving safety and security**

**Q:**

**A range of proposals are set out in the draft strategy to improve safety and security. For each of the areas below, please give your views on the measures proposed and the top priority:**

##### **4a Improving public transport safety (5.14)**

**A:**

1. The promotion of increased membership of the Freight Operator Recognition Scheme is welcome. A similar scheme could be considered for taxis.

##### **4b Improving road safety (5.15)**

**A:**

1. Hillingdon Council welcomes the Mayor's ongoing commitment to road safety.

##### **4c Reducing crime, fear of crime and antisocial behaviour (5.16)**

**A:**

1. Hillingdon Council welcomes the establishment of the statutory community safety partnership for transport and travelling in London with its associated rolling three year strategy to tackle crime and antisocial behaviour. The Council would welcome advice on how to integrate a 'joint intelligent unit' (Proposal 74c) as a partner in developing its Area Based Schemes.
2. Night time safety on public transport is being perceived as a serious issue. Numerous stations are effectively unmanned at night with gates left open for the travelling public allowing malpractices to take place without intervention and escalate. Improvements for night time public transport services are much welcomed (Proposal 80a).

##### **4d Responding to the threat of terrorism (5.16 duplicate)**

**A:**

1. The proposals in the draft Strategy regarding the threat of terrorism are supported.

**4e Please also describe any other measures that you think should be included in the strategy to improve safety and security. (5.16 triplet)**

**A:** Please refer to comments under 4c above.

#### **5. Reducing transport's contribution to climate change and improving its resilience**

**Q:**

**5a A range of proposals are set out in the draft strategy to reduce CO2 emissions. Please give your views on the measures proposed and the top priorities. Please also describe any other measures that you think should be included in the strategy which would reduce transport's contribution to climate change. (4.6 & 5.20)**

**A:**

1. The proposals in the draft Strategy may reduce CO2 emissions but nevertheless they will still leave a gap requiring further initiatives (Figure 58). Being the borough with the biggest polluter in London, Hillingdon Council is taking a lead in systematically reducing CO2 emissions using TEEM and WLTM software as a monitoring tool. Boroughs could be encouraged to monitor their respective footprints in a similar manner in due course.

**Q:**

**5b A range of proposals are set out in the draft strategy to increase the resilience of the transport system and adaptation to climate change. Please give your views on the measures proposed and the top priorities. (5.21)**

**A:**

1. The draft Strategy does not address emergency incident issues. The Pitt review identified – following the Gloucester flooding experience - the need for all partners in the emergency sector to respond to such incidents. MTS2 could actively promote developing and using a multi-agency tool to streamline communication and information supply enabling key people to be immediately pro-active in a most effective manner as and when incidents occur.

**Q:**

**5c Please also describe any other measures that you think should be included in the strategy which would improve resilience to climate change. (5.21 duplicate)**

**A:**

1. The draft Strategy needs to encourage public transport operators to develop and implement contingency plans to deal effectively with any realistic short term incidents and inform the travelling public accordingly as a matter of course, especially when they are already in transit.

## **6. Managing the demand for travel**

**Q:**

**A range of proposals are set out in the draft strategy to manage the demand for travel. For each of the areas below, please give your views on the measures proposed and the top priorities:**

### **6a Better journey planning and information (5.22)**

**A:**

1. See above

### **6b Smarter transport for both people and freight (5.22 duplicate)**

**A:**

1. Freight transport issues appear under-represented in the draft MTS2. The pressure for additional freight transport and current problems are so serious and different from passenger transport issues that freight transport merits its own chapter.
2. The promotion of efficiency initiatives through delivery and service plans, construction logistics plans and Freight Operator Recognition Scheme (proposal 19) is welcome.
3. The break bulk facility / consolidation centre idea needs firm and suitable encouragement (proposal 118) as big lorries in small roads are an increasing problem in need of more explicit attention. Potential to use electric small goods vehicles should be used to maximum benefit.
4. An active marketing strategy building upon the feel good aspects of smarter travel could form an integral part of the transport strategy.
5. The strategy could explicitly address the Slough International Freight Exchange currently at planning application stage and registered with Slough Borough Council (paragraph 248).
6. Potential traffic generation associated with High Speed Rail freight and the Slough International Freight Exchange could be used as an opportunity to reduce road freight contribution to London's CO<sub>2</sub> emissions.

### **6c Fares and ticketing (5.23)**

**A:**

1. Hillingdon Council welcomes the proposal that concessionary fares are focused effectively on need and linked with good behaviour (Proposal 120).

### **6d Parking and loading (5.24)**

**A:**

1. Hillingdon Council welcomes the Mayor's commitment to fair and consistent parking and loading regulations and enforcement.
2. Pricing differential should not only be based on vehicle emissions but also on the level of congestion in the area and its surrounding roads.
3. The proposal that parking charges should vary not only by location and duration of stay, but also by the environmental impact of the vehicle is welcomed.

### **6e Please also describe any other measures that you think should be included in the strategy to manage the demand for travel. (5.25)**

**A:**

None to add.

## **7. Western Extension zone**

**Q:**

***The draft strategy proposes to remove the Western Extension to the Congestion Charging scheme and introduce measures (including improved traffic control systems and a roadworks permit scheme) to mitigate as far as possible the impact of its removal. To what extent do you agree or disagree with the proposal to remove the Western Extension? (5.25 duplicate)***

**A:**

1. It is considered that the Mayor has demonstrated that the western extension will lack effectiveness. There is support for the alternative proposed measures to clean up the air, improve the quality of life for residents and smooth the traffic.

## **8. Priorities**

**Q:**

***Of all the different measures that are proposed, please give your views on what the top priorities are for London. (7)***

**A:**

1. Hillingdon's Sustainable Communities Strategy six top priorities are as follows:
  - a. Improve health and wellbeing
  - b. Build strong and active communities
  - c. Protect and enhance the environment
  - d. Make Hillingdon safer
  - e. Strengthen a thriving economy
  - f. Improve aspiration through education and learning
2. Hillingdon Council will seek to ensure that the above priorities are met vigorously and consistently.

## **9. Road user charging for economic and environmental aims**

**Q:**

***Despite all the improvements outlined in the draft strategy, increasing population and demand for travel means congestion and CO2 emissions might still be a significant problem for London. The draft strategy proposes that in this case it may be necessary to introduce a fair system of road user charging to reduce congestion. To what extent do you agree or disagree that a fair system of managing demand for road use should be used if necessary? (5.25)***

**A:**

1. Hillingdon Council agrees that a fair charging system of managing demand for road use should be used. It should form part of an integral approach of offering choice to all residents, workers and visitors in London, whilst paying for scarcity and damage caused by the journeys for them and their goods.
2. Public authorities have an obligation to manage scarcity fairly and minimise damage to an absolute minimum.

## **10. Are there any areas proposed that you disagree with?**

**Q:**

***The Mayor's Transport Strategy sets out six strategic goals for London. Please give us your views on the extent to which you think the measures set out in the strategy will assist in meeting these. (2.1)***

**A:**

1. The draft strategy is generally well written and the proposed measures are considered against the goals.

2. The measures will go a long way towards achieving the Mayor's aspirations, albeit that more specific measures are needed within Hillingdon to ensure that the outputs and expected outcomes are consistent throughout London.
3. Measures such as provision of public orbital transport, interchanges at Uxbridge and Hayes, and access to the retail catchment area to the north west of Uxbridge need considerably more development.

## APPENDIX 4

### Rising to the Challenge – the Mayor’s Economic Development Strategy for Greater London, Public Consultation Draft (Oct 2009)

#### Key Provisions and Issues for Hillingdon

##### Background

1. The Mayor’s Economic Development Strategy (EDS) sets out the Mayor’s ambitions for the economic development of the capital, setting out policy directions and priorities up until 2031. Rising to the Challenge (Oct 09) outlines proposals for London under five headline objectives:

- Objective 1: To promote London as a city that excels as a world capital of business.
- Objective 2: To ensure that London has the most competitive business environment in the world.
- Objective 3: To drive London’s transition to a low carbon economy and to maximise the economic opportunities this will create.
- Objective 4: To give all Londoners the opportunity to take part in London’s economic success, access suitable employment and progress in their careers.
- Objective 5: To maximise the benefits to London from investment to support growth and regeneration, and from the 2012 Olympic and Paralympic Games and its legacy.

##### Response to the Five Objectives

2. **Objective 1: To promote London as a city that excels as a world capital of business.**

- Welcome LDA support through Visit London, and Think London to link more closely with plans for optimising investment,
- Support for positioning and promoting London for global competitiveness, particularly maximizing the economic potential of outer London boroughs such as Hillingdon,
- Endorse approach to development of business parks such as Stockley Park presenting opportunities to progress green transport options (eg. canal & cycling routes) and improved connectivity to a local workforce and district centres,
- Suggest the contribution of the expertise of Visit London and Think London to maximise the potential of dedicated space at Terminal 2 for the promotion of West London.

3. **Objective 2: To ensure that London has the most competitive business environment in the world.**

- Acknowledge that support for small and medium enterprises is key to creating business competitiveness - such as Hillingdon’s 3-year Heathrow Area Supply Chains programme, supporting small and medium enterprises to access major local supply chains at Heathrow Airport and within the public sector
- Express concern regarding the reduced investment within the Business London programme at a time when referrals from Business Link in London are escalating due to the economic downturn.

- Suggest LDA should be working much more closely with the London boroughs to ensure that the Business London programme responds to local need - ensuring that public funded business growth and retention programmes are truly effective.
- Request that the Department for Work & Pensions provide support for our residents using redundancy payments to become self-employed or start businesses

**4. Objective 3: To drive London's transition to a low carbon economy and to maximise the economic opportunities this will create.**

- Strongly support measures for a low carbon economy – exemplified by various energy saving initiatives in Hillingdon's Birchway eco-homes project,
- Endorse opportunities for cross borough projects such as our joint work with London Councils' and GLA on London's retro-fitting housing programme.
- Welcome opportunities to work with the Mayor on zero-carbon car initiatives.

**5. Objective 4: To give all Londoners the opportunity to take part in London's economic success, access suitable employment and progress in their careers.**

- Welcome opportunities for a wide range of employability measures. West London Working's (the City Strategy Pathfinder) most recent Employment Bulletin shows that of the 11,600 redundancies notified (Oct 2008 to May 2009) more than 55% (6,437) are from businesses located in Hillingdon near Heathrow, mainly in Information Technology, Air Transport / Transportation and Manufacturing.
- Within Hillingdon, residents claiming key out of work benefits is now at a record level of 18,840 (NOMIS data since April 1999). What this means is that an increasing number of Hillingdon residents are at greater risk of social exclusion (for example: care leavers, offenders under probation supervision, adults in contact with mental health services and adults with moderate to severe learning disabilities) and face greater discrimination and further marginalisation within a highly competitive labour market.
- Our residents need a range of employability measures with a much stronger focus on recession economics, which will support our newly redundant, highly skilled residents swiftly back into employment whilst also providing intensive support for our long-term workless residents.
- Outcome targets may need to be realigned to take into account the changing recruitment business need i.e. more flexible, short-term or consultancy-based contracts.
- Employer-led training may not be the accredited training programmes traditionally funded by the Learning Skills Council. This is especially true of the construction sector, where we need to focus on ensuring that demands for emerging technological and sustainability related skills are met so that residents are skilled-up to fill real opportunities within hotel/retail/leisure/airport construction sectors.
- We would also welcome the assistance of the Mayor in ensuring the information from central government and Jobcentre Plus regarding employment initiatives, particularly those aimed at young people is clear and readily available. It is currently extremely difficult, especially for small local employers, to find out about schemes which are often linked to short-term

funding streams. Clearer sub-regional commissioning arrangements would assist in this regard.

**6. Objective 5: To maximise the benefits to London from investment to support growth and regeneration, and from the 2012 Olympic and Paralympic Games and its legacy.**

- We recognise that Hillingdon will be the main Gateway for the majority of overseas visitors resulting from the 2012 Olympic and Paralympic Games and its legacy.
- The Gateway Heathrow 2012 programme is now underway supporting London residents living closest to Heathrow to gain the skills and experience required within the Hospitality, Leisure, Travel & Tourism sector.
- Putting residents at the heart of our town centres is the Hillingdon approach in terms of sustaining our town centres.
- Our Hillingdon First residents' card offers discounts on local goods and services, encouraging people to shop locally and use local services.
- The Hillingdon model of town centre development started in Northwood and is being developed in Yiewsley and West Drayton. It is being rolled forward and this is a good basis for the GLA to support Outer London boroughs to ensure that town centres benefit from growth and regeneration.

**General Comments**

7. The signing of the London City Charter in April 2009 set out a shift culture change in the way that the Mayor, Borough Leaders and London Councils work collectively for the overall good of London and Londoners. The agreement included ambitions such as to 'seek the maximum feasible devolution of services and spending to the region, and to boroughs and groups of boroughs'. As there is no reference to the London City Charter within the Mayor's Economic Development Strategy, it is difficult to gauge how the London Development Agency perceives closer collaboration and transparent decision-making working in practice.

8. From direct experience of contracting directly with the LDA for our European Social Fund (ESF) Gateway Heathrow 2012 and European Regional Development Fund (ERDF) Heathrow Area Supply Chain programmes, standard grant conditions agreed between the LDA and London Councils would be a more efficient way of contracting. It would also mean that actual performance and impact of LDA commissioned programmes are not adversely jeopardised through time delays. There is also a concern that the LDA has become so risk averse that smaller niche, specialist providers, particularly 3rd sector providers, are excluded from programme delivery either because of over burdensome tendering/contracting procedures or through cash-flow difficulties which output funded contracts present.

9. We would welcome more detail in terms of how the Mayor proposes to work with neighbouring regions and across Regional Development Agencies. Development of Pinewood Studios will have a significant impact on the studios' nearest metropolitan centre – Uxbridge and likewise Uxbridge Business Park where major global companies such as Amgen, Bristol-Myers Squibb and Cadbury are located. Yet Pinewood comes under SEEDA (South East Economic Development Agency) in terms of inward investment and business retention.

10. Until the issue of data sharing is properly addressed, the Mayor's aspirations for personalised and joined-up services to help people into employment and careers cannot be realised. As an example, take up of the childcare element of working tax credit has fallen in West London, bucking the national trend. This may be due to the availability of the type of childcare that qualifies for the childcare element and irregular hours of work e.g. high proportion of part-time and evening work in London when qualifying childcare is less likely to be available and harder to arrange. We know that HM Revenue & Customs (HMRC) have written directly to Hillingdon residents about the 100% subsidy through the Childcare Affordability Programme 09 (CAP 09) pilot but have not been able to let us know how they have targeted this. In addition the council is required to hold data on separate accounts for housing needs, council tax, and housing benefit/council tax benefit. This causes barriers to work and creates avoidable contact with residents.

### **Cross-Cutting Links to London Plan and Mayor's Transport Strategy**

11. Worklessness among parents is a major contributor to child poverty. Tackling child poverty requires co-ordinated action across welfare to work, education and skills, transportation, housing, health, etc. It is important to ensure that work undertaken by TfL on transport barriers to employment is progressed so that areas of deprivation are sufficiently connected to employment areas and that housing, employment and childcare are within walking/cycling or public transport access.

12. The Local Authority Tourism Impact Model report is produced annually by the LDA, providing borough-level estimates of tourism volume and value to inform tourism policy development, investment and marketing. The most recent (July 2009) report shows that Hillingdon received an estimated total of £697 million in tourism spending in 2007, £326 million of which was spending by overseas visitors. This equates to a third of all overseas tourism spend within the West London sub-region for the same period – evidence of the importance of tourism and the visitor sector within Hillingdon in terms of employment and the borough's overall economy. The vast majority of West London's hotel accommodation is located within 2 miles of Heathrow, with significant hospitality employment growth forecast.

13. Preparation for the upturn. The economic downturn has had severe consequences within Hillingdon. The Jobseekers Allowance (JSA) claimant rate has effectively doubled from 3,149 claimants (2% of the working age population) in October 2008 to 6,233 claimants (3.9%) in October 2009. Over 70% (4,425) of JSA claimants within Hillingdon are new claims, made within the last 6-months (NOMIS data October 09). There is a significant gap between the skills level of Hillingdon residents (just 24.4% qualified to NVQ4 or above, compared to London average 38.6%) and the skill requirements of the knowledge/ICT sector is prominent within Uxbridge and Stockley Park adding to the high inward commuting in Hillingdon.

## STATEMENT OF GAMBLING PRINCIPLES REVIEW

<b>Cabinet Member</b>	Cllr Sandra Jenkins
<b>Officer Contact</b>	Stephanie Waterford
<b>Papers with report</b>	Draft Statement of Gambling principles 2010 – 2013 Consultation response table

### HEADLINE INFORMATION

<b>Purpose of report</b>	To seek cabinet's approval of the draft statement of gambling principles prior to adoption by full Council on 14 <sup>th</sup> January 2010
<b>Contribution to our plans and strategies</b>	The Gambling Act 2005 requires the London Borough of Hillingdon to publish a statement of gambling principles every 3 years
<b>Financial Cost</b>	There are no additional financial implications directly associated with the recommendation of this report.
<b>Relevant Policy Overview Committee</b>	Residents' and Environmental Services
<b>Ward(s) affected</b>	All

### RECOMMENDATIONS

That Cabinet:

- 1) Note the responses to the consultation on changes to the Gambling Policy
- 2) Approve the changes to the Gambling Policy / Statement of Principles as set out in the Appendix and recommend them to full Council for adoption as a policy framework document.

### INFORMATION

#### Reasons for recommendation

The Cabinet must approve the draft statement of gambling principles before it is submitted to full Council for full adoption on 14<sup>th</sup> January 2010.

## **Alternative options considered / risk management**

None as the Gambling Act 2005 requires the Council, as the Licensing Authority, to publish a statement of gambling principles every 3 years.

## **Comments of Policy Overview Committee(s)**

The Residents' and Environmental Services POC reviewed the draft policy and changes (in accordance with the policy framework procedure rules) at its meeting on 18 November. It endorsed them for consideration by the Cabinet.

## **Supporting Information**

In April 2009, a working party was convened to carry out the first review of the Council's Statement of Gambling Licensing Policy. The working party was made up of the following officers:

- Norman Stanley, Licensing Service Manager
- Stephanie Waterford, Licensing Officer
- Sue Pollitt, Deputy Consumer Protection Manager
- Beejal Soni, Licensing Lawyer
- Natasha Dogra, Democratic Services
- Sgt Ian Meens, Police Licensing Sergeant
- Paul Hewitt, Local Safeguarding Children Board

The working party agreed that the current gambling licensing policy has worked well since its implementation in 2007 and has not been subject to any challenge. It was therefore agreed by the working party not to change the content or format to any great degree, however some minor changes were proposed and full consultation began on 17th July 2009.

The full Licensing Authority were informed of the process and invited to make any comments or proposals for the new policy. This included Members of the Licensing Committee.

The working party was re-convened after consultation on 10th September 2009 to discuss the responses and the policy was amended accordingly.

In summary, the changes to the policy include:

- Para 3.3 – 3.4 – New paragraphs added to replace old paras 3.3 – 3.18 as the working party felt that they were superfluous to the needs of the policy.
- Para 5.7 – Changes to the stakes and prizes of gaming machines have been made in line with the new statutory limits.
- Para 5.30 and 5.43 – The last sentence was removed as this was a duplication of other provisions within the Licensing Act 2003.
- Para 5.32 – The working party felt that the requirement for an applicant to submit a full detailed premises plan for a gaming machine permit was a duplication of the premises licence application process under the Licensing Act 2003. A new para 5.32 was added to cover the location of gaming machines.
- Para 6.1 – Revised to expand the definition of a 'Temporary Use Notice'.
- Para 6.5, 6.7 & 6.8 – Expanded to clarify the 'Temporary Use Notice' procedure.

- Para 8.4 – Revised by new paras 8.4 and 8.5 to expand the decision making powers of the Licensing Authority.

The draft policy was presented to the full Licensing Committee and subsequently agreed on 1<sup>st</sup> October 2009.

#### Approval process and time-line

- Draft policy to be approved by the full licensing committee (*Approved on 1<sup>st</sup> October 2009*)
- Draft policy to RESPOC for review 18/11/09
- Draft policy to Cabinet for approval 17/12/09
- Policy to full Council 14/01/10 for adoption
- Policy comes into force until 2013

#### **Financial Implications**

The recommendation of the report has no direct financial implications beyond existing budget allocations.

#### **EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES**

##### **What will be the effect of the recommendation?**

The Gambling Act 2005 requires the Council, as the Licensing Authority, to have a Statement of Gambling Principles. This legislation requires the Licensing Authority to promote the three prime licensing objectives being:-

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
- Ensuring that gambling is conducted in a fair and open way and;
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

The Statement of Gambling Principles will therefore have an impact on local residents, service users, local businesses and communities.

#### **Consultation Carried Out or Required**

Full consultation on the minor amendments was carried out between 17<sup>th</sup> July 2009 and 28<sup>th</sup> August 2009.

Consultees included:

- Elected Members (Cabinet Member, Licensing Committee and RESPOC)
- Gambling trade representatives
- Responsible Authorities
- Neighbouring local authorities
- Local residents associations and local community groups
- Licensing Solicitors
- Licensed premises

Consultation closed on 28th August 2009 with a total of 5 responses (attached).

## **CORPORATE IMPLICATIONS**

### **Corporate Finance**

A Corporate Finance Officer has reviewed the report and is satisfied that there are no direct financial implications arising from the recommendation of this report.

### **Corporate Procurement**

N/A

### **Legal**

The London Borough of Hillingdon is required to reconsider and produce a revised Statement of Principles under Section 349 of the Gambling Act 2005 which states:

- (1) A licensing authority shall before each successive period of three years:
  - (a) Prepare a statement of the principles that they propose to apply in exercising their functions under this Act during that period and,
  - (b) Publish the statement

The Statement of Principles has to be determined in consultation with the police, those representing the interests of persons carrying on local gambling businesses, those representing the interests of residents likely to be affected, the Gambling Commission and others that are suggested in the guidance. The process outlined in this report complies with the requirements of the Gambling Act 2005.

When carrying out its functions under the Gambling Act 2005, the Council's Licensing Committee, will apply this Statement of Principles, the Act itself, any Regulations, and Guidance from the Gambling Commission when determining its decisions.

### **Corporate Property**

N/A

### **Relevant Service Groups**

N/A

## **BACKGROUND PAPERS**

The Gambling Act 2005  
Gambling Commission Guidance to Local Authorities 3<sup>rd</sup> Edition

London Borough of Hillingdon  
Gambling Act 2005  
Statement of Principles

Contents	Page
Preface	

Additional text added shown in **bold**

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## **Preface**

London Borough of Hillingdon Council recognises that gambling today has become part of the mainstream of leisure activity and the potential impact it has on the community within the Borough, including the valuable cultural, social and economic importance of the leisure industry and the benefits it brings to the area and its citizens. We also recognise some of the downsides, such as gambling presenting particular risks to children and the vulnerable that other forms of leisure do not.

We are aware that the three licensing objectives underpinning the legislation highlight an important need for businesses offering commercial gambling to operate in a socially responsible manner and we endorse this as a central principle in our Statement of Principles and decision-making responsibilities.

Our principles statement also aims to reflect that everyone in the community has a stake in the licensing decisions made by us, the licensing policies and strategies applied and how competing needs and aspirations will be met to achieve a fair balance between local stakeholders. Ultimately, this will involve striking a balance between the different aspirations and needs of local businesses, residents and visitors to the borough.

In adopting this policy, we seek to address the needs and concerns of residents and businesses to ensure a safe and healthy environment in which to live and work, together with safe and well-run entertainment premises that will promote and sustain a forward-looking and prosperous local economy.

## **PART 1 THE GAMBLING ACT 2005**

### **INTRODUCTION**

- 1.1 London Borough of Hillingdon Council is the Licensing Authority under the Gambling Act 2005. This means that the Council is responsible for granting Premises Licences in respect of betting premises, bingo premises, casino premises, adult gaming centres and family entertainment centres as well as issuing a range of gaming permits and other authorisations for gambling within the Borough. As Licensing Authority, we are also empowered under the Act to impose conditions and review licences, as well as take enforcement action when an offence under the Act has been committed or when premises or activities are unlicensed, or licence conditions are not complied with. This is coupled with powers of entry and inspection to ensure compliance.

### **The Licensing Framework**

- 1.2 In exercising most of our decision-making functions we are required to have regard to the three Licensing Objectives set out in Section 1 of the Gambling Act, namely:
- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
  - Ensuring that gambling is conducted in a fair and open way
  - Protecting children and other vulnerable persons from being harmed or exploited by gambling
- 1.3 We are also bound by section 153 of the Act, which requires us, in making decisions concerning Premises Licences and Temporary Use Notices, to aim to permit the use of premises for gambling insofar as we think fit, subject to such decisions being:
- In accordance with any relevant code of practice issued by the Gambling Commission
  - In accordance with any relevant guidance issued by the Gambling Commission
  - Reasonably consistent with the licensing objectives; and
  - In accordance with this Statement of Licensing Principles

## The Policy

- 1.4 Section 349 of the Act requires us to publish a *Statement of Principles* (or policy) that we will apply when exercising our various functions under the Act. This Statement of Principles fulfils that statutory requirement and details throughout the document the Council's general approach to the making of licensing decisions.
- 1.5 **Part 1** of the principles document gives a summarised overview of the statutory framework within which most of our decisions will be made. It also includes a short profile of the Borough of Hillingdon, which is intended to set the scene from a local perspective.
- 1.6 The Council's approach to addressing the licensing objectives is discussed in detail in **Part 2**, but will be referred to, where relevant, throughout this document.
- 1.7 **Part 3** reflects that we have taken an integrated approach, as far as is possible, to ensure that the key objectives of the Act are met as well as provide important support to the Council's Community Strategy, "*Working together for a better future*" and various other core council objectives, initiatives and strategies. It also addresses the principle of non-duplication with other regulatory regimes.
- 1.8 **Parts 4 - 7** inclusive, sets out in detail the main principles this authority intends to apply when making decisions in respect of Premises Licences, Gaming and Gaming Machine Permits, Notices and Lottery Registrations.
- 1.9 **Part 8** describes our decision-making responsibilities and the allocation of those responsibilities and Part 9 comprises the various appendices referred to within the document.
- 1.10 Nothing in this policy will override the right of any person to make an application under the Act and have that application considered on its individual merits. Equally, nothing in this policy will undermine the right of any person to make representations on an application, or seek a review of a licence where there is a legal power to do so.
- 1.11 This document should be read in conjunction with the Act, Regulations made under the Act and Guidance issued by the Gambling Commission. Our Statement of Principles is designed to be a strategic (Gambling) Licensing Policy, not an operational guide to the Gambling Act or a guide to the application process.
- 1.12 This policy is supplemented by guidance documents for residents and the trade on the application and licensing process. These documents will

assist applicants and objectors in understanding their rights and responsibilities under the Act in respect of:

- applying for licences and other gambling permissions
  - making representations
  - complaints about a premises licensed under the Act and review rights
  - committee hearings and the decision making process
- The information is available on the Council's website or on request by contacting the Hillingdon Licensing Service.

## **CONSULTATION**

~~1.13 Consultation on Hillingdon's Statement of Licensing Principles lasted 12 weeks, commencing on 30<sup>th</sup> June 2006 and ending on 25<sup>th</sup> September 2006.~~

**1.13 Consultation on Hillingdon's Statement of Licensing Principles lasted 6 weeks, commencing on 17<sup>th</sup> July 2009 and ending on 28<sup>th</sup> August 2009.**

1.14 The Council has, in accordance with the section 349(3) of the Gambling Act, consulted with:

- (i) The Chief Officer of Police for the London Borough of Hillingdon
- (ii) Persons who appear to this authority to represent the interests of persons carrying on gambling businesses in the borough of Hillingdon and neighbouring boroughs
- (iii) Persons who appear to us to represent the interests of persons who are likely to be affected by the exercise of this authority's functions under the Gambling Act 2005

1.15 A comprehensive list of the persons and/or bodies we have consulted is attached at Appendix A. A summary of the consultation responses can be found on the Council's website. The full list of comments made and consideration given to those responses is available on request by contacting the Authority's Licensing Team.

## **DECLARATION**

1.16 In producing the final Statement of Principles, this Licensing Authority declares that it has had regard to the Licensing Objectives and the Gambling Act 2005, the Guidance issued by the Gambling Commission and responses from those consulted on the policy statement.

## **PROFILE OF HILLINGDON**

- 1.17 Hillingdon is a vibrant outer London Borough. Its 42 square miles make it London's second largest borough. Buckinghamshire, Hertfordshire, Surrey and the London Boroughs of Hounslow, Harrow and Ealing are our neighbours. It is home to approximately 248,000 people, representing a vast range of cultures and nationalities. Hillingdon contributes greatly to the economic success of the capital, yet it remains one of London's greenest boroughs. As the home of Heathrow airport it is also London's foremost gateway to the world. The 2001 UK census suggested that Hillingdon was a relatively affluent area. Unemployment overall was lower than the national average with 2.7% of 16 to 74 year olds registered unemployed compared to a national average of 3.4%. 26% of Hillingdon's population is children and young people aged 0-19 years.
- 1.18 A Map of Hillingdon is attached at Appendix B showing the geographical area covered by this Policy.

## **AUTHORISED ACTIVITIES**

- 1.19 Gambling' is defined in the Act as either gaming, betting or taking part in a lottery:
- (i) Gaming means playing a game of chance for a prize
  - (ii) Betting means making or accepting a bet on the outcome of a race, competition, or any other event; the likelihood of anything occurring or not occurring; or whether anything is true or not true
  - (iii) A Lottery is where persons are required to pay in order to take part in an arrangement, during the course of which one or more prizes are allocated by a process that relies wholly on chance.
- 1.20 Private gaming in private dwellings and on domestic occasions is exempt from licensing or registration providing that no charge is made for participating; only equal chance gaming takes place; and it does not occur in a place to which the public have access. Domestic betting between inhabitants of the same premises or between employees of the same employer is also exempt.
- 1.21 Non-commercial gaming and betting (where no parts of the proceeds are for private gain) may be subject to certain exemptions. Further advice should be sought from the Council's Licensing Team where appropriate.

## **LICENSING AUTHORITY FUNCTIONS**

1.22 Under the Act, the Council will be responsible for:

- Licensing of premises where gambling activities are to take place by issuing premises licences
- Issuing Provisional Statements
- Regulating Members' Clubs and Miners' Welfare Institutes who wish to undertake certain gaming activities via issuing club gaming permits and/or club machine permits
- Issuing Club Machine Permits to commercial clubs
- Granting permits for the use of certain lower stake gaming machines at unlicensed Family Entertainment Centres
- Receiving Notifications from Alcohol Licensed premises (under the Licensing Act 2003) of the use of two or less gaming machines
- Granting licensed premises gaming machine permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where more than two machines are required
- Registering Small Society Lotteries below prescribed thresholds
- Issuing Prize Gaming Permits
- Receiving and endorsing Temporary Use Notices
- Receiving Occasional Use Notices
- Providing information to Gambling Commission regarding details of Licences issued (see section on Information Exchange)
- Maintaining Register of Licences and Permits issued under these functions
- Exercising its powers of enforcement under the Act in partnership with the Gambling Commission and other relevant responsible Authorities.

## **RESPONSIBLE AUTHORITIES**

1.23 These are generally public bodies that must be notified of all applications and who are entitled to make representations to the Council if they are relevant to the licensing objectives.

1.24 Within the meaning of Section 157 of the Act, those authorities are:

- i) London Borough of Hillingdon Council Licensing Authority
- ii) The Gambling Commission
- iii) The Chief Officer of Police for the London Borough of Hillingdon (where relevant, Chief Officer of Police for Heathrow)
- iv) London Fire & Emergency Planning Authority, Hillingdon Fire Station
- v) London Borough of Hillingdon Council Planning Authority
- vi) London Borough of Hillingdon Council Environmental Protection Unit (*i.e. authority responsible for pollution and harm to human health*)

- vii) Hillingdon Local Safeguarding Board
- viii) HM Revenue and Customs
- ix) Authority for Vulnerable Adults
- x) A Licensing Authority in whose area the premises is situated (*i.e. the Council itself and also any adjoining Council where premises straddle the boundaries between the two*).

For Vessels only:

- (xi) Section 211(4) of the Act provides that the following are Responsible Authorities in addition to the authorities listed under section 157 of the Act:
  - (a) The Navigation Authority (*whose statutory functions are in relation to waters where the vessel is usually moored or berthed*)
  - (b) The Environment Agency,
  - (c) British Waterways and
  - (d) The Secretary of State for Culture, Media and Sport (DCMS)

1.25 Subject to any other person being prescribed in Regulations by the Secretary of State. The contact addresses for these authorities are illustrated at Appendix C, or available via the Council's website.

## **DESIGNATED BODY PROTECTING CHILDREN FROM HARM**

1.26 The Council is required by regulations to state the principles it will apply in exercising its powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the Licensing Authority about the protection of children from harm.

1.27 The principles are that:

- (i) The designated body must be responsible for an area covering the whole of the Licensing Authority's area
- (ii) The designated body must be answerable to democratically elected persons, rather than any particular vested interest group etc.

1.28 In accordance with the Gambling Commission's Guidance for local authorities this authority designates the Local Safeguarding Children Board (~~formally Hillingdon's Area Child Protection Committee~~) for this purpose.

1.29 The remit of the Board is to co-ordinate and scrutinise arrangements for safeguarding and promoting the welfare of Hillingdon's children. It operates throughout the Borough, is responsible for the area covered by

the Licensing Authority and this Policy; and has specialist knowledge and experience in the protection of children to fulfil this role.

## **INTERESTED PARTIES**

1.30 Interested parties can make representations about licence applications, or apply for a review of an existing licence. For the purposes of the Gambling Act 2005 interested parties will include persons who:

- (i) Live sufficiently close to premises carrying out gambling activities
- (ii) Have business interests that might be affected; and
- (iii) Represent persons listed above

1.31 We are required by regulations to state the principles we will apply in exercising our powers under the Gambling Act 2005 to determine whether a person is an interested party. This Licensing Authority's principles are set out in the following paragraphs:

### **Statement Of Principles**

1.32 Each case will be decided upon its merits. We will not apply a rigid rule to our decision- making. In the case of doubt, the benefit will be given to the party making the representation until the contrary can be shown.

1.33 Interested parties can include trade associations and unions; and residents' or tenants' associations, providing that they can show they represent someone who would be classed as an interested party in their own right. Within the meaning of the Act, interested parties can also be persons who are democratically elected such as Councillors and MPs.

1.34 Generally, the principles we will apply when deciding whether or not a person is an interested party will include looking at the size of the premises where larger premises may be considered to affect people over a broader geographical area compared to smaller premises offering similar facilities and the nature of the activities being conducted on the premises. As to the different elements of the definition of "Interested Party", the Licensing Authority will take into account the following specific matters of principle:

#### **1.35 Persons living "Sufficiently Close"**

The Licensing Authority recognises "sufficiently close to be likely to be affected" could have a different meaning for, for instance, a private resident, a residential school for children with problems and a residential hostel for vulnerable adults and will therefore deal with each representation on its individual merits.

1.36 In determining whether someone lives sufficiently close to a particular premises as to likely to be affected by the authorised activities the Council may take account of the:

- (i) Size of the premises
- (ii) Nature of the premises
- (iii) Nature of the authorised activities being proposed
- (iv) Distance of the premises from the person making the representation
- (v) Characteristics of the complainant
- (vi) Potential impact of the premises

**1.37 Persons with business interests likely to be affected**

With regard to those persons with business interests that could be affected, the Licensing Authority will (in addition to factors set out in paragraph 1.38 above) need to be satisfied that the relevant business is indeed likely to be affected and the following factors will therefore be taken into account:

- i) The 'catchment' area of the premises (i.e. how far people travel to visit); and
- ii) Whether the person making the representation has business interests in that catchment area that might be affected.
- iii) Whether or not the representation is purely based on 'competition' as the Licensing Authority does not consider this to be a relevant representation.

**1.38 Persons/bodies representing persons named above**

With regard to persons representing persons living sufficiently close and persons having business interests that may be affected, the Licensing Authority will include trade associations and unions.

1.39 Where a Councillor represents an interested party, in order to avoid conflict of interest, the Councillor cannot be part of the Licensing Committee dealing with the licence application. When in doubt, Councillors are asked to contact the Council's Legal Services to gain further advice.

1.40 Other than Councillors and MPs, this authority will require written evidence that a person represents someone who either lives sufficiently close to the premises to be likely to be affected by authorised activities and/or business interests that might be likewise affected. A letter from one of these persons confirming their wish to be represented will be sufficient.

## **EXCHANGE OF INFORMATION**

- 1.41 Under the Gambling Act, we will have a key role in providing information to the Gambling Commission to assist it in carrying out its functions. This Licensing Authority recognises the need to work closely with the Gambling Commission in exchanging information as and when required.
- 1.42 As Licensing Authority we are required to include in our policy statement the principles we intend to apply in exercising the functions under sections 29 and 30 of the Act with respect to the exchange of information between us and the Gambling Commission, and the functions under section 350 of the Act with the respect to the exchange of information between us and the other persons listed in Schedule 6 to the Act.

### **Statement of Principles**

- 1.43 This Licensing Authority will act in accordance with the provisions of the Gambling Act 2005 in its exchange of information which includes the provision that the Data Protection Act 1998 will not be contravened. The Licensing Authority will also have regard to any Guidance issued by the Gambling Commission to Local Authorities on this matter, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.
- 1.44 Details of applications and representations which are referred to a Licensing Sub-Committee for determination will be published in reports that are made publicly available in accordance with the Local Government Act 1972 and the Freedom of Information Act 2000. Personal details of people making representations will be disclosed to applicants and only be withheld from publication on the grounds of personal safety where the Licensing Authority is asked to do so.
- 1.45 The Licensing Authority will work closely with the Gambling Commission, Local Police Enforcement in Hillingdon; and with other Responsible Authorities where there is a need to determine whether there is a need for exchange of information on specific premises.
- 1.46 We are aware that the Gambling Commission recommends in its Guidance to Local Authorities that a Protocol for the sharing of such information should be established between, us, the Licensing Authority, the Gambling Commission itself and relevant Responsible Authorities in order to target agreed problem and high risk premises that require greater attention while providing a lighter touch in respect of well-run, low risk premises.

## ENFORCEMENT

1.47 Licensing authorities are required by regulation under the Gambling Act 2005 to state the principles to be applied by the authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified.

1.48 This Licensing Authority's principles are that:

(i) It will be guided by the Gambling Commission's Guidance for local authorities and it will endeavour to be:

- Proportionate: we will only intervene when necessary, remedies will be appropriate to the risk posed, and costs identified and minimised
- Accountable, with decisions being justifiable, and be subject to public scrutiny
- Consistent: rules and standards will be joined up and implemented fairly
- Transparent and Open: Licence conditions will be kept simple and user friendly
- Targeted: regulation will be focused on the problem, and minimise side effects.

(ii) The Council will avoid duplication with other regulatory regimes so far as possible.

(iii) This licensing authority will also keep itself informed of developments as regards the work of the Better Regulation Executive in its consideration of the regulatory functions of local authorities.

(iv) We note the Gambling Commission's guidance that: in order to ensure compliance with the law, this Licensing Authority must prepare a Risk -based Inspection Programme and that we carry out regular 'routine' day time programmed inspections, based on risk assessment in the categories High, Medium High, Medium and Low; and that we also carry out 'non routine' evening programmed inspections. Where one-off events are taking place under a Temporary Use Notice or Occasional Use Notice, the Licensing Authority may also carry out inspections to ensure the Licensing Objectives are being promoted.

(v) High-risk premises are those premises that require greater attention with low risk premises needing only a lighter touch so that resources are effectively concentrated on problem premises.

- 1.49 The main enforcement and compliance role for this licensing authority in terms of the Gambling Act 2005 will be to ensure compliance with the Premises Licences and other permissions which is authorises.
150. The Gambling Commission will be the enforcement body for the Operator and Personal Licences. Concerns about manufacture, supply or repair of gaming machines will not be dealt with by the licensing authority but will be notified to the Gambling Commission. This authority also understands from LACORS that the Gambling Commission will be responsible for compliance as regards unlicensed premises.
- 1.51 In considering enforcement action, the Licensing Authority will bear in mind the Human Rights Act 1998, in particular:
- i) Article 1, of the First Protocol: that every person is entitled to the peaceful enjoyment of his or her possessions, including for example the possession of a licence.
  - ii) Article 6: that in the determination of civil rights and obligations everyone is entitled to a fair hearing within a reasonable time by an independent and impartial tribunal established by law.
  - iii) Article 8: that everyone has the right to respect for his or her home and private family life
  - iv) Article 10: that everyone has the right to freedom of expression within the law.
- 1.52 Any decision to instigate legal proceedings will take account of the criteria set down in the Code of Crown Prosecution and Attorney General Guidelines.

## **PART 2 PROMOTING THE LICENSING OBJECTIVES**

2.1 In exercising its functions under the Gambling Act 2005, London Borough of Hillingdon Council will have regard to the three statutory licensing objectives, which are:

- (i) Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
- (ii) Ensuring that gambling is conducted in a fair and open way
- (iii) Protecting children and other vulnerable persons from being harmed or exploited by gambling

2.2 In promoting these objectives, the Council has considered the Gambling Commission's Guidance to Local Authorities and makes the following observations as to the principles it intends to apply when considering the three objectives:

### **PREVENTING GAMBLING FROM BEING A SOURCE OF CRIME OR DISORDER, BEING ASSOCIATED WITH CRIME OR DISORDER OR BEING USED TO SUPPORT CRIME.**

2.3 The Gambling Commission will play a leading role in preventing gambling from being a source of crime and will maintain rigorous licensing procedures that aim to prevent criminals from providing facilities for gambling.

2.4 Anyone applying to the Council for a Premises Licence will have to hold an Operating Licence from the Gambling Commission before a licence can be issued. Therefore, the Council will not generally be concerned with the suitability of an applicant. However, if during the course of considering a Premises Licence application or at any other time, the Licensing Authority receives such information that causes it to question the suitability of the applicant, those concerns will be brought to the immediate attention of the Gambling Commission.

2.5 If an application for a licence or permit is received in relation to premises which are in an area noted for particular problems with organised crime, the Council will, in consultation with the Police and other relevant Responsible Authorities, consider whether specific controls need to be applied to prevent those premises from being a source of crime. In appropriate circumstances, the Licensing Authority may consider

appropriate conditions to be attached to the Licence, such as Door Supervisors.

- 2.6 Issues of disorder should only be dealt with under the Act if the disorder amounts to a form of activity, which is more serious and disruptive than mere nuisance, and it can be shown that gambling is the source of that disorder. A disturbance might be serious enough to constitute disorder if police or ambulance assistance was required to deal with it. Another factor which could be taken into account is how threatening the behaviour was to those who could see or hear it, and whether those people live sufficiently close to be affected or have business interests that might be affected.
- 2.7 The Licensing Authority recognises that disorder may be focused on premises and therefore recommends an applicant takes such controls as necessary to prevent such disorder and nuisance. Examples may include thought given to the way that gambling is conducted on the premises, sighting of large payout machines, levels of noise from public address systems that should ideally be sited at the back of the premises away from residential areas.
- 2.8 Where there are persistent levels of disorder, the Licensing Authority will liaise closely with the Gambling Commission to consider the suitability of the applicant as an operator. In addition, the Licensing Authority will strive to have a good working relationship with the Police in accordance with any protocol that is currently in place.

## **ENSURING THAT GAMBLING IS CONDUCTED IN A FAIR AND OPEN WAY**

- 2.9 All gambling should be fair in the way it is played with transparent rules such that players know what to expect. Examples may include easily understandable information being made available on the rules and probability of winning/losing, ensuring the rules are fair and that advertising is not misleading. Further recommendations would be to ensure that the results of competitions/events are made public; and that machines, equipment and software meet the required standards set by the Gambling Commission.
- 2.10 Generally, it is for the Gambling Commission to ensure this Licensing Objective is complied with through the Operating and Personal Licence regime covering the management of a gambling business and the suitability and actions of an individual.
- 2.11 However, with regard to Race Tracks, where Betting Track Operators do not need an Operators Licence from the Gambling Commission, the role of the Licensing Authority is more significant. The Licensing Authority, in

certain circumstances, may seek to impose conditions to ensure that the environment in which betting takes place is suitable. The Licensing Authority may wish to know the nature of the venue, have sight of a plan of the track which would include access to the tent where gambling is to take place, where the operators will conduct on course betting and whether or not there are any off course betting operators.

## **PROTECTING CHILDREN AND OTHER VULNERABLE PERSONS FROM BEING HARMED OR EXPLOITED BY GAMBLING**

- 2.12 Apart from one or two limited exceptions, the intention of the Act is that children and young persons should not be allowed to gamble and should therefore be prevented from entering gambling premises which are 'adult-only' environments.
- 2.13 This Authority notes and endorses the Gambling Commission statement that: "The requirement in relation to children is explicitly to protect them from being harmed or exploited by gambling".
- 2.14 In practice, steps will generally be taken to prevent children from taking part in, or being in close proximity to, gambling especially with regard to premises situated in areas where there may be a high rate of reported truancy. There may also be restrictions on advertising so that gambling products are not aimed at children or advertised in such a way that makes them particularly attractive to children. In relation to casinos only, the Gambling Commission will be issuing a code of practice about access to casino premises for children and young persons.
- 2.15 When considering whether to grant a premises licence or permit the Council will consider whether any measures are necessary to protect children or vulnerable young persons from being harmed or exploited by gambling, such as the supervision of entrances, the segregation of gambling from areas frequented by children and the supervision of gaming machines in non-adult gambling specific premises, such as pubs, clubs, betting tracks etc. These measures will be particularly relevant on mixed use premises, tracks where children have freedom of movement in betting areas on race days and in particular to the non-gambling areas of casinos. Other such measures may include appropriate signage, location of machines and numbers of staff on duty.
- 2.16 Whilst the Gambling Act does not prohibit vulnerable groups in the same manner as children and young persons, with regard to vulnerable people, the Licensing Authority will consider whether or not any measures have been taken to protect such a group. Any such considerations will be balanced against the Licensing Authority's aim to permit the use of premises for gambling; each application will be treated on its own merit.

The term "vulnerable persons" has not been defined under the Act, but in seeking to protect vulnerable people the Council will consider that "vulnerable persons" include (but not limited to):

- (i) People who gamble more than they want to
- (ii) People who gamble beyond their means, and
- (iii) People who may not be able to make informed or balanced decisions about gambling, perhaps due to a mental impairment, alcohol or drugs

2.17 Children (defined in the Act as under 16s) and young persons (16-17s) may take part in private and non-commercial betting and gaming but the Act contains a number of restrictions on the circumstances in which they may participate in gambling or be on premises where gambling is taking place. An adult is defined as 18 and over. In summary:

- i) Betting Shops cannot admit anyone under 18
- ii) Bingo Clubs may admit those under 18 but must have policies to ensure they do not gamble, except on category D machines
- iii) Adult Entertainment Centres cannot admit those under 18
- iv) Family Entertainment Centres and premises with an alcohol premises licence such as pubs) can admit under-18s, but they may not play category C machines which are restricted to those over 18
- v) Clubs with a Club Premises Certificate can admit under-18s, but they must have policies to ensure those under 18 do not play machines other than category D machines
- vi) Tracks will be required to have policies to ensure that under 18s do not participate in gambling other than on category D machines.

2.18 With this Licensing Objective in mind, the Licensing Authority will take particular care when considering applications for more than one licence for a building and those relating to a discrete part of a building used for other non-gambling purposes, such as shopping malls. Where relevant, applicants will be expected to take measures to ensure young persons, and children are not in close proximity to gambling. Such measures could include sighting machines at the back of a premises so as to ensure young children do not have sight of such machines, not advertising gambling so as to encourage children and ensuring there is no accidental access to observe or enter premises used for gambling.

- 2.19 The Licensing Authority recommends that measures are taken to ensure entrances and exits from parts of a building covered by one or more licences are separate and identifiable so that people do not drift into a gambling area in error. Such measures could include appropriate signage, physically separating Family Entertainment Centres and Adult Gaming Centres, and supervision of entrances.
- 2.20 The Licensing Authority will pay particular attention to applications where access to the licensed premises is through another premises and will consider whether or not children can gain access; the compatibility of the two establishments and its ability to comply with requirements of the Gambling Act. The Licensing Authority will also consider whether the co-location of the licensed premises with other facilities will create an arrangement that is likely to be prohibited under the Act.
- 2.21 The Licensing Authority will consider multiple licences carefully and applicants are recommended to configure these buildings carefully if they seek to develop multi purpose developments and in particular consider how they will protect children from being harmed by gambling as well as preventing children from being in close proximity to gambling. Applicants are also requested to consider entrances and exits from parts of the building covered by one or more licences. These exits and entrances should be separate and identifiable to ensure children do not 'drift' into a gambling area.
- 2.22 The Licensing Authority recommends that all staff is suitably trained and aware of the Gambling laws, social responsibility and statutory requirements related to age restrictions on gaming machines. Appropriate measures should be taken to prevent under age use of such machines, including clear and appropriate signage, an approved Proof of Age scheme, a requirement for staff to be vigilant and aware at all times and ensuring the Adult Gaming area is not visible from the street.
- 2.23 The Council will always treat each case on its own individual merits and when considering whether specific measures are required to protect children and other vulnerable people it will balance its considerations against the overall principle of aiming to permit the use of premises for gambling.
- 2.24 When determining the location of proposed gambling facilities, this Licensing Authority in appropriate circumstances, will consider very carefully the following factors when considering applications for Premises Licences, permits and other permissions:
- i) Proximity of premises to local schools

- ii) Proximity of premises to centres that pose a high risk to vulnerable and young persons
- iii) Proximity of premises to residential areas where there is a high concentration of children and young people
- iv) Proximity of premises to places of worship, particularly where Sunday Schools are in operation

## PART 3 INTEGRATING STRATEGIES AND OTHER REGULATORY REGIMES

### INTEGRATING STRATEGIES

- 3.1 The Council considers that the Licensing Statement of Principles should provide clear indications of how we, as Licensing Authority, will secure the proper integration of this policy with local crime prevention, planning, transport, tourism, equalities and diversity schemes together with other council plans introduced for the management of town centres and the night-time leisure economy. Many of these strategies are not directly related to the promotion of the three licensing objectives, but indirectly impact upon them. Coordination and integration of such policies, strategies and initiatives, so far as is possible and consistent with the licensing objectives, is therefore important to us. We will liaise with the relevant authorities or its directorates with regard to this and in doing so adopt a multi-disciplinary approach to ensure proper integration of local and national strategies to promote the licensing objectives, including making arrangements for the Council's Licensing Committee to receive reports from time to time on the:
- i) Needs of the local tourist economy;
  - ii) Cultural strategy for the area;
  - iii) Employment situation in the area and the need for new investment and employment where appropriate;
  - iv) Local Crime Prevention Strategies
  - v) Race Equality Schemes
  - vi) Enforcement Policy
- 3.2 Reports to the Licensing Committee from other relevant departments should enable the various agencies or departments with their own strategies, aims and objectives to keep the Licensing Committee aware of the wider picture in pursuance of the licensing objectives. It is our intention that we will, through the Council's Licensing Committee, monitor how the matters above set out impact on the licensing of gambling activities and facilities and other functions in order to achieve seamless integration of our licensing function with other relevant strategies and initiatives.
- 3.3 In order to avoid duplication with other statutory regimes, the Licensing Authority will not attach conditions to a licence unless they are considered necessary for the promotion of the licensing objectives. Conditions will generally be considered unnecessary if they are already adequately covered by other legislation.**

**3.4 Similarly, where other legislation confers powers on inspection and enforcement agencies in relation to separate activities and concerns relating to licensed premises, this policy does not affect the continued use of such powers by the relevant agency.**

~~3.3 The following sub-sections outlines some of the Councils related strategies and how the Council intends to seek to meet the aim of integrating its licensing functions with them as far as possible:~~

#### ~~Community Strategy 2005–2015~~

~~3.4 The Community Strategy for Hillingdon, entitled "*Working together for a better future*", describes the sort of place we would like Hillingdon to be in the future based on how local residents, community groups and businesses have told us Hillingdon should develop over the ten years of the Strategy's life. It is a collaborative piece of work developed by a group of leading figures in the council, police and health services; business and educational institutions and community groups. The partnership is called "*Hillingdon Partners*".~~

~~3.5 Of these partners, our borough's Police Service, in particular, have a statutory and key role to play in assisting the Council to deliver its licensing service and the licensing objectives under the Act, and so we are committed to develop this relationship specific to this service area. We are already building on local policing initiatives to develop stronger neighbourhoods, where the police and their partners can share information with local businesses and the rest of Hillingdon.~~

~~3.6 Our Community Strategy identifies a series of short, medium and long-term targets and goals for our community. Namely, we want to make Hillingdon:~~

- ~~● A borough of learning and culture~~
- ~~● A safe borough~~
- ~~● A clean and attractive borough~~
- ~~● A borough with improving health, housing and social care~~
- ~~● A prosperous borough~~
- ~~● A borough where opportunities are open to all; and~~
- ~~● A borough where children and young people are healthy, safe and supported~~

~~3.7 We, as Licensing Authority, share and support the hopes, concerns and desires of the local peoples as expressed in the strategy. The Licensing Authority also shares and supports the aim of Hillingdon becoming a diverse, attractive and successful borough. This includes, amongst other things, a place where our children and young people will be well educated~~

and better equipped to prosper in their adult lives; and where enterprise is encouraged, businesses supported and new jobs created for local people. Insofar as is consistent with the promotion of the licensing objectives, we will seek to exercise our powers so as to achieve these aims.

### **Community Safety Strategy 2005 – 2008**

3.8 Again, this strategy is the result of collaborative work of the Hillingdon Community Safety Partnership, which was formed following the introduction of the Crime and Disorder Act 1998. In brief, this strategy outlines 6 key priorities for successful crime and disorder reduction in Hillingdon:

- Feeling safer
- Anti-social behaviour
- Hate crime
- Motor vehicle crime
- Residential burglary; and
- Violent crime

3.9 The strategy also recognises that business crime, amongst others that did not emerge as a priority for the borough, could have a major impact on crime and disorder and anti-social behaviour in Hillingdon. This may include gambling-related crime. The strategy recognises that the cost of business crime can be considerable and that improved dialogue with businesses will enable resources and projects to be better targeted to specific business needs and problem areas. Hillingdon Community Partnership encourages the development of a Business Crime Reduction Partnership, which the Licensing Authority fully supports.

3.10 Similarly, with one of the licensing objectives being "preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime" this policy clearly supports the priorities of the Community Safety Strategy. We also endorse the partnerships pledge not to treat the identified target areas as set in stone, since circumstances can change as new crimes or community concerns emerge. It is our view that responsible licence holders can significantly contribute towards these aims directly and indirectly through the proper management of their premises and by supporting the police in their efforts to detect crimes and their perpetrators.

3.11 In the same connection, local authorities must fulfil obligations under Section 17 of the Crime and Disorder Act 1998 which places a duty on them to do all they can to reasonably prevent crime and disorder in their area when carrying out their various functions. This obligation applies

~~equally when carrying out our licensing functions under the Gambling Act. The purpose behind the Section 17 obligation is that the level of crime and its impact is influenced by decisions and activities taken in the day to day business of local bodies and organisations like us. It is aimed at giving the vital work of crime and disorder reduction focus across the wide range of local services and putting it at the heart of decision-making.~~

#### ~~Children And Young People's Plan 2006-2009~~

~~3.12 Hillingdon's Children and Young People's Partnership Board (CYPSPB) have developed a plan for creating a better life for Hillingdon's children and young people, with the aim of being a borough where children and young people are healthy, safe and supported, valued, properly educated and given the opportunity to thrive. It is a comprehensive strategic document, which sets out the Council's vision for children and young people and a strategy for achieving it. It also complements other developments currently underway, all aimed at improving the outcomes for children and young people of Hillingdon so that they can fulfil their full potential in the community and society at large.~~

~~3.13 Although the strategy recognises the importance of leisure and recreation, it also clearly underlines the need to prevent harm and provide support for our children and young people. This policy clearly supports this priority and it is in the Licensing Authority's view an important one that we take very seriously. Not least, the third objective under the Gambling Act is "protecting children and other vulnerable persons from being harmed or exploited by gambling". We are aware that the Gambling Commission has stated that: "the requirement in relation to children is explicitly to protect them from being harmed or exploited by gambling". In this context we expect licence holders to work with the local community and the police to decrease the risk of harm to children and young people that may be caused by the activities taking place in their premises. This includes protecting them from falling victim to gambling-related crime or being tempted into criminal activity. We will in turn consider whether or not specific measures are necessary to protect children and young people at particular premises.~~

#### ~~Planning And Building Control Policies~~

~~3.14 When determining an application, the Hillingdon Licensing Authority cannot take into account the likelihood of the applicant obtaining planning permission, listed building consent or building regulations approval. This policy seeks to stress that the planning, building control and licensing regimes will be properly separated to avoid duplication and inefficiency.~~

~~3.15 Licence applicants need to know that if a premises licence is granted in the absence of planning permission, this does not make consent from the Planning Authority a formality. Equally, having obtained planning permission beforehand does not guarantee a successful licence application. Consequently, licensing applications should not be seen as a re-run of previous planning applications and should not cut across decisions taken by other committees of the Council or following appeals against decisions taken by those committees.~~

~~3.16 To ensure proper integration with the Council's planning policies, the Licensing Committee will provide reports to the Planning Committee, where appropriate, on the situation regarding premises licensed for gambling in the area, including the general impact of gambling-related crime and disorder to enable the Planning Committee to have regard to such matters when making its decisions and avoid unnecessary overlap.~~

#### ~~AVOIDING DUPLICATION WITH OTHER REGULATORY REGIMES~~

~~3.17 In addition to planning and building control, the Council enforces many other statutory requirements that relate to licensed premises. These include health and safety, food safety, control of nuisances and anti-social behaviour etc, each enshrined in separate pieces of legislation. When exercising its licensing functions the licensing authority will, so far as is possible, seek to avoid duplication of other regulatory regimes.~~

~~3.18 The non-duplication principle should also be taken to mean that, as far as possible, the Council will not attach conditions to a licence unless they are considered necessary for the promotion of the licensing objectives. Conditions will generally be considered unnecessary if they are already adequately covered by other legislation.~~

## **PART 4**

### **PREMISES LICENCES**

#### **GENERAL PRINCIPLES**

- 4.1 Premises Licences authorise the provision of gambling facilities on the following:
- i) Casino Premises
  - ii) Bingo Premises
  - iii) Betting Premises, including race tracks used by betting intermediaries
  - iv) Adult Gaming Centres
  - v) Family Entertainment Centres
- 4.2 Except in the case of Tracks (where the occupier may not be the person offering gambling), Premises Licences will only be issued to people with the relevant Operating Licences.
- 4.3 Premises Licences will be subject to the permissions/restrictions set out in the Gambling Act 2005 and regulations, as well as specific mandatory and default conditions which will be detailed in regulations issued by the Secretary of State.
- 4.4 We as the Licensing Authority will be able to exclude default conditions and also attach other conditions, where we believe it to be appropriate.
- 4.5 Under the Act the Hillingdon Council has no discretion to grant Premises Licences in circumstances where that would mean departing from the Gambling Commission Guidance and Codes of Practice and this Licensing Authority's own Statement of Licensing Principles. Therefore, our primary focus shall be to aim to permit the use of premises for gambling in so far as we think it:
- i) In accordance with any relevant Code of Practice issued by the Gambling Commission
  - ii) In accordance with any relevant Guidance issued by the Gambling Commission
  - iii) Reasonably consistent with the Licensing Objectives and
  - iv) In accordance with this Statement of Licensing Principles
- 4.6 The Council appreciates that gambling can be an emotive subject but acknowledges and endorses the Gambling Commission Guidance that

“moral objections to gambling are not a valid reason to reject applications for premises licences “ (except as regards any “no casino resolution”) and also that unmet demand is not a criterion for a Licensing Authority.

- 4.7 We recognise that the responsibility for an individual's gambling is his or her own and that the responsibility to exercise a duty of care lies with the site operator. However, the Licensing Authority recommend applicants for Adult Gaming and Family Entertainment Centres to consider adopting BACTA's *Code of Social Responsibility and Good Practice* and where gaming machines are concerned, applicants are recommended to adopt BACTA's *Code of Practice for AWP's* in Family Entertainment Centres and Adult Gaming Centres.
- 4.8 Where there are age restrictions on entry to certain premises, the Licensing Authority recommends applicants consider and adopt BACTA's and GamCare's joint training initiative on a *Site Age-of-Entry Control Policy*.
- 4.9 We also recognise that most customers are able to enjoy and control their gambling, however, where there are those who are unable to control gambling, the Licensing Authority recommends that applicants adopt BACTA's and GamCare's *Site Self-Exclusion Policy* for those particular clients to request their exclusion for a fixed period.

### **Definition of Premises**

- 4.10 Premises are defined in the Act as “any place”. Different premises licences cannot apply in respect of a single premise at different times. It is however possible for a single building to be subject to more than one premises licence, providing that each licence is for a different part of the building and such different parts can reasonably be regarded as different premises.
- 4.11 The Council will judge each case on its individual merits to decide as a matter of fact, whether different parts of a building can be properly regarded as being separate premises.
- 4.12 We note that the Gambling Commission, in their guidance, do not consider that areas of a building that are artificially or temporarily separate can be properly regarded as different premises. We support this view.
- 4.13 This licensing authority takes particular note of the Gambling Commission's Guidance for Local Authorities, which states that:
- i) Licensing Authorities should take particular care in considering applications for multiple licences for a building and those relating to a

discrete part of a building used for other (non-gambling) purposes. In particular, they should be aware that entrances and exits from parts of a building covered by one or more licences should be separate and identifiable so that the separation of different premises is not compromised and that people do not 'drift' into a gambling area.

- ii) Licensing authorities should pay particular attention to applications where access to the licensed premises is through other premises (which themselves may be licensed or unlicensed). Clearly there will be specific issues that authorities should consider before granting such applications, for example, whether children can gain access; compatibility of the two establishments; and the ability to comply with the requirements of the Act. But in addition an overriding consideration should be whether, taken as a whole, the co-location of the licensed premises with other facilities has the effect of creating an arrangement that otherwise would, or should, be prohibited under the Act.

### **Provisional Statement**

- 4.14 Under the Act an applicant cannot obtain a full premises licence until the premises in which it is proposed to offer the gambling are constructed. The Gambling Commission has advised that reference to the term, "the premises" are to the premises in which gambling may now take place. Therefore a licence to use premises for gambling will only be issued in relation to premises that are ready to be used for gambling.
- 4.15 It is a question of fact and degree whether premises are finished to a degree that they can be considered for a premises licence. The Gambling Commission emphasises that requiring the building to be complete ensures that the Licensing Authority can, if necessary, inspect it fully, as can other responsible authorities, with inspection rights under the Act.

### **Location**

- 4.16 The Gambling Commission Guidance stipulates that demand issues cannot be considered in relation to the location of premises but that considerations made in terms of the licensing objectives can.
- 4.17 In accordance with the Gambling Commission's Guidance for Local Authorities, this Licensing Authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder.
- 4.18 This authority has not adopted any specific policy in relation to areas where gambling premises should not be located. Should any such policy be decided upon, this policy statement will be updated accordingly. It

should be noted that any such future policy will not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant showing how any potential concerns can be overcome.

### **Duplication with other regulatory regimes**

- 4.19 This authority will seek to avoid any duplication with other statutory or regulatory systems where possible, including the statutory planning regime.
- 4.20 We emphasise that under section 210 of the Act this Licensing Authority is not entitled to have regard to whether or not a proposal by the applicant is likely to be permitted in accordance with the law relating to planning or building control.
- 4.21 The Planning Department are a Responsible Authority under this Act and have the opportunity to make representations should they desire so to do. The Licensing Authority will therefore consider relevant representations from the local planning authority about the effect of the grant of a premises licence on an extant planning permission where this relates to the licensing objectives, a Commission code of practice, or this Statement of Policy. This authority will also listen to, and consider carefully, any concerns about conditions that cannot be met by licensees due to planning restrictions, should such a situation arise. Otherwise the two regimes will be treated as completely separate.

### **Conditions**

- 4.22 Any conditions attached to licences will be proportionate and will be:
- i) Relevant to the need to make the proposed building suitable as a gambling facility
  - ii) Directly related to the premises and the type of licence applied for;
  - iii) Fairly and reasonably related to the scale and type of premises:  
and
  - iv) Reasonable in all other respects.
- 4.23 Decisions upon individual conditions will be made on a case-by-case basis, although there will be a number of control measures this licensing authority will consider utilising should there be a perceived need, such as the use of door supervisors, supervision of adult gaming machines, appropriate signage for adult-only areas etc. There are specific comments made in this regard under each of the licence types below.

- 4.24 This policy acknowledges that there are conditions that the licensing authority cannot attach to premises licences:
- i) Any condition on the premises licence which makes it impossible to comply with an operating licence condition
  - ii) Conditions relating to gaming machine categories, numbers, or method of operation
  - iii) Conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated) and
  - iv) Conditions in relation to stakes, fees, winning or prizes.

### **Door Supervisors**

- 4.25 The Gambling Commission advises in its Guidance for local authorities that Licensing Authorities may consider whether there is a need for door supervisors in terms of the licensing objectives of protection of children and vulnerable persons from being harmed or exploited by gambling, and also in terms of preventing premises becoming a source of crime.
- 4.26 This policy recognises that door supervisors at bingo or casino premises cannot be licensed by the Security Industry Authority (SIA). This Licensing Authority does not have specific requirements for door supervisors working at bingo or casino premises. Each case will be determined on its individual merits.
- 4.27 It is noted that for premises other than casinos and bingo premises, operators and licensing authorities may decide that supervision of entrances or machines is appropriate for particular cases but it will need to be decided whether these need to be SIA licensed or not. It will not be automatically assumed that they need to be.

### **CASINO PREMISES**

- 4.28 This Licensing Authority has not passed a '*no casino*' resolution, under Section 166 of the Gambling Act 2005, to prohibit casinos in the Borough at present, but is aware that it has the power to do so. The Council reserves its right to review this situation and may at some time in the future resolve not to permit casinos.
- 4.29 Should the Council choose to make such a resolution, this will be a resolution of full Council following considered debate and the reasons for making the resolution will be given.

### **BINGO PREMISES**

- 4.30 Bingo is a class of equal chance gaming and will be permitted in alcohol licensed premises and in clubs provided it remains below a certain threshold, otherwise it will be subject to a bingo operating licence which will have to be obtained from the Gambling Commission.
- 4.31 The holder of a Bingo Operating Licence will be able to provide any type of bingo game including cash and prize bingo. Where bingo is permitted in alcohol licensed and non-gambling premises, this must not become a predominant commercial activity, otherwise a bingo operating licence will be required.
- 4.32 Commercial bingo halls will require a bingo premises licence from the Council. Amusement arcades providing prize bingo will require a prize gaming permit from the Council.
- 4.33 In each of the above cases it is important that where children are allowed to enter premises licensed for bingo, in whatever form, they are not allowed to participate in any bingo game, other than on category D machines. When considering applications of this type the Council will therefore take into account, among other things, the location of the games or machines, access to those areas, general supervision of the premises and the display of appropriate notices.
- 4.34 The Licensing Authority recognises that there is no ban on children or young people having access to Bingo premises, that it is illegal for Under 18s to play or use Category B and C machines and that they cannot be employed in providing facilities for gambling or bingo premises. In any event, children under 16 cannot be employed in any capacity at a time when facilities for playing bingo are being offered. 16 and 17 year olds may be employed while bingo is taking place provided the activities on which they are employed are not connected with the gaming or gaming machines. Where children aged 16 and 17 are employed in bingo premises, the Licensing Authority would expect to see sufficient controls restricting access to Category B and C machines.
- 4.35 A limited number of gaming machines may also be made available at Bingo licensed premises. Where category C or above machines are available in premises to which children are admitted, the licensing authority will seek to ensure that:
- i) All such machines are located in an area of the premises separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance

- ii) Only adults are admitted to the area where these machines are located
  - iii) Access to the area where the machines are located is supervised
  - iv) The area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder and
  - v) At the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.
- 4.36 With regard to segregation of Category B and C machines from Category D machines, there is a requirement that there must be clear segregation between these types of machine so that children do not have access to Category B or C machines and the Licensing Authority will take into account any guidance issued by the Gambling Commission in the light of any regulations made by the Secretary of State.

### **Members' Clubs and Commercial Clubs**

- 4.37 Bingo may be provided at clubs and institutes either in accordance with a permit or providing that the limits in section 275 of the Act are complied with. These restrictions limit the aggregate stake or prizes within any seven days to £2000, and require the Commission to be notified as soon as is reasonably practicable if that limit is breached. Stakes or prizes above that limit will require a Bingo Operators Licence and the corresponding Personal and Premises licences.
- 4.38 With regard to turnover, where the Licensing Authority is suspicious that a licensee or club exceeds the turnover in the required 7-day period, the Licensing Authority will inform the Gambling Commission accordingly.
- 4.39 The Licensing Authority will take into account any additional guidance issued by the Gambling Commission in relation to the suitability and layout of bingo premises.

### **BETTING PREMISES**

- 4.40 The Licensing Authority is responsible for issuing and monitoring Premises Licences for all betting premises. Anyone wishing to operate a betting office will require a Betting Premises Licence from the Council.
- 4.41 Children and young persons will not be able to enter premises with a betting premises licence.
- 4.42 Betting premises will be able to provide a limited number of gaming machines and some betting machines.

- 4.43 The Council has the power to restrict the number of betting machines, their nature and the circumstances in which they are made available. It will not generally exercise this power though unless there are good reasons to do so taking into account, among other things: the size of the premises, the level of management, supervision and ability of staff to monitor the use of machines especially where children and young or vulnerable people are concerned; and the number of counter positions available for person-to-person transactions.

## **TRACKS**

- 4.44 Only one Premises Licence can be issued for any particular premises at any time unless the premises is a 'track'. A track is a site where races or other sporting events take place.
- 4.45 Track operators are not required to hold an 'Operators Licence' granted by the Gambling Commission. Therefore, premises licences for tracks, issued by the Council are likely to contain requirements for premises licence holders about their responsibilities in relation to the proper conduct of betting. Track operators will have an important role to play, for example in ensuring that betting areas are properly administered and supervised.
- 4.46 Although there will primarily be a betting premises licence for the track, there may be a number of subsidiary licences authorising other gambling activities to take place. Unlike betting offices, a betting premises licence in respect of a track does not give an automatic entitlement to use gaming machines.
- 4.47 Licensing authorities have a power under the Gambling Act 2005 to restrict the number of betting machines, their nature and the circumstances in which they are made available, by attaching a licence condition to a betting premises licence. When considering whether to exercise its power to restrict the number of betting machines at a track the Council will consider the circumstances of each individual application and, among other things will consider the potential space for the number of machines requested, the ability of track staff to supervise the machines, especially if they are scattered around the site, and the ability of the track operator to prevent children and young persons and vulnerable people betting on the machines.
- 4.48 This Licensing Authority is aware that the Gambling Commission may provide further specific guidance as regards tracks. We have taken note of the Guidance from the Gambling Commission which highlights that tracks are different from other premises in that there may be more than one premises licence in effect and that the track operator may not be required to hold an operator licence as there may be several premises

licence holders at the track which will need to hold their own operator licences.

- 4.49 There may be some specific considerations with regard to the protection of children and vulnerable persons from being harmed or exploited by gambling and this authority would expect the premises licence applicants to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. It is noted that children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog-racing and/or horse racing takes place, although they are still prevented from entering areas where gaming machines (other than category D machines) are provided.
- 4.50 Measures such as the use of self-barring schemes, provision of information leaflets and helpline numbers for organisations such as GamCare will be considered suitable in relation to the protection of children and vulnerable people.
- 4.51 Where appropriate, in order for the Licensing Authority to gain a proper understanding of what it is being asked to licence, applicants will be asked to:
- i) Provide a detailed plan of the grounds indicating where the betting is to take place and the location of the race track;
  - ii) In the case of dog tracks and horse racecourses, indicate the location of any fixed and mobile pool betting facilities operated by the Tote or track operator as well as any other proposed gambling facilities;
  - iii) Evidence measures taken to ensure the third Licensing Objective will be complied with;
  - iv) Indicate what arrangements are being proposed for the administration of the betting; the Gambling Commission and Licensing Authority recommend that betting takes place in areas reserved for, and identified as being for, that purpose.
  - v) Define the areas of the track that will be used by on course operators visiting the track on race days.
  - vi) Define any temporary structures erected on the track for providing facilities for betting.
  - vii) Define the location of any gaming machines (if any).
- 4.52 Plans should make clear what is being sought for authorisation under the track betting premises licence and what, if any, other areas are to be subject to a separate application for a different type of premises licence.

### **Betting Machines at Tracks**

- 4.53 In addition to the comments above at betting machines in betting premises, similar considerations apply in relation to tracks, where the potential space for such machines may be considerable, bringing with it significant problems in relation to the proliferation of such machines, the ability of track staff to supervise them if they are scattered around the track and the ability of the track operator to comply with the law and prevent children betting on the machine. The licensing authority may consider restricting the number and location of betting machines, in the light of the circumstances of each application for a track betting premises licence.
- 4.54 This licensing authority notes the Commission's view, that it would be preferable for all self-contained premises operated by off-course betting operators on tracks to be the subject of separate premises licences. This would ensure that there was clarity between the respective responsibilities of the track operator and the off-course betting operator running a self-contained unit on the premises.

#### **Condition on rules being displayed**

- 4.55 In line with guidance from the Gambling Commission the Council will attach a condition to track premises licences requiring the track operator to ensure that the rules are prominently displayed in or near the betting areas, or that other measures are taken to ensure that they are made available to the public. For example, the rules could be printed in the race-card or made available in leaflet form from the track office.

#### **ADULT GAMING CENTRES**

- 4.56 As no one under the age of 18 is permitted to enter an Adult Gaming Centre, this Licensing Authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the Licensing Authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the premises. Applicants are recommended to consider this Licensing Objective very carefully when applying for an Adult Gaming Centre.
- 4.57 As regards the protection of vulnerable persons, this Licensing Authority will consider measures such as the use of self-barring schemes, provision of information leaflets or helpline numbers for organisations such as GamCare.
- 4.58 Where the Adult Gaming Centre is situated in a complex such as an airport, shopping area or motorway services station, the Licensing

Authority will pay particular attention to the location of entry so as to minimise opportunities for children gaining access.

### **FAMILY ENTERTAINMENT CENTRES (FECs)**

4.59 There are two classes of family entertainment Centres. Licensed FECs provide Category C and D machines and require a Premises Licence. Unlicensed FECs provide Category D machines only and are regulated through FEC Gaming Machine Permits.

#### **(Licensed) Family Entertainment Centres**

4.60 Children and young persons may enter FECs but are not permitted to play Category C machines. This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to ensure that there will be sufficient measures to prevent under 18 year olds having access to the adult only gaming machine areas.

4.61 With regard to vulnerable persons, the Licensing Authority will consider measures such as the use of self barring schemes, provision of information leaflets / help line numbers for organizations such as GamCare as appropriate measures.

4.62 With regard to segregation of Category C machines in licensed FECs, there is a requirement that there must be clear segregation between the two types of machine so that children do not have access to Category C machines and the Licensing Authority will take into account any guidance issued by the Gambling Commission in the light of any regulations made by the Secretary of State.

4.63 Applicants are recommended to visit the Gambling Commission's web site in order to familiarise themselves with the conditions applicable to these premises.

#### **Statement of Principles**

4.64 As these premises are open to children and young persons, the Licensing Authority will wish to see additional information, such as:

- i) A plan of the premises showing clear segregation of Category C and D machines.
- ii) Clear Notices excluding 18 year olds from the designated areas where Category C machines are located;
- iii) Age Restriction Policy;
- iv) Evidence of ongoing staff training in administering all aspects of age restriction policy;

- v) Solid physical barriers separating adult gaming area from the main floor, i.e. the barriers to be a min. of 1 metre in height from the floor;
- vi) Completion of a training programme in social awareness in respect of gambling
- vii) Evidence of compliance with BACTA's Code of Practice

## **TRAVELLING FAIRS**

- 4.65 Travelling fairs do not require any permit to provide gaming machines but must comply with the legal requirements on the way the machine operates. They may provide an unlimited number of Category D gaming machines and it will fall to the licensing authority to decide whether, where category D machines and/or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.
- 4.66 The Licensing Authority will consider whether or not a travelling fair falls within the statutory definition of a travelling fair and recognises that the 27 day statutory maximum for the land being used as a fair, is per calendar year, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. The Licensing Authority will work with the neighbouring authorities to ensure that land that crosses joint boundaries is monitored so that the statutory limits are not exceeded.

## **REVIEW OF PREMISES LICENCES**

- 4.67 A Premises Licence may be reviewed by the Licensing Authority itself following an application or on its own volition. An Interested Party or Responsible Authority may also request that a premises licence be reviewed.
- 4.68 However, it is for the Licensing Authority to decide whether or not the review is to be carried out. This will be on the basis of whether the request for the review is relevant to the matters listed below as well as consideration as to whether the request is frivolous, vexatious, will certainly not cause the Authority to wish to alter/revoke/suspend the licence or whether it is substantially the same as previous requests for review.
- 4.69 The review will be:

- i) In accordance with any relevant Code of Practice issued by the Gambling Commission
  - ii) In accordance with any relevant Guidance issued by the Gambling Commission
  - iii) Reasonably consistent with the Licensing Objectives and
  - iv) In accordance with the Licensing Policy Statement.
- 4.70 Licensing Authority officers may be involved in the initial investigations of complaints leading to a review, or may try informal mediation or dispute resolution before a full review is conducted.
- 4.71 The Licensing Authority can also initiate a review of a licence on the basis of any reason that it thinks is appropriate. This can extend to a review of a class of licences where it considers particular issues have arisen.

## **PART 5 GAMING PERMITS**

### **INTRODUCTION TO PERMITS**

- 5.1 Permits are required when premises provide a gambling facility but either the stakes and prizes are very low or gambling is not the main function of the premises. The permits regulate gambling and the use of gaming machines in a specific premises.
- 5.2 The Licensing Authority is responsible for issuing the following permits:
- Family Entertainment Centre (FEC) Gaming Permits
  - Club Gaming Permits and Club Machine Permits
  - Alcohol –licensed Premises Gaming Machine Permits
  - Prize Gaming permits
- 5.3 The Licensing Authority may only grant or reject an application for a permit and cannot impose or attach any conditions.
- 5.4 There are different considerations to be taken into account when considering the different types of permit applications. Please refer to the relevant parts of this below.

### **GAMING MACHINES**

- 5.5 A gaming machine can cover all types of gambling activity, which can take place on a machine, including betting on virtual events. A machine is not a gaming machine if the winning of a prize is determined purely by the player's skill. However, any element of chance imparted by the action of the machine would cause it to be a gaming machine.
- 5.6 Where the Licensing Authority is uncertain of whether or not a machine is a gaming machine as defined under the Act, it will seek the advice of the Gambling Commission.
- 5.7 There are four classes of gaming machines: Categories A, B, C and D, with category B further divided in sub-categories B1, B2, B3 and B4. The table below sets out the current maximum stakes and prizes that apply to each category:

**CATEGORIES OF GAMING MACHINES**

CATEGORY	MAXIMUM STAKE	MAXIMUM PRIZE
<b>A</b>	Unlimited	Unlimited
<b>B1</b>	£2	£4,000
<b>B2</b>	£100 (in multiples of £10)	£500
<b>B3</b>	£1	£500
<b>B3A</b>	£1	£500
<b>B4</b>	£1	£250
<b>C</b>	£1	£70
<b>D*</b>	-	-
<b>D</b> non-money prize (other than crane grab machine)	30p	£8
<b>D</b> non-money prize (crane grab machine)	£1	£50
<b>D</b> money prize	10p	£5
<b>D</b> combined money and non-money prize (other than coin pusher or penny falls machines)	10p	£8 (of which no more than £5 may be a money prize)
<b>D</b> combined money and non-money prize (coin pusher or penny falls machine)	10p	£15 (of which no more than £8 may be a money prize)

\* Category D machines with a 10p stake are entitled to offer prizes of up to £5 in cash, or up to £5 in cash and £3 in non-monetary prizes. Category D machines with a 30p stake can offer £8 in non-monetary prizes only.

- 5.8 The Gambling Act also prescribes the maximum number and category of gaming machines that are permitted in each type of gambling premises. This includes premises with permit entitlements, as well as licensed premises (see table on page 44 below):

**NUMBER OF GAMING MACHINES BY PREMISES TYPE**

TYPE	GAMING TABLES (MINIMUM)	GAMING MACHINES
REGIONAL CASINO	40	25 GAMING MACHINES CATEGORY A TO D FOR EACH TABLE AVAILABLE FOR USE MAXIMUM OF 1,250 MACHINES
LARGE CASINO	1	5 GAMING MACHINES CATEGORY B TO D FOR EACH TABLE AVAILABLE FOR USE MAXIMUM OF 150 MACHINES
SMALL CASINO	1	2 GAMING MACHINES CATEGORY B TO D FOR EACH TABLE AVAILABLE FOR USE MAXIMUM 80 MACHINES
BINGO PREMISES	N/A	8 GAMING MACHINES CATEGORY B3 AND B4 UNLIMITED MACHINES CATEGORY C UNLIMITED CATEGORY D MACHINES
BETTING PREMISES	N/A	4 GAMING MACHINES CATEGORY B2 TO D
TRACK BETTING PREMISES WHERE POOL BETTING LICENCE HELD	N/A	4 GAMING MACHINES CATEGORY B2 TO D
ADULT GAMING CENTRE	N/A	4 GAMING MACHINES CATEGORY B3 TO D UNLIMITED CATEGORY C UNLIMITED CATEGORY D
FAMILY ENTERTAINMENT CENTRE WITH OPERATING LICENCE	N/A	UNLIMITED GAMING MACHINES CATEGORY C TO D
FAMILY ENTERTAINMENT CENTRE WITH GAMING PERMIT	N/A	UNLIMITED GAMING MACHINES CATEGORY D
MEMBERS CLUB PREMISES	N/A	3 GAMING MACHINES CATEGORY B4 TO D
ON SALES ALCOHOL LICENSED PREMISES WITHOUT FOOD RESTRICTION	N/A	2 GAMING MACHINES CATEGORY C TO D BY NOTIFICATION UNLIMITED CATEGORY C TO D WITH ALCOHOL PREMISES GAMING PERMIT

## **(UNLICENSED) FEC GAMING MACHINE PERMITS**

- 5.9 Where Premises do not hold a Premises Licence but wishes to provide gaming machines, it may apply to the licensing authority for this permit. It should be noted that under section 238 the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use.
- 5.10 The Act states that a licensing authority may prepare a statement of principles that they propose to consider in determining the suitability of an applicant for a permit. In preparing that statement, and/or considering applications, it need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission under section 25.
- 5.11 A FEC gaming machine permit may be granted only satisfied that the premises will be used as an unlicensed FEC, and if the Chief Officer of Police has been consulted on the application. The Licensing Authority may grant or refuse a permit but cannot impose conditions upon the grant of a permit. Therefore the licensing authority will wish to be satisfied as to the applicant's suitability before granting a permit. Unlicensed FECs, by definition, will not be subject to scrutiny by the Gambling Commission as no operating (or other) licences will be applied for and issued.

### **Statement of Principles**

- 5.12 Applicants will be expected to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits. However, they may include background checks on staff, training for staff in dealing with unsupervised very young children being on the premises, or children causing perceived problems on or around the premises.
- 5.13 Applicants will be expected to demonstrate:
- i) A full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs
  - ii) That the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act)
  - iii) That staff are trained to have a full understanding of the maximum stakes and prizes; and
  - iv) An awareness of local school holiday times and how to identify the local education office should truants be identified.
- 5.14 Compliance with the Code of Practice in relation to FECs, issued by BACTA, will be taken by the Licensing Authority as evidence that (apart

from the criteria relating to criminal convictions) the applicant has met the above.

5.15 As these premises are open to children and young persons, the Licensing Authority will require additional information when an applicant applies for this Permit, as follows:

- (i) A plan of the premises to a scale of 1:100, showing the exits/entrances to the premises, location of gaming machines, and the location of safety equipment such as fire extinguishers and indicating the location of appropriate clear and prominent notices and barriers, such Notices to state:
  - (a) That no unaccompanied child will be permitted to remain on the premises if that person is required by law to attend school;
  - (b) Highlighting the need to play responsibly;
  - (c) The number and location of Category D machines;
- (ii) Evidence of staff training by way of a Premises Log Book, covering how staff would deal with unsupervised very young children being on the premises, or children causing perceived problems on/around the premises;
- (iii) The amount of space around gaming machines to prevent jostling of players or intimidation.
- (iv) Location and supervision of Automated Teller Machines
- (v) Proof of Age scheme
- (vi) Evidence that the applicant has complied with Health and Safety and Fire Safety legislation.
- (vii) Details of opening hours.
- (viii) Details of external appearance of premises
- (ix) Numbers of staff employed
- (x) Insurance documents and any other such information the Licensing Authority will from time to time require.
- (xi) Any other policies or procedures in place to protect children from harm.

5.16 The above statement of principles will apply in relation to initial applications only and not to renewals.

5.17 With regard to renewals, the Licensing Authority may refuse an application for renewal of a permit only on the grounds that an authorised local authority officer has been refused access to the premises without reasonable excuse, or that renewal would not be reasonably consistent with pursuit of the licensing objectives.

5.18 Where an applicant fails to comply with the above requirements, the Licensing Authority may refuse the application. Where there is such a refusal, the Licensing Authority will notify the applicant of its intention to refuse and the reasons for the refusal. The applicant will then have an

opportunity to make representations orally, in writing or both and will have a right of appeal against any decision made.

- 5.19 Where the Permit has been granted the Licensing Authority will issue the permit as soon as is reasonably practicable and in any event in line with the Regulations issued by the Secretary of State. The permit will then remain in effect for 10 years unless surrendered or lapsed.
- 5.20 As these premises particularly appeal to children and young persons, the Licensing Authority will give weight to child protection issues and will also consider an applicant's suitability for FEC permits and factors taken into account will include the Applicant's criminal record and previous history and experience of running similar premises, if any.

### **CLUB GAMING AND CLUB MACHINES PERMITS**

5.21 Members Clubs and Miners' Welfare Institutes (not Commercial Clubs) may apply for a Club Gaming Permit or Club Gaming Machine Permit.

#### **5.22 Club Gaming Permit**

Club gaming permits allow the premises to provide:

- i) Up to three machines of categories B, C or D
- ii) Equal chance gaming; and
- iii) Games of chance as set out in regulations.

#### **5.23 Club Gaming Machine Permit**

A club gaming machine permit will enable the premises to provide up to three machines of categories B, C or D.

5.24 Before granting a permit, the Licensing Authority will wish to be satisfied that applicants for these permits meet the statutory criteria for members' clubs contained in sections 266 and 267 of the Gambling Act and may grant the permit provided the majority of members are over 18.

5.25 The Licensing Authority recognises that there is a 'fast track' procedure for premises holding a Club Premises Certificate under the Licensing Act 2003 and that there is no opportunity for objections to be made by the Commission or the Police and the grounds upon which the Licensing Authority can refuse a permit are reduced.

### **ALCOHOL LICENSED PREMISES GAMING MACHINE PERMITS**

5.26 There is provision in the Act for premises licensed to sell alcohol for consumption on the premises, to automatically have two gaming machines, of categories C and/or D. The premises licence holders merely need to notify the Licensing Authority that they intend to exercise their automatic entitlement to gaming machines in their premises.

5.27 Under section 284 the Licensing Authority can remove the automatic authorisation in respect of any particular premises if:

- i) Provision of the machines is not reasonably consistent with the pursuit of the licensing objectives
- ii) Gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the Licensing Authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with)
- iii) The premises are mainly used for gaming; or
- iv) An offence under the Gambling Act has been committed on the premises.

5.28 Should it necessary to issue section 284 order, the licence-holder will be given at least twenty-one days' notice of the intention to make the order, and consider any representations which might be made. The authority will hold a hearing if the licensee requests it.

5.29 If a premises wishes to have more than 2 machines, then it needs to apply for a permit and the licensing authority must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and "such matters as they think relevant."

### **Statement of Principles**

5.30 This Licensing Authority considers that such matters will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under-18 year olds do not have access to the adult-only gaming machines. ~~The Licensing authority will take into account whether access by children to the premises under the Licensing Act 2003 is restricted or not.~~

5.31 Measures which will satisfy the authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff that will monitor that the machines are not being used by those under 18. Notices and signage may also be help. As regards the protection of vulnerable persons applicants may wish to consider the provision of information leaflets/helpline numbers for organisations such as GamCare.

~~5.32 A plan must accompany applications indicating where, and what type, of gambling machines are to be provided. This plan may take the form of an amendment to the plan attached to the premises licence issued under the Licensing Act 2003.~~

- 5.32 The Licensing Authority will usually expect holders of gaming machine permits to ensure that the gaming machines are sited in accordance with any relevant code of practice issued by the Gambling Commission and to ensure that they can be adequately supervised whilst in use.**
- 5.33 It is recognised that some alcohol-licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would need to be applied for, and dealt with as an adult entertainment centre premises licence.
- 5.34 It should be noted that the Licensing Authority is empowered to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.
- 5.35 It should also be noted that the holder of a permit to must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.
- 5.36 Notifications and applications for two or three machines will be determined by Licensing Officers. Those for four to five machines will be determined by Licensing Officers' in consultation with the Chairman of the Licensing (Licensing Act 2003) Committee. Applications for more than five machines will be referred to a Licensing sub-Committee for determination.

## **PRIZE GAMING PERMITS**

- 5.37 The licensing authority may prepare a statement of principles which they propose to apply in exercising their functions which may, in particular, specify matters that the licensing authority propose to consider in determining the suitability of the applicant for a permit.
- 5.38 Prize gaming may be provided in bingo premises as a consequence of their bingo operating licence. Any type of prize gaming may be provided in adult gaming centres and licensed family entertainment centres. Unlicensed family entertainment centres may offer equal chance prize gaming under a gaming machine permit. Prize gaming without a permit may be provided by travelling fairs providing none of the gambling facilities at the fair amount to more than an ancillary amusement. Children and young people may participate in equal chance gaming only.
- 5.39 In making its decision on an application for this permit the Licensing Authority does not need to have regard to the licensing objectives but must have regard to any Gambling Commission guidance.

- 5.40 Applicant should set out the types of gaming they are intending to offer and should be able to demonstrate:
- i) That they understand the limits to stakes and prizes that are set out in Regulations; and
  - ii) That the gaming offered is within the law.
- 5.41 It should be noted that there are conditions in the Gambling Act 2005 by which the permit holder must comply, but that the Licensing authority cannot attach conditions. The conditions in the Act are:
- i) The limits on participation fees, as set out in regulations, must be complied with
  - ii) All chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played
  - iii) The prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
  - iv) Participation in the gaming must not entitle the player to take part in any other gambling.
- 5.42 Applications may only be made by people who occupy or plan to occupy the premises, are aged 18 or over (if an individual), and no premises licence or club gaming permit under the Gambling Act 2005 may be in force.

### **Statement of Principles**

- 5.43 This licensing authority considers that such matters will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under-18 year olds do not have access to unequal chances prize gaming. ~~The authority will take into account whether access by children to the premises under the Licensing Act 2003 is restricted or not.~~
- 5.44 A plan must accompany applications indicating where, and what type, of prize gaming is to be provided.
- 5.45 The grounds for decision making as regards renewals are the same as for initial applications.
- 5.46 Where the Licensing Authority intends to refuse the application for a permit, it will notify the applicant of its intention to refuse it stating the reasons and offering the applicant an opportunity to make representations orally or in writing or both.



## PART 6 TEMPORARY AND OCCASIONAL USE NOTICES

### TEMPORARY USE NOTICES (TUN)

~~6.1 A Temporary Use Notice may only be granted to a person or company holding a relevant Operating Licence and there are a number of statutory limits as regards TUNs. Section 218 of the Act refers to a 'set of premises' and provides that a set of premises is the subject of a temporary use notice if 'any part' of the premises is the subject of a notice.~~

**6.1 A Temporary Use Notice ("TUN") is a notice which authorises a person or an organisation to conduct gaming activities for a temporary period of time at a particular premises. However, a TUN may only be granted if the premises user is already in possession of a relevant Operating Licence. The London Borough of Hillingdon is bound by a number of statutory limits as regards TUNs. Section 218 of the Act refers to a 'set of premises' and provides that a set of premises is the subject of a temporary use notice if 'any part' of the premises is the subject of a TUN.**

6.2 The reference to a 'set of premises' prevents one large premise from having a temporary use notice in effect for more than 21 days in a year by giving notification in relation to different parts of the premises and re-setting the clock.

6.3 The Licensing Authority will decide what constitutes a 'set of premises' where Temporary Use Notices are received relating to the same building / site.

6.4 In considering whether a place falls within the definition of a 'set of premises' the Licensing Authority will look at the ownership/occupation and control of the premises and the Licensing Authority will consider whether different units are in fact different 'sets of premises'. An example would be a large exhibition centre with different exhibition halls. This would be considered properly as one premise and would not be granted a temporary use notice for each of its exhibition halls.

**6.5 A TUN must be lodged with the Licensing Authority not less than three (3) months and one (1) day before the day on which the gambling event will begin. The person who is giving the TUN must ensure that the notice and copies are with the Licensing Authority and named responsible authorities within seven (7) days of the date of the notice.**

6.6 On receipt of a TUN the Licensing Authority will send a written acknowledgement as soon as is reasonably practicable and this may be by way of e-mail.

- 6.7 If no objections are made within 14 days of the date of the temporary use notice, the Licensing Authority will grant and return the notice with an endorsement of validity.**
- 6.8 If objections are received within 14 days of the date of notice, a hearing will be held to consider the issue of a TUN. Those who raise objections may offer modifications to the notice that will resolve their objections. If all participants to a hearing agree that a hearing is unnecessary, the hearing may be dispensed with.**
- 6.9 The Licensing Authority may object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises. The Licensing Authority and other bodies to which the notice is copied may give notice of objection but they must have regard to the Licensing Objectives and where there are such objections, they must give a notice of objection to the person who gave the TUN, such notice will be copied to the Licensing Authority.

#### **OCCASIONAL USE NOTICES (OUN)**

- 6.7 An Occasional Use Notice may be used where there is betting on a track on 8 days or less in a calendar year. The OUN dispenses with the need for a Betting Premises Licence for a track and the Licensing Authority will maintain a register of all applications.
- 6.8 The licensing authority has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. The licensing authority will though need to consider the definition of a 'track' and whether the applicant is permitted to avail him/herself of the notice.
- 6.9 Tracks are normally thought of as permanent race courses, but the meaning of track not only covers horse racecourses or dog tracks, but also any other premises on any part of which a race or other sporting event takes place or is intended to take place. Although the track need not be a permanent fixture, land used temporarily as a track providing races or sporting events may qualify.

## **PART 7 REGISTRATION OF SMALL SOCIETY LOTTERIES**

### **DEFINITION OF SMALL SOCIETY LOTTERY**

7.1 The Gambling Act repeals the Lotteries and Amusements Act 1976. The Licensing Authority will register and administer smaller non-commercial lotteries. Promoting or facilitating a lottery will fall within 2 categories:

- i) Licensed Lotteries (requiring an Operating Licence from the Gambling Commission); and
- ii) Exempt Lotteries (registered by the Licensing Authority)

7.2 Exempt Lotteries are lotteries permitted to run without a licence from the Gambling Commission and these are:

- i) Small Society Lotteries;
- ii) Incidental Non-Commercial Lotteries;
- iii) Private Lotteries:
- iv) Private Society Lottery
- v) Work Lottery
- vi) Residents' Lottery
- vii) Customer Lotteries

7.3 Societies may organise lotteries if they are licensed by the Gambling Commission or fall within the exempt category, and therefore registered by the Licensing Authority, because their proceeds are below specified levels. The Licensing Authority recommends those seeking to run lotteries take their own legal advice on which type of lottery category they fall within. However, guidance notes with regard to all lotteries, limits placed on small society lotteries and information setting out financial limits will be made available on the Council's website or by contacting the Licensing Authority.

### **THE LICENSING AND REGISTRATION SCHEME**

7.4 Applicants for lottery licences must apply to the Licensing Authority in the area where their principal office is located. Where the Licensing Authority believes that the Society's principal office is situated in another area it will inform the Society as soon as possible and where possible, will inform the other Licensing Authority.

7.5 Lotteries will be regulated through a licensing and registration scheme, conditions imposed on licences by the Gambling Commission, Codes of Practice and any Guidance issued by the Gambling Commission. In exercising its functions with regard to small society and exempt

lotteries, the Licensing Authority will have due regard to the Gambling Commission's Guidance.

- 7.6 The Licensing Authority will keep a Public Register of all applications and will provide information to the Gambling Commission on all lotteries registered by the Licensing Authority. As soon as the entry on the Register is completed, the Licensing Authority will notify the applicant of his registration. In addition, the Licensing Authority will make available for inspection by the public, the financial statements/returns submitted by societies in the preceding 18 months and will monitor the cumulative totals for each society to ensure the annual monetary limit is not breached. If there is any doubt, the Licensing Authority will notify the Gambling Commission in writing, copying this to the Society concerned.
- 7.7 The Licensing Authority will refuse applications for registration if in the previous five years, either an Operating Licence held by the applicant for registration has been revoked, or an application for an Operating Licence made by the applicant for registration has been refused. Where the Licensing Authority is uncertain as to whether or not an application has been refused, it will contact the Gambling Commission to seek advice.
- 7.8 The Licensing Authority may refuse an application for registration if in their opinion:
- i) The applicant is not a non-commercial society;
  - ii) A person who will or may be connected with the promotion of the lottery has been convicted of a relevant offence; or
  - iii) Information provided in or with the application for registration is false or misleading.
- 7.9 The Licensing Authority will ask applicants to set out the purposes for which the Society is established and will ask the Society to declare that they represent a bona fide non-commercial society and have no relevant convictions. The Licensing Authority may, however, seek further information from the Society.
- 7.10 Where the Licensing Authority intends to refuse registration of a Society, it will give the Society an opportunity to make representations and will inform the Society of the reasons why it is minded to refuse registration and supply evidence on which it has reached that preliminary conclusion. In any event, the Licensing Authority will make available on its website its procedures on how it handles representations.
- 7.11 The Licensing Authority may revoke the registered status of a society if it thinks that they would have had to, or would be entitled to, refuse an application for registration if it were being made at that time. However, no revocations will take place unless the Society has been given the

opportunity to make representations. The Licensing Authority will inform the society of the reasons why it is minded to revoke the registration and will provide an outline of the evidence on which it has reached that preliminary conclusion.

- 7.12 Where a Society employs an external lottery manager, they will need to satisfy themselves that they hold an Operator's Licence issued by the Gambling Commission and the Licensing Authority will expect this to be verified by the Society.

## **PART 8 DECISION MAKING**

### **THE LICENSING COMMITTEE**

- 8.1 The Licensing Committee will consist of at least 10 Members. Licensing Sub-committees consisting of 3 Committee Members will hear any relevant representations from Responsible Authorities and interested parties. Any of these individuals or groups may specifically request a representative to make representations on the applicant's behalf. This could be a legal representative, a friend, an MP or a Ward Councillor.
- 8.2 Where a councillor who is a member of the licensing committee is making or has made representations regarding a licence on behalf of an interested party, in the interests of good governance they will disqualify themselves from any involvement in the decision-making process affecting the licence in question.
- 8.3 The Licensing Committee will not place themselves in situations where their honesty or integrity may be questioned, will make decisions on their merit and will reach their own conclusions on the issues laid before them and will act in accordance with those conclusions taking into account as necessary and proper, the views of others.
- ~~8.4 The decision determined by the Sub-Committee will be accompanied with clear, cogent reasons for that decision, having had due regard to the Human Rights Act 1998 and all other legislation. The decision and the reasons for that decision will be sent to the Applicant and those who have made relevant representations as soon as practicable.~~
- 8.4 Licensing Authorities must have regard to the licensing objectives when exercising their functions in relations to premises licences, temporary use notices and some permits.**
- 8.5 The decision determined by the Sub-Committee will be accompanied with clear, cogent reasons for that decision, having had due regard to being reasonably consistent with the Licensing Objectives; the Human Rights Act 1998; any relevant code of practice under Section 24 of the Gambling Act 2005; any relevant guidance issued by the Commission under Section 25 of the Gambling Act 2005; and this Statement of Policy. The decision and the reasons for that decision will be sent to the Applicant and those who have made relevant representations as soon as practicable.**

## **DELEGATION OF DECISION MAKING RESPONSIBILITIES**

- 8.5 The Council will be involved in a wide range of licensing decisions and functions and has established a Licensing Committee to administer them.
- 8.6 Appreciating the need to provide a speedy, efficient and cost-effective service to all parties involved in the licensing process, decisions on all licensing matters will be taken in accordance with an approved scheme of delegation, as attached at Appendix D.
- 8.7 Many of the decisions and functions will be purely administrative in nature and the grant of non-contentious applications, including for example, those licences and permits where no representations have been made, will be delegated to Council Officers.

## PART 9

### APPENDIX A

#### SCHEDULE OF CONSULTEES TO DRAFT POLICY

PERSONS OR BODIES  
REPRESENTING THE  
INTERESTS OF THOSE  
CARRYING ON GAMBLING  
BUSINESSES IN THE BOROUGH

Association of British Bookmakers  
Association of Licensed Multiple Retailers  
British Amusement Catering Association  
British Beer and Pub Association  
British Casino Association  
British Holiday & Home Parks Association  
British Greyhound Racing Board  
British Institute of Innkeeping  
Business in Sport and Leisure Ltd  
Casino Operators Association, UK  
Community Trade Union  
Federation of Licensed Victuallers  
Gamcare  
Help the Aged  
Hillingdon Chamber of Commerce  
Leisure Link Group  
Remote Gambling Association  
Responsibility in Gambling Trust  
Rugby Football Union  
Society of Independent Brewers  
The Bingo Association  
The Football Association  
The Lotteries Council x 2  
The Racecourse Association  
The Working Men's Club & Institute Union

PERSONS OR BODIES  
REPRESENTING THE  
INTERESTS OF THOSE WHO  
ARE LIKELY TO BE AFFECTED  
BY THE EXERCISE OF THE  
AUTHORITY'S FUNCTIONS

All Elected (Ward) Councillors, London Borough of Hillingdon Council  
All "Responsible Authorities" as defined under the Gambling Act (*see Appendix 3 for list and contact details*)  
All six Directorates within London Borough of Hillingdon Council  
Alcoholics Anonymous (AA)  
Community Safety and Strategic Partnership; and /or  
Crime and Disorder Reduction Partnership  
Gamblers Anonymous  
Government Organisations: (LGA, ODPM, LACORS)  
Hillingdon Action Group for Addiction Management (HAGAM)  
Hillingdon Association of Voluntary Services  
Hillingdon's Children and Young People's Partnership Board (CYPSPB)  
Hillingdon Community and Police Consultative Group  
Hillingdon Drug and Alcohol Services  
Hillingdon and Ealing Citizens Advice Bureau (HECA): Hayes, Ruislip & Uxbridge Bureaus  
Hillingdon Law Centre  
Hillingdon Mind  
Hillingdon Primary Care Trust  
Hillingdon Public Libraries (*for members of the public*)  
Hillingdon Salvation Army  
Hillingdon Samaritans  
Hillingdon Youth Offending Service  
Hillingdon Tenants and Residents Associations

Hillingdon Federation of  
Community Associations & similar  
bodies  
Local Licensing Solicitors in  
Hillingdon  
Local Strategic Partnership  
(*Hillingdon Partners*) – (*See  
Council website for list of  
members*)  
Uxbridge Initiative  
Uxbridge Magistrates Court

London Boroughs of: Brent, Ealing,  
Hammersmith & Fulham, Harrow  
and Hounslow  
(*West London Alliance Members*)  
And:  
Slough Borough Council  
Spelthorne Borough Council  
Hertfordshire County Council  
South Bucks District Council  
Three Rivers District Council

NEIGHBOURING LONDON,  
COUNTY AND DISTRICT  
COUNCILS

CURRENT HOLDERS OF  
LICENCES, PERMITS etc. IN  
HILLINGDON:

Persons holding Amusement  
Arcade Permits  
Persons holding bingo licences or  
bingo certificates  
Persons holding betting and  
bookmakers permits  
Representatives of Premises  
Licence holders with section 34  
gaming permits (including  
Breweries that hold Premises

Licences for premises that sell  
alcohol)  
Gaming Machine suppliers who  
regularly apply for Gaming Permits  
in Hillingdon  
Representatives of Qualifying  
Clubs with Club Premises  
Certificates  
Persons/representatives who hold  
Society Lottery Registrations in  
Hillingdon

Note: This list was not intended to be exhaustive. Comments and  
observations were welcomed from anyone affected by this policy.



## APPENDIX C

### SCHEDULE OF RESPONSIBLE AUTHORITIES

*For the purposes of the Act, Responsible Authorities are public bodies that must be notified of all applications and who are entitled to make representation in relation to Premises*

Hillingdon Licensing Authority  
c/o The Licensing Service Manager  
Dept of Environment & Consumer  
Protection London Borough of  
Hillingdon  
Civic Centre, Uxbridge  
UB8 1UW

The Gambling Commission  
Victoria Square House  
Victoria Square  
Birmingham  
B2 4BP

Chief Officer of Police, London  
Borough of Hillingdon  
c/o Licensing Sergeant  
Northwood Police Station  
2 Murray Road  
Northwood  
HA6 2YW

Chief Officer of Police, Heathrow  
Metropolitan Police, East Ramp  
London Heathrow Airport  
TW6 2DG

London Fire and Emergency  
Planning Authority  
Hillingdon Fire Station  
Uxbridge Road  
Hillingdon  
UB10 0PH

Hillingdon Planning Authority  
c/o The Development Control  
Manager  
Department of Planning &  
Transportation  
London Borough of Hillingdon

Civic Centre, Uxbridge  
UB8 1UW

Authority for Pollution & Harm to  
Human Health  
c/o Divisional Environmental Health  
Officer  
Environmental Protection Unit  
London Borough of Hillingdon  
Civic Centre, Uxbridge  
UB8 1UW

Local Safeguarding Children Board

c/o Director of Children Services  
London Borough of Hillingdon  
Civic Centre, Uxbridge  
UB8 1UW

HM Revenue & Customs  
Greenock Accounting Centre  
Custom House  
Custom Quay, Greenock  
PA15 1EQ

Authority for Vulnerable Adults  
*(Yet to be decided by the Secretary  
of State)*

Authorities for Vessels:  
Navigation Authority  
The Enforcement Agency  
The British Waterways Board  
The Secretary of State

APPENDIX D

## SUMMARY OF DELEGATION OF POWERS

MATTER TO BE DEALT WITH	FULL COUNCIL	LICENSING SUB-COMMITTEE	OFFICERS
Three year licensing policy	X		
Policy not to permit casinos	X		
Fee Setting - when appropriate			X (to be proposed by officers and then approved by Cabinet)
Application for premises licences		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Review of a premises licence		X	
Application for club gaming /club machine permits		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Cancellation of club gaming/ club machine permits		X	
Applications for other permits			X

Cancellation of licensed premises gaming machine permits			X
Consideration of temporary use notice			X
Decision to give a counter notice to a temporary use notice		X	

Annex to Gambling Policy Review Report

Comments from	Summary of comments	Action
Paul Hewitt, Local Safeguarding Children Board	I have read the draft policy and I am happy with what is included in relation to the protection and safeguarding of children. I have also checked it with other LSCB key members. Please record that the LSCB has been consulted and is satisfied with the draft policy.	No action required
Eileen Kingham, Marketing Director, GamCare	Welcomes paragraphs relating to self exclusion, self barring and the provision of leaflets/posters/information within licensed premises and also staff awareness and training in relation to responsible gambling. Suggestions relating to more training and distributing of more posters and leaflets.	No action required
Cllr Judith Cooper	Suggests we add a note to para. 3.3 indicating the main key statutory regimes that would provide cover in relation to the duplication of other LA functions.	With the vast amount of primary legislation, the list could be endless. Consequently, the working party felt this would be un-necessary as each application will be dealt with on a case-by-case basis.
Holly Robarts, Racecourse Assc.	Advised that the Assc. do not have any premises in our borough and would therefore not be commenting on our policy.	No action required
Rita King, British Beer & Pub Assc.	<ul style="list-style-type: none"> <li>- BBPA are concerned about the relevance of para. 5.30 in relation to children on licensed premises and see no need for it to be addressed in a Gambling policy. They suggest this part is deleted.</li> <li>- They support the approach outlined in para. 5.36 in relation to the determination of permit applications.</li> <li>- They support our proposal to delete the paragraph relating to the submission of plans with permit applications.</li> </ul>	After discussion the working party agreed to implement the changes proposed by the BBPA. It was also agreed to remove a similar sentence in para. 5.43

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## REGULATION OF STREET TRADING ACTIVITIES

<b>Cabinet Member</b>	Cllr Keith Burrows
<b>Cabinet Portfolio</b>	Planning and Transportation
<b>Officer Contact</b>	Kathy Sparks, Beejal Soni ,David Frost, Bill Hickson
<b>Papers with report</b>	<p>Appendix A - The designation of the pedestrianised areas as licence streets for the purpose of Street Trading</p> <p>Appendix B - The designation of the public footway in front of shops and restaurants throughout the Borough for the purpose of shop front displays and tables and chairs licences</p> <p>Appendix C - Prohibition Of Mobile (Itinerant) Ice Cream Trading</p> <p>Appendix D - Amendments To The Terms And Conditions Of Licences Issued Under Part III Of The London Local Authorities Act 1990 (As Amended)</p>

### HEADLINE INFORMATION

<b>Purpose of report</b>	To advise the Cabinet of the outcome of a recent consultation concerning a revision of the Street Trading Regulations, to recommend amendments therein and approval for implementation.
<b>Contribution to our plans and strategies</b>	This report contributes to the Council's priorities for a Clean and Attractive borough, its Sustainable Community Strategy and for Opportunities Open to All.;
<b>Financial Cost</b>	There are no further financial costs proposed at this time.
<b>Relevant Policy Overview Committee</b>	Residents' and Environmental Services Policy Overview Committee
<b>Ward(s) affected</b>	All

### RECOMMENDATION

That Cabinet approve:

1. The designation of the pedestrianised areas as licence streets for the purpose of Street Trading as set out in Appendix A;
2. The designation of the public footway in front of shops and restaurants throughout the Borough for the purposes of shop-front displays and table and chairs licences as set out in Appendix B
3. The prohibition of itinerant ice cream trading as set out in Appendix C
4. The introduction of the amended Street Trading Terms and Conditions as set out in Appendix D

## **INFORMATION**

### **Reasons for recommendation**

The recommendations will ensure that Street Trading activity is effectively licensed and regulated in a manner that complies with the London Local Authorities Act 1990 (as amended) in a manner that is fair and equitable to traders and the London Borough of Hillingdon. Recommendation 5 will ensure the lawful, properly authorised use of enforcement powers with regard to street trading.

### **Alternative options considered / risk management**

Not to implement the recommendations. This will result in the Council enforcing a policy which does not comply with the legislation. A further result is that Street Scene Enforcement Officers will not be able to make use of powers to tackle nuisance trading in town centres.

### **Supporting Information**

In 1993, the London Borough of Hillingdon implemented Part III of the London Local Authorities Act 1990 (as amended) in order to effectively control and regulate street trading activities in the borough. As part of the programme of implementation, street trading in designated streets would have to be licensed, with the Council being awarded powers to consult and introduce street trading licence terms and conditions. To date, the terms and conditions introduced in 1993 have not been updated or amended.

The following areas were not included in the implementation of Part III of the London Local Authorities Act 1990(as amended):

1. Station Road, Hayes between Pump Lane and Crown Close;
2. High Street, Uxbridge between Vine Street and Belmont Road

To date, enforcement action in the two above-mentioned areas has been undertaken in line with powers available under the Highways Act 1980.

Various amendments to the London Local Authorities Act approved by the Council require or permit the London Borough of Hillingdon to exercise the following powers with regard to street trading activities:

1. A requirement to set up a ring-fenced street trading account to be utilised solely for activities in connection with street trading;
2. The authority to licence shop-front displays and the placing of tables and chairs on the public highway;
3. The authority to prohibit mobile (itinerant) ice cream trading from vehicles in designated areas;
4. The authority to issue fixed penalty notices for certain street trading offences;
5. The authority to licence all persons, including assistants, who engage in street trading in exchange for payment of a licence fee
6. The power to take enforcement action against illegal or unlicensed street trading including the confiscation of vehicles, trading receptacles and goods and/or perishable items;
7. The power to issue permanent or temporary licences; with holders of permanent licences being afforded a statutory right of appeal.

There are currently in excess of 100 traders engaged in licensed street trading throughout the London Borough of Hillingdon. This figure comprises the licensing of traditional street traders, shop displays on the public highway in front of shops and the placing of tables and chairs on the public highway.

The recommendations have been proposed following consultation with responsible authorities, street traders and businesses within the London Borough of Hillingdon. Details of this consultation are included below in this report.

The approval of the recommendations will result in the London Borough of Hillingdon being able to effectively and fairly issue street trading licences whilst at the same time making use of the added enforcement powers to regulate licensed and unlicensed street trading activities.

The following appendices provide greater information related to the various recommendations:

1. Proposal to designate certain additional streets as licence streets for the purposes of street trading – Appendix A
2. Proposal to designate the public footway in front of any shop or restaurant within the London Borough of Hillingdon as a licence street - Appendix B
3. Proposal to prohibit mobile (itinerant) ice cream trading in certain areas – Appendix C
4. Suggested amendments to the terms and conditions of licences issued under Part III of the London Local Authorities Act 1990 (as amended) – Appendix D

## **Financial Implications**

Section 32 of the London Local Authorities Act 1990(as amended) requires that a ring-fenced street trading account be set up to separately account for and fund the management of street trading activities. Revenue from street trading charges must only be spent on street trading activities, administration and enforcement.

The Act permits the Council to recover all reasonable costs in providing street trading licences and regulating the activities of licensed traders. The Act does not permit street trading charges to amount to profit making. Section 32 of the London Local Authorities Act 1990 (as amended) sets out the financial implications of, and procedures for, the licensing of Street Trading activities.

There are no plans to amend the existing fees structure in this financial year. Although an increase in administration and enforcement action is expected, it is anticipated that this can be accommodated within existing budgets. There are therefore no financial implications related to the recommendations of this report.

## **EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES**

### **What will be the effect of the recommendation?**

By improving the Council's ability to take enforcement action against illegal street trading, and providing a more comprehensive framework within which licensed street traders may engage in street trading, the recommendation will contribute to creating a clean and attractive borough that provides a better service to residents, traders and local businesses.

The proposal to prohibit mobile ice cream trading in the vicinity of schools will contribute to policies encouraging healthy eating habits at school and control mobile ice cream trading in other sensitive locations.

### Consultation Carried Out or Required

Sections 24 and 27 of the London Local Authorities Act places a statutory duty on the London Borough of Hillingdon to consult for a minimum period of 28 days with stakeholders and named responsible authorities prior to taking any decision to designate streets as licence streets and/or amend the terms and conditions of street trading licences. There is a further requirement that the consultation and proposals be advertised in the local print media for two consecutive weeks during the consultation process.

The consultation into street trading began on 16 October 2009 and was scheduled to end on 16 November 2009. Owing to the postal strike, it was decided to extend the consultation period for written responses until 25 November 2009 in order to accommodate any delays. The subject matter of the consultation was:

1. A proposed Notice to designate additional streets as licensed streets for the purposes of street trading;
2. A proposed Notice to designate the public footway in front of any shop or restaurant in the entire Borough for the purposes of tables and chairs licensing and shop front display licensing;
3. A proposed Notice to prohibit mobile (itinerant) ice cream trading in the vicinity of any school in the Borough, within the Uxbridge Town Centre, any major retail centre in the Borough;
4. Proposed amendments to the terms and conditions of street trading licences.

As part of the consultation, documents related to the above consultation were sent to all street traders currently licensed by the Council, and other named persons including the Metropolitan Police and Transport for London. The consultation documents were also advertised on the Council website, the Uxbridge Leader and London Gazette. Additionally, a public meeting was advertised and held on 30 October 2009 to discuss the various proposals which are the subject of this report.

Traders raised a number of concerns at the public meeting on 30 October 2009. This resulted in The Street Scene Enforcement Team receiving 2 written responses to the consultation from street traders in the Uxbridge Town Centre. No objections have been received with regards to recommendations 1-3.

The concerns raised at the meeting, in writing, as well as the officer response with regard to recommendation 4, have been tabulated below:

CONCERNS	RESPONSE
1. Dissatisfaction with proposal to increase the level of public liability insurance to £5,000,000.00	1. Public Liability Insurance will be required at the existing rate of £2,000,000.00
2. Concern that this consultation would result in increasing the number of street traders in Uxbridge Town Centre	2. Currently, there are no applications for trading licences for Uxbridge Town Centre and therefore no increase in the number of street traders is anticipated.

3. Concern and suspicion that the consultation process is a means of introducing specialist markets, such as French markets, into Uxbridge Town Centre	3. There are currently no plans or licence applications to hold specialist markets and/or French markets within the London Borough of Hillingdon. It is open to the organisers of such markets to apply for licences to trade.
4. Clarification of the licence period for Permanent Street Trading Licences	4. It is confirmed that Permanent Licences will be issued annually to street traders only. Additionally, to gain a permanent licence new street traders will be required to satisfactorily trade within the London Borough of Hillingdon on a Temporary Street Trading Licence for a minimum period of 3 years. All existing street traders will retain permanent status.
5. Dissatisfaction with the requirement that traders be interviewed annually prior to issue or renewal of a licence	5. The requirement of an interview is a method recommended by the Department of Works and Pension and Border Agency to prevent identity theft and benefit fraud. It supports policies of lawful employment by ensuring that only those persons entitled to work in the United Kingdom are issued with licences to trade.
6. Concerns about illegal street trading over the weekends	6. This is an enforcement issue and is being tackled jointly by the Metropolitan Police and Street Scene Enforcement Team. Recommendation 4 will increase the range of enforcement options available to officers.
7. Health and Safety concerns about the locations of trading pitches	7. The Street Scene Enforcement Team will carry out site inspections and ensure trading pitches are safely sited and maintained. There are plans to mark out licensed trading pitches so that pitch locations are not moved.
8. Concerns that provisions for the awnings / overhangings of the pitches were too small	8. Premises awnings are controlled by Planning Regulations. Regulation 2.2 permits a trader to apply for a variation regarding overhangs from licensed pitch area. If agreed, the variation will be recorded on the Street Trading Licence for record purposes.
9. No provision for overhangings / awnings for shop-front displays	9. As above.
10. Complaints related to the free distribution of refreshments and printed material	10. These complaints will be addressed in the next amendment of the London Local Authorities Act.
11. Traders suggested that the town centre CCTV cameras be utilised to take enforcement action to stop illegal street trading	11. This suggestion is already utilised by the Street Scene Enforcement Team and will be further progressed where possible
12. There was a request for late night street trading, especially with regard to take away food.	12. There are no current plans for late night street trading. If such an application is received, it will be considered taking into account all relevant concerns. The Street Scene Enforcement Team does support extended trading hours during festival times eg. Christmas.

13. Suggestion to hold markets outside the Uxbridge Civic Centre	13. This is a security sensitive location and any such decision will require careful consideration.
14. Traders object to having to remove all waste lying 5 metres in any direction of the pitch.	14. The 5 metre clear up rule is designed specifically to ensure that areas around trading pitches, tables and chairs licensed pitches and shop front displays are kept clean, particularly in windy conditions. This will contribute to a cleaner, more pleasant environment. It will help ensure that waste removal remains manageable to the Council.
15. Unhappiness about requirement to register assistants who work on street trading pitches.	15. Section 23 of the London Local Authorities Act 1990(as amended) requires the licensing of any person who engages in street trading on a licence street. This includes assistants. An appeal to the Secretary of State against the registration on assistants in 2006 was unsuccessful and the requirement was found to be reasonable
16. Unhappiness about the need to register assistants who are on probation.	16. The proposed Regulations have been amended to make clear the differentiation between Assistants, who would be responsible for the pitch or business in the absence of the Licensed Street Trader, and general or casual staff, who would not have such responsibility. Only the former will require registration..
17. Suggestion that separate licences be issued to assistants	17. The cost of producing such separate licences will be prohibitive. It is envisaged that a single licence for each trading pitch will be issued, including the names and photographs of traders and assistants, trading days and times, trading commodity and pitch location. Apart from the name of the trader or assistant, no personal details will be included on the licence.
18. Concerns that clauses to prevent noise nuisance would prevent traders from playing music for personal enjoyment	18. Clause 12.4 has been re-drafted to ensure that listening to music for personal enjoyment is not a contravention of the terms and conditions of this licence unless it amounts to a statutory noise nuisance.
19. Specific concern as to whether a trading stall will be required to cease trading and be fully dismantled by the closing time stated on the licence.	19. It is clarified that trading activity is expected to cease at the closing time. Traders will not be required to have dismantled or closed their trading stalls at the closing time stated on the licence.
20. Specific concern as to whether a trader is permitted to use his vehicle in the pedestrianised area when setting up / dismantling the roundabout ride	20. All shops in the pedestrianised area currently have an entitlement whereby 20 minutes is allowed for loading & unloading of vehicles under Road Traffic Act 1988 s5, 8 & 19. The trader will continue to benefit from this entitlement.

## **CORPORATE IMPLICATIONS**

### **Corporate Finance**

Corporate Finance has reviewed this report and is satisfied that any financial implications arising from an expected increase in administration and enforcement action will be accommodated within existing budgets. Corporate Finance is therefore satisfied that there are no wider direct financial implications to the Authority arising from the recommendations of this report. There is also a requirement under the London Local Authorities Act to set up a ring-fenced street trading account to be utilised solely for activities in connection with street trading.

### **Legal**

Relevant legal comments relating to the licensing of Street Trading activities have been included in this report and its appendices.

Cabinet is advised that Article 7.08(3) of the Constitution authorises the Cabinet to decide on matters which affect two or more wards where the outcome will have a significant impact on the wellbeing of the community or the quality of service provided to a significant number of people living or working in an area.

Cabinet is further advised that Sections 24(10) and (11) of the London Local Authorities Act 1990(as amended) requires that a notification period of 28 days must be observed before the decision taken by Cabinet comes into force. During the notification period, the decision taken by Cabinet must be published in a local newspaper on two consecutive weeks;

## **BACKGROUND PAPERS**

Attached:

- **Appendix A** - The designation of the pedestrianised areas as licence streets for the purpose of Street Trading
- **Appendix B** - The designation of the public footway in front of shops and restaurants throughout the Borough for the purpose of shop front displays and tables and chairs licences
- **Appendix C** - Prohibition Of Mobile (Itinerant) Ice Cream Trading
- **Appendix D** - Amendments To The Terms And Conditions Of Licences Issued Under Part III Of The London Local Authorities Act 1990 (As Amended)

**The designation of the pedestrianised areas as licence streets for the purpose of Street Trading as set out in Appendix A;**

Under the provisions of section 24 of the London Local Authorities Act 1990 (as amended), if a borough council consider that street trading should be licensed in their area they may from time to time pass any of the following resolutions a resolution (in this Part of this Act referred to as a “designating resolution”) designating any street within the borough as a “licence street”;

Prior to passing a designating resolution, the Borough Council is required to consult with the Commissioner of Police of the Metropolis on their proposal. Before rescinding or varying a designating resolution, the Borough Council must consult with the licence holders trading in the street in question, or a body or bodies representative of them, on their proposal.

Any notice to designate a street as a licence street shall take effect on the day specified in the resolution (which must not be before the expiration of the period of one month beginning with the day on which the resolution is passed).

The pedestrianised areas in Uxbridge and Hayes have experienced a significant increase in complaints about illegal street trading. The London Local Authorities Act provides the Council with greater powers of enforcement against unlicensed and illegal street trading in areas designated as licensed streets.

The Street Scene Enforcement Team, as the party responsible for Street Trading within the London Borough of Hillingdon therefore proposes to designate as licence streets:

- (1) Station Road Hayes, between Pump Lane and Crown Close;
- (2) High Street, Uxbridge between Vine Street and Belmont Road.

**Results of consultation**

In accordance with the London Local Authorities Act Section 24 (4), a public notice appeared in the London Gazette and Uxbridge Leader in October and November 2009 stating the council intends to pass a resolution. In line with the legislative guidelines in the Act, Transport for London, Hillingdon’s Highways team, and the Metropolitan Police and all traders licensed by the London Borough of Hillingdon were also consulted.

The Street Scene Enforcement Team received no representation against the designation of any of the proposed sites as licence streets.

It is therefore recommended that the Designating Notice, attached at Schedule 1 be approved by Cabinet.

**Proposed Implementation**

If the resolution is passed by Cabinet, its effect will be that only licensed traders may engage in street trading in the pedestrianised areas. A trader without a licence will be subject to immediate enforcement action in the form of a fixed penalty notice. There is also the additional prospect of prosecution action.

If the resolution is passed, notice of its passing will be published in a local newspaper for two consecutive weeks (a copy of which can be found in Schedule 2), a period of at least twenty

eight days must be given from the date of publication of the first notice to the date the designation comes into effect. The resolution will come into force on 1 February 2010

## SCHEDULE 1

### LONDON BOROUGH OF HILLINGDON

#### LONDON LOCAL AUTHORITIES ACT 1990 (AS AMENDED) PART III – STREET TRADING

#### DESIGNATION OF LICENCE STREETS

In pursuance of Section 24 (10) of the above Act, NOTICE IS HEREBY GIVEN that at a meeting of the Cabinet of the London Borough of Hillingdon held on Thursday 17 December 2009 at the Civic Centre, Uxbridge, the Cabinet after considering all relevant information following the publication of the Street Trading Consultation documents and notices, agreed the Designation Order to operate from 1 February 2010 to permit the following streets and locations within the London Borough of Hillingdon to be designated as “Licence Streets” within the meaning of the Act:

1. Station Road Hayes, between Pump Lane and Crown Close;
2. High Street, Uxbridge between Vine Street and Belmont Road.

Copies of the “Designation Order” can be inspected at the offices of the Street Scene Enforcement Team during normal working hours.

The effect of the Order is that from 1 February 2010 only persons who have applied to the Council and been GRANTED a “Street Traders Licence” may lawfully trade from the public highway in such designated areas covered by the Order and previous Orders. All other forms of street trading are illegal and offenders may be prosecuted.

As a consequence of this Order, a schedule of all streets designated as “Licence Streets” is attached at Schedule *i*.

DATED

CABINET MEMBER

## LIST OF LICENCE STREETS AS AT 1 FEBRUARY 2010

**Pursuant to Section 24(10) of the London Local Authorities Act 1990 (as amended) the following streets are designated as “licence streets” for the purposes of Street Trading as defined in the above-mentioned Act:**

Bakers Road, Uxbridge  
Barra Hall Circus, Hayes  
Belmont Road, Uxbridge  
Betam Road  
Botwell Lane, Hayes  
Bourne Avenue, Gloucester Parade, Hayes  
Byron Way, West Drayton  
Cocks Yard, Uxbridge  
Coldharbour Lane, Hayes  
Coleridge Way, West Drayton  
Cowley Road 100-118, Uxbridge  
Cowley Road 18-20, Uxbridge  
Dawley Road 1-19, Hayes  
Dawley Road, Dawley Parade, Hayes  
East Lane, Hayes  
Eastcote High Road, Black Horse Parade, Eastcote  
Falling Lane, Yiewsley  
Field End Road, Eastcote  
Field End Road 702-724, South Ruislip  
Green Lane, Northwood  
Harlington Road 305-315, Hillingdon  
Harmondsworth Road, West Drayton  
Harlington Road 305-315, Hayes  
Harvil Road, Harefield  
Hayes By-Pass (The Parkway)  
Hercies Road, Hillingdon  
High Road 28-34, Cowley  
High Road 81-97, Ickenham  
High Road, Ickenham  
High Street, Cowley  
High Street, Dellfield Parade, Cowley  
High Street, Harefield  
High Street, Harlington  
High Street, The Parade, Cowley  
High Street, Uxbridge  
High Street, Uxbridge – pedestrianised area between Vine Street and Belmont Road.  
High Street, Ruislip  
High Street, Yiewsley  
High Street 110-118, Northwood  
High Street 2-88, Northwood  
Hillingdon Hill, Hillingdon  
Horton Road, Yiewsley  
Howletts Lane, Ruislip

Ickenham Road, Station Parade, West Ruislip  
Ickenham Road, Ruislip  
Joel Street, Northwood Hills  
Kingshill Avenue, Hayes  
Lansbury Drive, Hayes  
Laurel Lane, West Drayton  
Long Lane 1-12, Ickenham  
Long Lane 305-321, Hillingdon  
Long Lane 370-396, Hillingdon  
Long Lane, Crescent Parade, Hillingdon  
Long Drive, South Ruislip  
Manor Way, Ruislip Manor  
Maxwell Road, Northwood  
Moorfield Road, Cowley  
Moorhall Road, Harefield  
Mulberry Crescent, West Drayton  
North Hyde Road 141-171, Hayes  
Old Stockley Road  
Park Way, Ruislip Manor  
Park Lane, Harefield  
Pasadena Close  
Pembroke Road, Ruislip Manor  
Pield Heath Road, Cowley  
Pinner Road, Northwood  
Pinner Road, Northwood Hills  
Pump Lane, Hayes  
Pump Lane (Eastern end)  
Redmead Road, Hayes  
Rickmansworth Road, Harefield  
Romney Road, Romney Parade, Hayes  
Royal Lane, Yiewsley  
Ryefield Avenue, Hillingdon  
Salisbury Road, Eastcote  
Silverdale Road  
Sipson Road, West Drayton  
Skyport Drive  
Springfield Road  
Station Approach, South Ruislip  
Station Road, West Drayton  
Station Road, Cowley  
Station Road, Hayes (NOT pedestrianised)  
Station Road Hayes, pedestrianised area between Pump Lane and Crown Close;  
St Dunstons Road, Hayes  
Sutton Court Road, Hillingdon  
Swakeleys Road 1-31, Ickenham  
Swallowfield Way  
Swan Road 58-66 and 81, West Drayton  
The Green 1-16, West Drayton  
Victoria Road, South Ruislip  
Victoria Road, Ruislip Manor  
Victoria Road 439-445 and 490, South Ruislip  
Violet Avenue 53-65, Yiewsley  
West Drayton Road 177-183, Yiewsley

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West End Road, Ruislip Gardens  
Whitby Road 143-163 and 208-218, South Ruislip  
Windmill Hill, Ruislip Manor  
Uxbridge Road 1172-1380, Hayes End  
Uxbridge Road 124-152, Hayes  
Uxbridge Road 641-693, Hayes  
Uxbridge Road 759-849, Hayes End  
Uxbridge Road, Blenheim Parade, Hillingdon  
Uxbridge Road, Byron Parade, Hillingdon  
Uxbridge Road, Crescent Parade, Hillingdon  
Uxbridge Road, Heathside Parade, Hillingdon  
Uxbridge Road, Marlborough Parade, Hillingdon  
Uxbridge Road, Westbourne Parade, Hillingdon  
Uxbridge Road, Whiteleys Parade, Hillingdon  
Vine Street, Uxbridge  
Welbeck Avenue, Yeading  
Willow Tree Lane, Hayes  
Windsor Street, Uxbridge  
Yeading Lane, Yeading

**The designation of the public footway in front of shops and restaurants throughout the Borough for the purpose of shop front displays and tables and chairs licences**

The Street Scene Enforcement Team has received complaints about the public footway being obstructed by shops displaying goods and restaurants placing tables and chairs on the public highway. This has resulted in pedestrians, parents with child buggies and toddlers being forced to use the road to get past the obstructions. This situation creates health and safety concerns particularly for parents with young children.

In 2004, the definition of “street trading” in London Local Authorities Act was amended specifically to give London boroughs the power to licence, as street trading, the placing of shop front displays and tables and chairs on the highway. As a result of such activity falling within the scope of street trading, Section 27(3) of the London Local Authorities Act gives a London borough the power to make regulations prescribing licence conditions, and consequently giving local authorities greater enforcement powers. To date, the London Borough of Hillingdon authorised the placement of obstructions on the public highway by utilising powers under the Highways Act 1980.

In order to make use of the greater control and enforcement powers available to London boroughs under the London Local Authorities act, the Street Scene Enforcement Team proposes that Cabinet designate all the public footways in front of shops and restaurants throughout the Borough for the purpose of shop front displays and tables and chairs licences.

Trading from ‘private land’ adjacent to the shop is not street trading and therefore cannot be licensed. This exception applies only if the trading on the private land forms part of the business and if the trading is carried out during the same hours of the business. To date, there is no definition of private land in the LLAA 1990. However, it is likely that the courts will take the view that a business wishing to rely on this exception would need to satisfy the Council that the business has a legal right to occupy that land. It is not proposed that private land be licensed.

The terms and conditions related to the issue of such shop front and tables and chairs licences can be found at Appendix D.

**Results of Consultation**

In accordance with the London Local Authorities Act Section 24 (4), a public notice appeared in the London Gazette and Uxbridge Leader in October and November 2009 stating the council intends to pass a resolution. In line with the legislative guidelines in the Act, Transport for London, Hillingdon’s Highways team, and the Metropolitan Police and all traders licensed by the London Borough of Hillingdon were also consulted.

The Street Scene Enforcement Team received no representation against the proposed designation. It is therefore recommended that the Designating Notice, attached at Schedule 2 be approved by Cabinet.

**Proposed Implementation**

If the resolution is passed by Cabinet, its effect will be that the Street Trading Section can apply the tables and chairs and shop front display licensing scheme to the entire borough. This will enable the scheme to be applied fairly to all shops and restaurants. One of the

additional benefits of the adoption of the Designating Notice is that it will support the Clean Streets initiative.

If the resolution is passed, notice of its passing will be published in a local newspaper for two consecutive weeks (a copy of which can be found in Schedule 2), a period of at least twenty eight days must be given from the date of publication of the first notice to the date the designation comes into effect. The resolution will come into force on the 1<sup>st</sup> February 2010.

**LONDON BOROUGH OF HILLINGDON**

**LONDON LOCAL AUTHORITIES ACT 1990 (AS AMENDED)  
PART III – STREET TRADING**

**DESIGNATION OF THE PUBLIC FOOTPATH**

In pursuance of Section 24 (10) of the above Act, NOTICE IS HEREBY GIVEN that at a meeting of the Cabinet of the London Borough of Hillingdon held on Thursday 17 December 2009 at the Civic Centre, Uxbridge, the Cabinet after considering all relevant information following the publication of the Street Trading Consultation documents and notices, agreed the Designation Order to operate from 1 February 2009 to permit the area of the public footway immediately in front of any shop in the borough to be licensed to enable the proprietor to display goods or place tables and chairs on the public footpath in accordance with the Council's agreed conditions.

Copies of the "Designation Order" can be inspected at the offices of the Street Scene Enforcement Team during normal working hours. A full set of the relevant licence terms and conditions may also be obtained from the Street Scene Enforcement Team.

The effect of the resolution will mean any proprietor wishing to display goods or place tables and chairs on the public footpath immediately in front of their shop or restaurant will have to apply for a licence from the Street Scene Enforcement Team.

Proprietors are advised that the provisions will take effect on 1 February 2010

If a proprietor displays goods on the public footpath outside their shop and/or places tables and chairs on the public footpath without a Licence they shall be guilty of an offence and liable on summary conviction to a fine currently not exceeding level 3 on the standard scale.

DATED

CABINET MEMBER

## PROHIBITION OF MOBILE (ITINERANT) ICE CREAM TRADING

“Itinerant ice cream trading” is defined as ice cream trading from a vehicle which goes from place to place remaining in any one location in the course of a trading day for a maximum of 15 minutes only.

During the summer period, the Street Scene Enforcement Team received numerous complaints about itinerant ice cream trading in Uxbridge Town Centre causing a noise nuisance and creating a traffic obstruction by parking and trading from narrow roads in Windsor Streets. Additionally, complaints were received of itinerant ice cream traders parking outside schools and offering children ice cream and confectionary. These activities contradicted dietary recommendations and the aims of the Healthy Hillingdon Schools Scheme and making it difficult for parents to drop off or collect children from schools.

Whilst trading in a licence street without a specific licence from the Council is generally unlawful, a specific exemption under of the London Local Authorities Act 1990 permits itinerant ice cream sellers to trade without licences, provided that they do not remain at any particular location for more than 15 minutes on any given day.

The Council is permitted under Section 37 of the London Local Authorities Act 1990 (as amended) to prohibit itinerant ice-cream traders in any street in the interest of preventing obstruction to traffic, or undue interference or inconvenience to persons using that street by passing a resolution designating the street as prohibited for such days and for such parts of the day as are specified in the resolution. Before passing any such resolution, the Council is required to consult the Commissioner of Police of the Metropolis and any body or bodies that appear to them to be a representative of persons carrying on ice cream trading in the borough.

Because of the vague definition of “itinerant ice cream trading” it is difficult to prove that a van is committing an offence by not being itinerant. It takes a lot of officer time to build up the evidence for a case file. Despite numerous recent complaints, the Street Scene Enforcement Team has not been able to obtain evidence necessary to sustain a successful prosecution.

Prohibiting itinerant ice cream trading in the suggested areas means that any van that is trading in the area will be clearly committing an offence regardless of the amount of time that they are trading for. This will make it possible for clear and effective enforcement action.

Officers will also enjoy additional powers of confiscation of any item used in pursuance of such offence including the seizure of the van and/or perishable goods.

### Results of Consultation

In accordance with the London Local Authorities Act Sections 37 (3) and (4), a public notice appeared in the London Gazette and Uxbridge Leader in October and November 2009 stating the council intends to pass a resolution. In line with the legislative guidelines in the Act, Transport for London, Hillingdon’s Highways team, and the Metropolitan Police and all traders licensed by the London Borough of Hillingdon were also consulted.

There are no known bodies which appear to be representative of persons carrying on ice cream trading in the London Borough of Hillingdon. The Street Scene Enforcement Team has therefore not consulted with such a known body. However, this consultation was advertised in the London Gazette with the aim of ensuring that any ice cream trader or representative body became aware of the consultation.

The Street Scene Enforcement Team received no representation against the proposed designation. It is therefore recommended that the Designating Notice, attached at Schedule 3 be approved by Cabinet.

#### Proposed Implementation

If the resolution is passed by Cabinet, its effect will be that the Street Trading Section can prohibit itinerant ice cream trading outside schools (and their adjacent roads), in the Uxbridge Town Centre and any major retail area.

If the resolution is passed, notice of its passing will be published in a local newspaper for two consecutive weeks (a copy of which can be found in Schedule 3), A period of at least twenty eight days must be given from the date of publication of the first notice to the date the designation comes into effect. The resolution will come into force on the 1<sup>st</sup> February 2010.

## LONDON BOROUGH OF HILLINGDON

LONDON LOCAL AUTHORITIES ACT 1990 (AS AMENDED)  
PART III – STREET TRADING

## PROHIBITION OF ITINERANT ICE CREAM TRADING

In pursuance of Section 37 (4) of the above Act, NOTICE IS HEREBY GIVEN that at a meeting of the Cabinet of the London Borough of Hillingdon held on Thursday 17 December 2009 at the Civic Centre, Uxbridge, the Cabinet after considering all relevant information following the publication of the Street Trading Consultation documents and notices, and in compliance with Section 37(2) of the above act, agreed the Designation Order to operate from 1 February 2010 to prohibit itinerant ice cream trading in the following areas within the London Borough of Hillingdon:

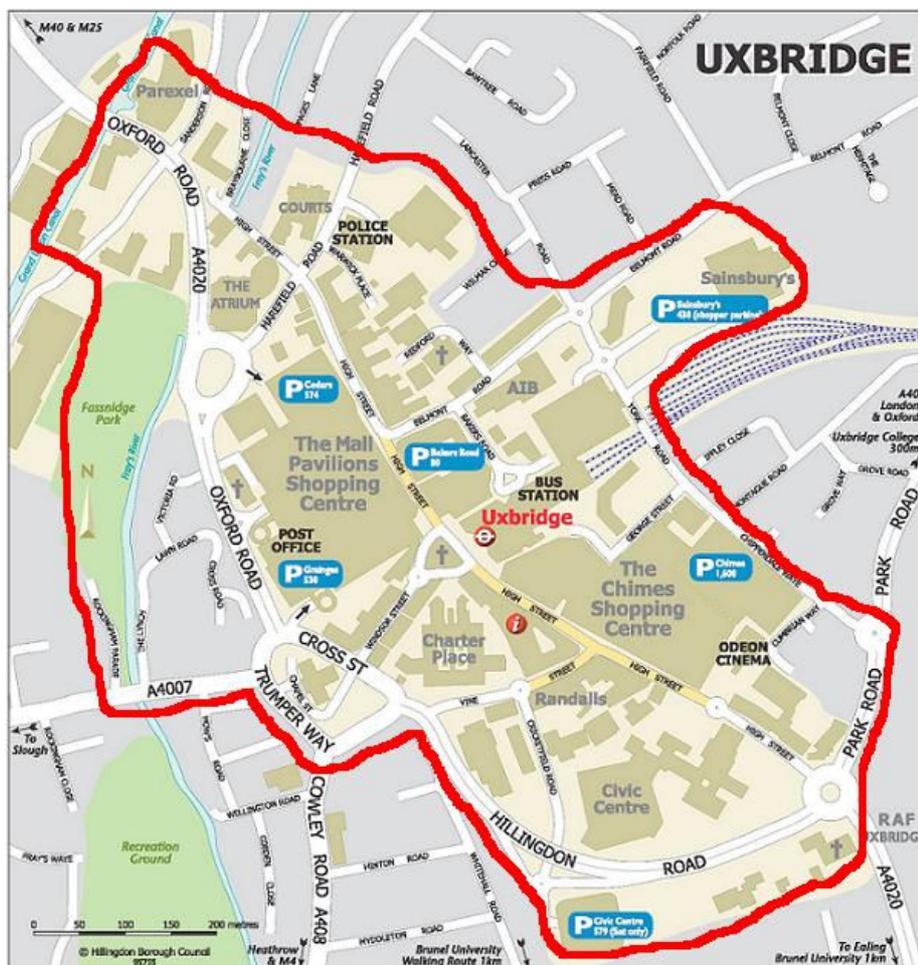
1. Any Street, or part of streets or side streets within 65 metres of any exit used by children from the following premises:
  - (i) Primary Schools
  - (ii) Under 5 Centres
  - (iii) Day Nurseries
  - (iv) Secondary Schools
  - (v) Special Schools
2. Any street or side street falling within the Uxbridge Town Centre. The Uxbridge Town Centre falls within the area bordered in red on the map attached below.
3. All streets, part of streets and side streets falling within major retail areas in
  - (i) Eastcote
  - (ii) Harefield
  - (iii) Harlington
  - (iv) Hayes
  - (v) Hillingdon Circus Area
  - (vi) Ickenham
  - (vii) Northwood
  - (viii) Northwood Hills
  - (ix) Ruislip
  - (x) Ruislip Manor
  - (xi) South Ruislip
  - (xii) Uxbridge
  - (xiii) Uxbridge Road Hayes
  - (xiv) Yiewsley and West Drayton

Copies of the “Designation Order” can be inspected at the offices of the Street Scene Enforcement Team during normal working hours.

The effect of the resolution will mean that any person engaging in itinerant ice cream trading in the above mentioned areas will be subject to enforcement action.

Traders are advised that the provisions will take effect on 1 February 2010.

If a trader engages in itinerant ice cream trading in a prohibited area they shall be guilty of an offence and liable on summary conviction to a fine currently not exceeding level 3 on the standard scale.



DATED

CABINET MEMBER

## APPENDIX D

### AMENDMENTS TO THE TERMS AND CONDITIONS OF LICENCES ISSUED UNDER PART III OF THE LONDON LOCAL AUTHORITIES ACT 1990 (AS AMENDED)

Since the implementation of Part III of the London Local Authorities Act 1990(as amended) in 1993, the terms and conditions of the licence have not been varied or amended. The legislation, however, has been amended on numerous occasions to improve the regulation and enforcement of street trading in London boroughs. Consequently the existing terms and conditions do not assist with proper and fair regulation of street trading activity.

The Street Scene Enforcement Team has reviewed street trading operations and identified areas where improvement and clarity can be introduced. Consequently, it is now necessary to vary the street trading licence terms and conditions in order to ensure that the proposed improvements can be successfully implemented.

The variation to the street trading licence proposes:

1. General terms to apply to the holder of all licences viz. street traders, shop front display licences and tables and chairs licences;
2. Separate conditions relevant only to each type of licence being issued;
3. Applications for the grant of licences, renewal or variation of licences to be decided by the Street Scene Enforcement Team;
4. Provision for the revocation of a licence where licence terms and conditions have been repeatedly breached;
5. Clarification that only street traders with 3 consecutive years trading experience within the London Borough of Hillingdon will be eligible for permanent licences;
6. Clarification that tables and chairs licences and shop-front licences will follow a temporary licensing scheme;
7. Clarification that only holders of permanent licences enjoy the right of appeal to the Registrations and Appeals Committee for decisions relating to the grant, renewal, revocation and variation of permanent licences;
8. Provision for the registration of a named person employed by and acting under the directions of the Licensed Street Trader, who is formally responsible for the operation of the business in the Traders absence from the pitch or premise and whose name and address has been notified to the Council in writing by the trader.
9. Provision for waste and refuse removal by all licensed traders;
10. Provision of greater control of licencing applications to discourage identity fraud and ensure that only those persons entitled to work in the United Kingdom are granted a licence;
11. Greater clarity of trading commodity, days, time, location and conduct;
12. Ensuring that the Street Scene Enforcement Team has the flexibility to vary licence conditions when and as necessary.

These proposed terms and conditions, if breached, may result in the trader facing prosecution and/or a fixed penalty notice.

It is vital that the variation to the terms and conditions of licences is introduced so as to afford officers a chance to effectively regulate street trading activity in Hillingdon.

### Results of Consultation

In accordance with the London Local Authorities Act Sections 27 (3), a public

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notice appeared in the London Gazette and Uxbridge Leader in October and November 2009 stating the council intends to vary existing street trading licence terms and conditions. In line with the legislative guidelines in the Act, Transport for London, Hillingdon's Highways team, and the Metropolitan Police and all traders licensed by the London Borough of Hillingdon were also consulted.

A public meeting was held with traders as part of the consultation process to discuss the proposed amendments. A number of queries were raised at the meeting and two written representations from traders in Uxbridge were received.

The concerns and their suggested amendments have been tabled in the main body of this report. It is therefore recommended that Cabinet approve the amended terms and conditions for licences issued under Part III of the London Local Authorities Act 1990 (as amended). A copy of the proposed new terms and conditions is attached at Schedule 5.

#### Proposed Implementation

If the resolution is passed by Cabinet, its effect will be that terms and conditions relating to licences issued under Part III of the London Local Authorities Act 1990 (as amended) will be varied.

If the resolution is passed, notice of its passing will be published in a local newspaper for two consecutive weeks (a copy of which can be found in Schedule 4), a period of at least twenty eight days must be given from the date of publication of the first notice to the date the designation comes into effect. The resolution will come into force on 1 February 2010.

**LONDON BOROUGH OF HILLINGDON**

**LONDON LOCAL AUTHORITIES ACT 1990 (AS AMENDED)  
PART III – STREET TRADING**

**VARIATION OF STREET TRADING LICENCE  
TERMS AND CONDITIONS**

In pursuance of Section 27 (3) of the above Act, NOTICE IS HEREBY GIVEN that at a meeting of the Cabinet of the London Borough of Hillingdon held on Thursday 17 December 2009 at the Civic Centre, Uxbridge, the Cabinet, after considering all relevant information following the publication of the Street Trading Consultation documents and notices, agreed the variation of licence terms and conditions for licences issues under Part III of the London Local Authorities Act 1990(as amended) to operate from 1 February 2010.

Copies of the “Designation Order” and a full copy of the terms and conditions of licence can be inspected at the offices of the Street Scene Enforcement Team during normal working hours.

The effect of the Order is that from 1 February 2010 all traders who are licenced under Part III of the above-mentioned Act are required to comply with the new varied terms of their licence. Failure to do so may result in the issue of a fixed penalty or enforcement action.

If a trader repeatedly fails to comply with the terms and conditions of their licence, they may be guilty of an offence and liable on summary conviction to a fine currently not exceeding level 3 on the standard scale.

DATED

CABINET MEMBER



# HILLINGDON

## LONDON

### **STREET TRADING**

### **LICENCE TERMS AND CONDITIONS**

Street Trading Regulations  
Effective from 1 February 2010  
Made by the London Borough of Hillingdon  
Pursuant to Section 27(3) of  
The London Local Authorities Act 1990 (as amended)

These Regulations have been made by the Council of the London Borough of Hillingdon under Part III of The London Local Authorities Act 1990 (as amended). These regulations prescribe the standard conditions which apply to Street Trading within the London Borough of Hillingdon

The Regulations came into force on 1 February 2010.

## 1. DEFINITIONS

In the regulations, unless the context otherwise requires, the following expressions shall have the following meanings:

- 1.1 **“Act”** means Part III of the London Local Authorities Act 1990 as amended by the London Local Authorities Acts 1994, 1999, 2004 & 2007”.
- 1.2 **“Advertisement”** means any word, letter, model, sign, placard, board, notice, whether illuminated or not, in the nature, and employed wholly or partly for the purposes of advertisement, announcement or direction and includes any hoarding or similar structure or any balloon used, or adapted for use for the display of advertisements, and references to the display of advertisement shall be constructed accordingly.
- 1.3 **“Assistant”** means a named person employed by and acting under the directions of the Licensed Street Trader, who is formally responsible for the operation of the business in the Traders absence from the pitch or premise and whose name and address has been notified to the Council in writing by the trader.
- 1.4 **“Awning”** means a sheet of canvas or other material, which projects beyond the pitch limits.
- 1.5 **“Authorised Officer”** means an officer of the Street Scene Enforcement Team duly authorised as required by the Act.
- 1.6 **“Child”** means a child who has not reached school leaving age.
- 1.7 **“Commodities”** means any goods, wares or merchandise for sale or on display at a Licensed Street Trader Pitch.
- 1.8 **“Highway”** means a route or area which all persons can use to pass and repass along as often and whenever they wish without let or hindrance and without charge; this includes carriageway, footway and any part of that area where the public have access and which may be in public or private ownership.
- 1.9 **“Ice Cream Trading”** means the selling, exposing or offering for sale of goods consisting wholly or mainly of ice cream, frozen confectionery or other similar commodities from a vehicle.
- 1.10 **“Itinerant Ice Cream Trading”** means ice cream trading from a vehicle which goes from place to place remaining in any one location in the course of trading for periods of 15 minutes or less and not returning to the same location or any other location in the same street on the same day;
- 1.11 **“Licensed Street Trader”** means any person who is licensed for a Street Trading under Part III of the Act
- 1.12 **“Licensed Street Trading Pitch”** means an area in any authorised street or place at which Street Trading may be conducted in by a Licensed Street Trader, and includes any temporary alternative place approved by the Council.
- 1.13 **“Premises”** means any land, building or part of a building and includes any commercial premises adjacent to a Licensed Street Trading Pitch.
- 1.14 **“Receptacle”** includes a box, vessel, table, chair or stand, vehicle or thing which is used (whether or not constructed or adapted for such use) as a container for the display of any article or thing or equipment used in the provision of any service or sale or offer or display of goods for sale.

- 1.15 **"Refuse"** means waste which has been generated in the course of a Licensed Street Trader's business activity including fruit and vegetable waste, cardboard, paper, small plastic items and other non-perishable waste.
- 1.16 **"Registration and Appeals Committee"** refers to the Committee of the London Borough of Hillingdon duly delegated to hear and determine opposed or contentious applications and revocations in relation to the Act.
- 1.17 **"Regulations"** refers to the contents of this document.
- 1.18 **"Shop Front Trading"** refers to a licence which permits the display of shop goods on a street in a manner permitted by the Act.
- 1.19 **"Special conditions"** are such conditions as it is deemed reasonable by the council to apply / not to apply to any Street Trading Licence in addition to the standard conditions.
- 1.20 **"Standard conditions"** means those matters set out in paragraph 27 (7) of the London Local Authorities Act 1990 (as amended) and as stated on a Street Trading Licence together with the conditions set out in these Regulations
- 1.21 **"Street Trading"** shall have the meaning described in Section 21 (1) of the Act.
- 1.22 **"Street Trading Licence"** refers to a Permanent or Temporary Licence, Shop Front Licence and or Tables and Chairs Licence granted under the Act.
- 1.23 **"Permanent Licence"** means a Street Trading licence granted under the Act and valid for the period specified therein being not less than six months and not more than three years. For the avoidance of doubt, street trading includes trading from a mobile van or vehicle.
- 1.24 **"Pitch Limits"** means the authorised ground markings defining the area within which a Street Trading Receptacle is to be contained.
- 1.25 **"Tables and Chairs Licence"** refers to a licence authorising the placement of tables and chairs on a street.
- 1.26 **"Temporary Licence"** means a Street Trading licence granted under the Act valid for a single day or for such period as may be specified in the licence not exceeding six months. For the avoidance of doubt, street trading includes trading from a mobile van or vehicle.
- 1.27 **"The Council"** means the London Borough of Hillingdon.
- 1.28 **"Trader"** means a person or that person's Assistant in whose name a current Street Trading Licence is held authorising street trading from a licensed street trading pitch. The Street Trading Licence may be a Permanent or Temporary Licence.

PART I: GENERAL CONDITIONS APPLICABLE TO ALL  
STREET TRADING LICENCES

2. GENERAL

- 2.1 The grant of a Street Trading Licence shall not be deemed to give any approval or consent which may be needed under any Bye-Law, enactment or regulation other than Part III of the London Local Authorities Act 1990.
- 2.2 These Regulations may be dispensed with or modified by the Council in any individual case by means of a Street Trading Licence variation.
  - 2.2.2 If a Licensed Street Trader wishes any of the terms or conditions of a Street Trading Licence to be varied, application must be made in writing to the Council in accordance with the statutory requirements. Any variation shall not take effect until the consent of the Council has been received in writing by the licence holder.
- 2.3 Licensed Street Traders shall ensure that they comply with all relevant legislation including the following:

- 2.3.1 Food Safety Act 1990;
- 2.3.2 Health and Safety at Work Act 1974;
- 2.3.3 Weights and Measures Act 1985;
- 2.3.4 Trade Descriptions Act 1968;
- 2.3.5 Consumer Protection Act 1987;
- 2.3.6 Children and Young Persons Act 1933;
- 2.3.7 Children and Young Persons Act (Protection from Tobacco) Act 1991;
- 2.3.8 Mock Auctions Act 1961;
- 2.3.9 Prices Act 1974;
- 2.3.10 Video Recordings Acts 1984 & 1993;
- 2.3.11 Consumer Credit Act 1974;
- 2.3.12 Trade Marks Act 1994;
- 2.3.13 Copyright Designs and Patents Act 1988;
- 2.3.14 Environmental Protection Act 1990;
- 2.3.15 Clean Neighbourhoods and Environment Act 2005;
- 2.3.16 London Local Authorities Act 1990;
- 2.3.17 Health Act 2006
- 2.3.18 Highways Act 1980;
- 2.3.19 Licensing Act 2003;
- 2.3.20 European Communities Act 1972

Together with all associated legislation including orders and regulations including any amendment or replacement of such legislation. Failure to comply with such legislation may result in the revocation of the Street Trading Licence.

### 3. STREET TRADING LICENCES

- 3.1. Licensed Street Traders are required to provide two full face passport-size photographs of themselves on applying for or renewing a Street Trading Licence. One of the photographs will be attached to the Street Trading Licence which must be displayed by the licensed street trader at all times whilst trade takes place; the other photograph, which must be signed on the reverse by the trader, will be for official use only. It is the Licensed Street Trader's responsibility to ensure that all documents requested for any application for a grant, renewal or variation of a licence is provided (a copy of a valid UK passport, proof of address and national insurance number, as well as evidence of £2m Public Liability insurance cover).
- 3.2. An application fee is payable for consideration of the grant, renewal or variation of a Street Trading Licence. The appropriate rates can be found on the Fees and Charges Sheet which is available on the Council's website. Application fees must be paid at the time of application for the application to be accepted as duly made.
- 3.3. All applications for the grant, renewal or variation of a Street Trading Licence will be determined by the Street Scene Enforcement Team (SSET) Manager or his deputy. An interview with the applicant or Trader will be held prior to a determination being made.
- 3.4. Any applicant for a Street Trading Licence to sell foodstuffs must at the time of application present to the Council evidence that all staff who will work at the Licensed Street Trading Pitch have completed an approved course of food hygiene training dated not more than three years prior to the date of application.
- 3.5. All Traders wishing to sell foodstuffs must provide evidence of being a registered food business with the appropriate authority for the area in which their business is based.
- 3.6. A Street Trading Licence shall cease to have effect on being surrendered to the Council by the Licensed Street Trader to whom it was granted. A receipt shall be provided in writing by the SSET Manager confirming same. All fees and charges shall be payable up

to and including the day accepted by the Council in writing as the day of surrender of the Street Trading Licence.

#### 4. POSITION

- 4.1. The Trader shall engage in Street Trading only from the position which is indicated on the licence, unless otherwise directed by an Authorised Officer. The Council reserves the right to suspend any Licensed Street Pitch on the grounds of obstruction to the Highway and/or health and safety concerns. An alternative Street Trading Pitch may be allocated if one is available.
- 4.2. When no alternative Street Trading Pitch is available the Trader will cease Street Trading and remove his Receptacle and Commodities immediately if / when directed to do so by an Authorised Officer of the Council or a police officer.
- 4.3. The Council's decision on the position and extent of a Licensed Street Trading Pitch shall be final.
- 4.4. Any Receptacle or part of a Receptacle of goods or services sold or offered that is located on or adjacent to a Highway shall require a Street Trading Licence if the display is placed within 7 metres of the boundary at the rear of the Highway delineating the private property and the road and / or footway, as may be evidenced by deeds of the property and / or the highway register.

#### 5. PITCH SIZE

- 5.1. The Street Trading area shall not exceed the dimensions specified on the Street Trading Licence and any Licensed Street Trading Pitch limits marked on the ground. An Awning may be permitted to extend 30cm (12inches) at the front of the Licensed Street Trading Pitch but no articles are to be suspended from the Awning beyond the permitted area.
- 5.2. A Trader shall not cause or permit any receptacle, part of a receptacle, goods or other articles whatsoever to project beyond the Licensed Street Trading Pitch.
- 5.3. Traders shall not cause or permit Receptacles, vehicles, commodities or other articles to be placed or to stand anywhere on the street otherwise than within the limits a Licensed Street Trading Pitch.

#### 6. COMMODITIES

- 6.1. Only those commodities specified on the Street Trading Licence may be sold from the Licensed Street Trading Pitch and Traders shall be limited to the group of Commodities listed on the licence.
- 6.2. No advertisement shall be displayed on the licensed pitch which relates to any goods, Commodities or services other than the goods offered for sale or provided on that pitch.

#### 7. DAYS AND TIMES

- 7.1. Licensed Street Trading may only take place on the days and during the times specified on the Street Trading Licence.
- 7.2. The Street Scene Enforcement Team shall advise traders of any extension of trading times for specified trading periods when and as relevant.
- 7.3. Traders or their Assistants shall remove their Receptacles and Commodities by the closing time stated on the Street Trading Licence.
- 7.4. Except where specifically authorised by the Authorised Officer, no Receptacle shall be left in the street after the closing time stated on the Street Trading Licence.
- 7.5. Any Receptacle left on the Licensed Street Trading Pitch after the closing time stated on the Street Trading licence may be removed by the Council and taken to a place of

storage. A Receptacle so removed shall not be returned to the owner until all costs and charges for the removal and storage of same have been paid in full by the owner or Trader. Any Receptacle so removed may be destroyed if not claimed by the owner within 28 days.

- 7.6. Street Trading times shall be the same as trading times applicable to shops in the vicinity of the Licensed Street Trading Pitch. For purposes of clarity, Traders may trade only during the times stated on the Street Trading Licence.
- 7.7. Vehicles are not permitted into the Street Trading area when prohibited by a road traffic Order.
- 7.8. Nothing in this section permits or purports to permit a Trader to contravene the terms of any parking restriction or order that applies to the street in question.

## 8. REFUSE

- 8.1. It shall be the Trader's responsibility to ensure that all litter and waste generated by their Street Trading activity is moved to a place from where it will be collected for transport to an authorised place of disposal. This may be by storage in suitable containers within the Licensed Street Trading Pitch until its collection by an authorised collector of waste.
- 8.2. The Trader shall keep the pitch area (and its environs up to 5 metres in any direction from the pitch) clean and swept free of any remaining debris throughout the Street Trading day. In particular it shall be the duty of every Trader to pick up all litter, debris, packaging and detritus that has been produced in the course of Street Trading or could reasonably be assumed to have been so produced or from any other source.
- 8.3. Where relevant, Traders are required to have in place a commercial waste agreement with a registered carrier of waste. Any commercial waste agreement shall be sufficient in quantity and frequency of collection to cover all the waste produced by the Trader at the Street Trading Pitch or in the market environs as a result of Street Trading.
- 8.4. Any Refuse considered by law to be an animal by-product shall be stored in an approved sealable container. For these purposes animal by product from a market stall shall include all waste water or water contaminated with material of animal origin or blood or other like fluid and no such liquid shall be allowed to drain onto the street or into the public street drainage system. All such refuse shall be stored and disposed of in accordance with the relevant legal requirements.
- 8.5. Traders shall keep waste 'Duty of Care' transfer notes or any such proof of proper disposal of commercial waste as may be required by law. All proof of proper disposal should be available for inspection at the Street Trading Licensed Pitch during trading day for inspection by Authorised Officers upon request. Obtaining of any such proof shall be the absolute liability of the Trader irrespective of the body or company removing the waste.

## 9. DISPLAY OF LICENCE

- 9.1. Traders shall at all times display in a prominent position the Street Trading Licence supplied by the Council indicating: the Trader's name, names of Assistants, Commodity, licence number, pitch Licensed Street Trading Pitch, Street Trading Licence issue date and expiry date. This Licence shall include the Trader's photograph and those of the Assistants registered to trade on the Street Trading Licence Pitch with the Council. This information (save for the photographs) shall also be supplied in writing immediately to any person who requests it.

## 10. SAFETY OF EQUIPMENT

- 10.1. Any electrical equipment must receive prior approval from the Council before being used on a Licensed Street Trading Pitch. Equipment must be tested annually by a suitably qualified electrician at the trader's expense and copies of electrical safety test certificates must be deposited with the Council before approval will be given by the Council. Traders will be required to retain and produce the original safety certificate for electrical equipment approved for use on the stall to an authorised officer of the Council on request. All equipment will require a safety tag to be displayed recording that the equipment has passed the necessary test and the date on which it was last tested.
- 10.2. All traders using an electric supply must have consent from the Council before seeking installation from an electricity supplier. Where relevant, the Trader and the supplier will be required to provide the Council with an indemnity for the safety of the supply of electricity.
- 10.3. Traders will disconnect from the supply when directed to do so by an authorised officer of the Council.
- 10.4. Where mobile electrical generators are used their use and position must be approved by the Council. They shall be so positioned as to ensure that:
  - 10.4.1 They do not present a danger to the passing public.
  - 10.4.2 They do not present a fire or similar hazard risk to the stall or goods displayed thereon.
  - 10.4.3 They do not cause any noise or fume nuisance.
  - 10.4.4 Any inflammable fuel is stored away from the stall in a London Fire Authority approved location and an approved container.A generator shall be turned off at the request of an authorised Council officer or police officer.
- 10.5 A Trader will be subject to automatic suspension of a Street Trading Licence if they tamper with, or use an electricity supply of the Council without payment. Any Trader causing damage to any Council installation or equipment will be required to pay the full cost of any repair or replacement. Any Trader responsible for such acts may be subject to a separate prosecution or civil proceedings.

## 11. RECEPTACLES

- 11.1. Receptacles shall be easily and immediately assembled and removed. The Council reserves the right to inspect Receptacles for health and safety compliance and to ensure that they are fit for purpose. Any Receptacle deemed to present a risk or hazard shall be immediately removed at the request of an authorised Council officer. It shall be and shall remain the responsibility and liability of the Trader to ensure that any Receptacle is safe in its construction, sighting, erection and use and will not cause injury to any person.
- 11.2. Traders or their Assistants shall remove the Receptacles and Commodities for so long as may be necessary in the event of extreme circumstances and when required to do so by a police officer or a duly authorised officer of the Council.
- 11.3. All Receptacles shall be of an approved type and shall be kept in clean condition and good repair. A Receptacle shall be repaired or repainted within one month of a written request from the Council.
- 11.4. A Trader shall not be permitted to engage in Street Trading until such time as a Receptacle that is unsafe or becomes unfit for purpose or beyond repair in the opinion of the Council is replaced with one fit for purpose.

## 12. CONDUCT

- 12.1. A Licensed Street Trader and any Assistants employed by them shall ensure that all members of the community are fairly treated with courtesy and respect. Traders and their Assistants shall not use any form of racist, sexist, homophobic or abusive language or

display any materials that can cause offence to a person's race, religion or sexual orientation. Traders must not behave in an aggressive manner or commit any acts of aggression or harassment (whether racial, sexual or otherwise) against any person.

12.2. In order to protect the community, any Trader or Assistant who commits one of the offences listed below will be liable for immediate suspension of their Street Trading Licence whilst the matter is investigated and until the Council determines if their licence should be permanently revoked:

12.2.1 Possession or supply of any controlled drugs,

12.2.2 Supply of counterfeit goods or offensive weapons,

12.2.3 sale and supply of alcohol unless permitted by licence.

12.2.4 trading under the influence of drugs or alcohol.

12.3. All Licensed Street Traders shall produce their Street Trading Licence when requested to do so by an authorised officer of the Council or police officer.

12.4. Traders shall not use or be permitted to use on the Licensed Street Trading Pitch or within the immediate vicinity any radio, cassette player or other equipment or apparatus to produce music or other sound, except in connection with the sale of their Commodity and then either through ear phones or at a volume level that allows a face to face conversation at normal speech level from the traders stall. Any Trader must reduce the level of sound from any device when required to do so by an authorised officer. Traders are permitted to listen to music for personal enjoyment and at a volume that does not create a noise nuisance for the general public,

### 13. INSURANCE

13.1. The Licensed Street Trader shall indemnify the Council against all actions, proceedings, claims demands and liability which may at any time be taken, made or incurred in consequence of the use or presence of the trader, their Assistant, their stall, receptacle or goods and any other object or thing they bring with them or produce in the course of their business and for this purpose must take out at the Traders expense a policy of Public Liability insurance approved by the council in the minimum sum of £2,000,000 (two million pounds) in respect of any one event and must produce to the Council on request the current receipts for the premium payment and confirmation of the renewals of the policy. The Council reserves the right to vary this amount from time to time and to notify Traders of any increase required by letter. A copy of the certificate of insurance shall be handed to the Council on request.

13.2. Satisfactory evidence of such insurance must be produced to the Council before a Street Trading Licence will be granted or renewed. Failure to produce insurance certificates when requested by an authorised office of the Council will lead to temporary suspension from trading until the certificate is produced and the Council is satisfied with the level of cover.

13.3. The Council reserves the right to contact insurance companies for the purposes of verifying the authenticity of the cover. Any Trader who does not have full insurance for the period specified within their licence and for the value stated by the Council will be suspended from trading until suitable insurance is in place and the cover note or policy presented to the Council.

13.4. Traders must inform the Council in writing and provide an updated copy of the certificate of insurance where there are any changes to their insurance cover. The Council may use the information provided to contact the Trader's insurer to confirm the details of any policy held or purported to be held and the applicable level of cover and indemnity provided.

### 14. STORAGE

- 14.1. Traders in foodstuffs shall notify the Council in writing of any change of address or addresses at which the Receptacle and any Commodities are stored. Such notice shall be given within 7 days of the change and the Council reserves the right to conduct an inspection to confirm occupancy and to ensure the storage space is compliant relevant standards.
15. EMPLOYED ASSISTANTS
  - 15.1. Traders shall notify the Council in writing on the relevant forms of the name, address and national insurance number of each and every Assistant who may be responsible for the Licensed Street Trading Pitch in the absence of the Trader. Details of any subsequent change of Assistant or any other relevant information regarding Assistants shall be given in writing to the Council.
  - 15.2. Assistants are required to provide the Street Scene Enforcement Team with two passport size photographs of themselves; a copy of a valid UK passport, (or overseas passport with Work Permit), proof of address and national insurance number. Only Assistants lawfully authorised to work in this Country and registered with the Council may work on a Licensed Street Trading Pitch whether the trader is present or not.
  - 15.3. A Licensed Street Trader shall not employ a Child in any capacity in the course of his trade or business.
  - 15.4. General or casual employees should not be confused with Assistants, as they do not have any responsibility for the business operation in the absence of the Trader.
16. ASSISTANCE TO COUNCIL OFFICERS
  - 16.1. A Trader shall give immediate assistance to Council officers when requested so to do in the exercise of their official duties.
  - 16.2. A Trader shall not use rude or offensive language or behave in an aggressive manner when dealing with any agent, officer or elected member of the Council.
  - 16.3. Any allegations made by Traders or their Assistants against other Traders or officers or members of the Council will be investigated. Should any such allegations be found to be without basis of fact or to have been made in a malicious or disingenuous manner, then the suitability of the Trader as a licence holder may be called into question pursuant to section 28(d) of the London Local Authorities Act 1990 (as amended). Additionally, the offering of bribes or inducements or any fraudulent acts will also be deemed as a breach of these Regulations under the terms of the Act.
17. PAYMENT OF CHARGES
  - 17.1. A Trader shall pay all charges in connection with Street Trading to the Council, on the dates and intervals advised by the Council upon the issue and/or renewal of the Street Trading Licence and in the manner agreed as appropriate for payment by the Council.
  - 17.2. Failure to make payment may result in the suspension of the Street Trading Licence and will result in a determination being made as to whether the Street Trading Licence will be revoked or not.
  - 17.3. An administration charge in the amount published in the scale of fees and charges will be made for administration costs in relation to any letters sent out pursuing arrears, giving notice of possible revocation of a licence or calling for a Trader to appear before Registration and Appeal Committee. The Council reserves the right to vary its charges from time to time and shall notify changes in the manner prescribed by the Act.
18. CHANGE OF ADDRESS AND CIRCUMSTANCES

18.1 A Trader shall give notice in writing to the Council of the change of any of the addresses and circumstances including the Trader's health. Notice of a change of address shall be given within seven days of the said change. Proof of new address will need to be submitted to the Council. The Council reserves the right to conduct a home visit to confirm occupancy.

## 19. LICENCE REVOCATION / VARIATION

19.1. Any Trader who contravenes any of the conditions of their licence shall be subject to the variation, suspension and or revocation of the Street Trading Licence.

19.2 Where a decision is taken to consider the revocation of a Permanent Licence, a recommendation shall be made to the Registration and Appeals Committee for a decision.

19.3. Any Permanent Licence holder who is convicted of an offence contrary to the Act or Regulations made in pursuance of it may be requested to appear before the Registration and Appeals Committee when the determination of the recommendation to revoke the licence will be made.

19.4. Any contravention of these Regulations by an Assistant shall be deemed to be a contravention by the Trader whether the Trader was present at the time of the contravention or not.

## PART II – TRADER LICENCES

This section refers to Street Trading Activity as defined above but specifically excludes Tables and Chairs Licences and Shop front Licences.

## 20. TEMPORARY LICENCES

20.1. All applicants licensed as temporary traders under the provisions of section 31 of the London Local Authorities Act 1990 as amended shall be deemed to be subject to the same conditions applicable to permanent street trading licences. However, the Act does not permit Traders who hold a Temporary Licence a right of appeal against a decision not to grant a licence, to revoke or vary a licence.

20.3. The issue of a Temporary Licence is without prejudice to the Council's application process for a Permanent Licences and does not infer a legal right to the grant of a Permanent Licence.

20.4. The Council reserves the right to issue licences to Traders who offer commodities which will enhance the shopping area before any other Trader or applicant.

20.5. The Council reserves the right, where appropriate, to suspend the licence of any Trader holding a Temporary Licence without notice and without any reason having been given in writing. A Trader who holds a Temporary Licence shall cease trading when requested to do so by an authorised officer of the council or police officer

## 21. PERMANENT LICENCES

21.1 A Trader must have traded under a Temporary Licence for a minimum of three years within the London Borough of Hillingdon prior to applying for a Permanent Licence.

21.2 Permanent Licences must be renewed once annually. Authorised Officers will advise on the period of renewals and applications for Permanent Licences. However, responsibility for ensuring renewals occurs before the expiry of Permanent Licence will strictly be the responsibility of the Licensed Street Trader. The non receipt of a written reminder from the Council will not in any circumstance be accepted as a reason for late or non renewal.

- 21.3. A Permanent Licence Trader may appeal against a decision not to grant; to renew or vary his/her Permanent Licence. Such an appeal shall be decided by the Registrations and Appeals Committee.
- 21.4. Succession of a Street Trading Licence may only be granted to a specified person if it falls into one of the following categories specified in the Act:
  - 21.4.1 When the Permanent Licence holder dies; or
  - 21.4.2 When the Permanent Licence holder retires having reached the normal age for retirement; or
  - 21.4.3 When the Permanent Licence holder advises the Council that owing to ill-health, he is unable to continue to engage in the Street Trading permitted by the Council, and submits evidence to satisfy the Council as to his ill-health.

Permanent Licence Traders will be required to produce evidence relating to the relevant category where the Permanent Licence is to be transferred under this Act.

## 22. PERMANENT LICENCE REVOCATION / VARIATION

- 22.1. Any Trader who contravenes any of the conditions of their licence shall be subject to the variation and/or revocation of the Street Trading Licence.
- 22.2 Where a decision is taken to consider the revocation of a Permanent Licence, a recommendation shall be made to the Appeals and Registration Committee for a decision.
- 22.3. Any Permanent Licence holder who is convicted of an offence contrary to the Act or Regulations made in pursuance of it may be requested to appear before the Appeals and Registration Committee when the determination of the recommendation to revoke the licence will be made.
- 22.4. Any contravention of these Regulations by an Assistant shall be deemed to be a contravention by the Trader whether the Trader was present at the time of the contravention or not.

## PART III - ADDITIONAL CONDITIONS SPECIFIC TO TABLES AND CHAIRS LICENCES

The Regulations below shall apply to Tables and Chairs Licences Only

23. The grant of a Tables and Chairs trading licence shall not be deemed to give any approval or consent which may be needed under any Bye-law, enactment, or Regulation other than under the Act(s).
24. A Tables and Chairs Licence shall be a Temporary Licence. A Permanent Licence may not be issued to a Trader who applies for a Tables and Chairs Licence.
25. A copy of the Tables and Chairs licence must to be displayed in the window of the premises outside which trading is permitted. The copy licence is to be displayed so as to be clearly visible and legible from the street.
26. Only those commodities sold in shop premises can be served under the Tables and Chairs Licence.
27. Only those services provided within the premises can be provided in the licensed area where a licence permits tables and chairs to be placed on the street.
28. It is a specific condition of a Tables and Chairs Licence that monetary exchange or payment can be made in the Licensed Street Trading Pitch.
29. The dimensions of a Licensed Street Trading Pitch shall be such that a minimum of 2m clear of any obstruction shall be maintained on the Public Highway for the safe pass, re-pass and free flow of pedestrian and vehicular traffic.

30. No receptacle, display or tables(s) or Chair(s) shall at any time be permitted to obstruct an entrance or exit to any adjacent premises or to any part of the building to which the Temporary licence applies that is under separate occupation
31. Temporary barriers of an approved type must be in situ during licensed hours and the same must be removed outside of the hours permitted by the licence
32. A Tables and Chairs Licence is not transferable.
33. On submitting an application for a Licence or an application to renew a licence, the applicant must provide the following:
  - 33.1 Two passport sized photographs of the Licence Holder with the Licence Holder's signature on the back.
  - 33.2 Two proofs of Licence Holder's home address and business premises address which is no older than 3 months
  - 33.3 Documentary proof of the Licence Holder's National Insurance Number
  - 33.4 Documentary proof of a commercial trade waste agreement.
  - 33.5 The requisite application fee
  - 33.6 Proof of Planning consent where necessary
  - 33.7 Proof of ownership or other right to occupy the premises to which the shop front trading application relates
  - 33.8 Such proof of having carried out consultation as may be required by the council
  - 33.9 The Licence fee notified to the applicant in writing
  - 33.10 A map and planned layout of the area covered by the Street

#### PART IV - ADDITIONAL CONDITIONS SPECIFIC TO SHOP FRONT LICENCES

The Regulations below shall apply to Shop Front Licences Only

34. The grant of a Shop front trading licence shall not be deemed to give any approval or consent which may be needed under any Bye-law, enactment, or Regulation other than under the Act(s).
35. Any display or part of a display of goods or services sold or offered within a shop and that is located on a public forecourt adjacent to the shop shall require a Shop Front Licence if the display is placed within 7 metres of the boundary at the rear of the footway delineating between the private property and the public Highway, as may be evidenced by Deeds of the property and / or the Highway register.
36. A copy of the Shop Front Trading licence must to be displayed in the window of the premises outside which trading is permitted. The copy licence is to be displayed so as to be clearly visible and legible from the street.
37. A Shop Front Trading Licence is not transferable.
38. A Shop Front Trading Licence authorises the display of goods. No payment or monetary exchange may take within the Licensed Street Trading Pitch.
39. A Shop Front Licence shall be a Temporary Licence. A Permanent Licence may not be issued to a Trader who applies for a Shop Front Licence.
40. Only those commodities sold in shop premises can be displayed outside premises provided they are not excluded items as defined in these regulations.
41. A separate Street Trading Licence shall be required in the event that a commodity that is not sold in the shop is displayed or offered for sale on the Licensed Street Trading Pitch.
42. Only those receptacles and containers which are suitable and fit for purpose and approved by the Council shall be used by the licence holder and Assistants for shop front trading or ancillary to shop front trading. Displays shall not be formed by the use of unsuitable items such as milk crates and the like.
43. The following items may not form part of the Commodities displayed under a Shop Front Licence:

- 43.1 Alcoholic beverages, tobacco and tobacco products;
  - 43.2 Lottery tickets, phone cards, raffles, tombola and/or other games of chance;
  - 43.3 Medicines, drugs and other prescribed substances
  - 43.4 Uncooked meat or fish
  - 43.5 New and used cars and motorcycles
  - 43.6 Pets and livestock
  - 43.7 Containers of Liquid Petroleum Gas (LPG) including any which are fully or partly discharged
  - 43.8 Explosives including fireworks;
  - 43.9 Goods considered by the London Borough of Hillingdon to pose a Health and Safety risk to the public.
44. The dimensions of a Licensed Street Trading Pitch shall be such that a minimum of 2m clear of any obstruction shall be maintained on the Public Highway for the safe pass, re-pass and free flow of pedestrian and vehicular traffic.
45. A display, receptacle, table or chair shall not be used if it is likely to damage the street.
46. The display/stand must be of a construction that will cause minimal damage if there is a collision. There must be no sharp edges or protruding parts.
47. On submitting an application for a Licence or registration of an Assistant, the applicant must provide the following:
- 47.1 Two passport sized photographs of the Licence Holder with the Licence Holder's signature on the back.
  - 47.2 Two proofs of Licence Holder's home address and business premises address which is no older than 3 months
  - 47.3 Documentary proof of the Licence Holder's National Insurance Number
  - 47.4 Documentary proof of a commercial trade waste agreement.
  - 47.5 The requisite application fee
  - 47.6 Proof of Planning consent where necessary
  - 47.7 Proof of ownership or other right to occupy the premises to which the shop front trading application relates
  - 47.8 Such proof of having carried out consultation as may be required by the council
  - 47.9 The Licence fee notified to the applicant in writing
  - 47.10 Details of the shop front display proposed
48. An awning may be permitted to extend up to a maximum of 30cm (12inches) at the front of the Licensed Shop Front Pitch but no articles are to be suspended from the awning beyond the permitted area. Additionally, the placement of the awning must permit safe pass and repass by pedestrian traffic. Proof of planning consent must be provided where relevant

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## CHARGED DISCRETIONARY SERVICES FOR PLANNING FUNCTIONS

<b>Cabinet Member</b>	Councillor Keith Burrows
<b>Cabinet Portfolio</b>	Planning and Transportation
<b>Officer Contact</b>	Stephen Timms / Jales Tippell
<b>Papers with report</b>	None

### HEADLINE INFORMATION

<b>Purpose of report</b>	This report considers the council's power to charge for the provision of discretionary services to Annington Developments Ltd in accordance with the provisions of Section 93 of the Local Government Act 2003 and Section 139 of the Local Government Act 1972. This is to meet the council's reasonable and justifiable costs associated with the discharge of its planning function, in providing a high quality pre-application service in the lead up to submission of a planning application for land to the north-west corner of RAF Uxbridge, and on-going support through the assessment process. This will ensure additional resources are dedicated to the whole planning process consistent with the importance of this project to the local community and the wider area. It is recommended that the payment for discretionary services be accepted.
<b>Contribution to our plans and strategies</b>	The recommendations will assist the planning process to realise the objectives of the Sustainable Community Strategy.
<b>Financial Cost</b>	The costs of £21,280 arising from the discretionary services will be paid for by Annington Developments Ltd. This will cover the costs of providing a part-time dedicated officer and appropriate support for the pre-application process in the lead up to submission of an outline planning application for the site, plus on-going support in assessing the planning application. This will provide additional resources to the Council to enable it to carry out its statutory planning functions.
<b>Relevant Policy Overview Committee</b>	Residents' and Environmental Services
<b>Ward(s) affected</b>	Uxbridge, North Uxbridge

## **RECOMMENDATION**

**That Cabinet accepts the payment for charged discretionary services from Annington Developments Ltd in accordance with the provisions of Section 93 of the Local Government Act 2003 and Section 139 of the Local Government Act 1972.**

## **INFORMATION**

### **Reasons for recommendation**

The parcel of land owned by Annington Developments Ltd sits within the north-west corner of the RAF Uxbridge site. It has an area of 4.6ha that is proposed for re-development. Annington Developments Ltd. have advised officers that they intend to lodge a planning application for a residential led scheme in the spring of 2010. In order to ensure a plan-led approach, that incorporates the views of local residents and other key stakeholders, it is considered necessary to provide detailed on-going pre-application advice to the applicant in preparing a planning application, and this will incur costs to the Council. The offer from Annington Developments Ltd. will greatly assist the Council in meeting those costs.

There will be the need for on-going meetings, and the provision of consistent and timely advice through the pre-application process, in the lead up to submission of a planning application, and during the assessment of the application(s), along with other associated work. It is considered essential to have a dedicated officer for the project, and additional resources are needed to support that function. It is therefore considered appropriate that the Council should provide a discretionary service to Annington Developments in exchange for payment of the council's reasonable and justifiable costs incurred in the provision of such services.

### **Alternative options considered / risk management**

- I. Refuse to offer the discretionary services. This would not be in the best interests of the local communities or the council.
- II. Request changes to the proposed discretionary services. The gift offer is unlikely to be increased.

### **Comments of Policy Overview Committee(s)**

The Residents and Environmental Services Policy Overview Committee have not commented on the report.

### **Supporting Information**

#### **The development site**

1. Annington Developments Ltd. own a parcel of land within the north-west corner of RAF Uxbridge. The site has an area of approximately 4.6ha and is currently occupied by derelict houses that were previously used for housing associated with the RAF Uxbridge base. There appears to be some potential to refurbish the existing 100 houses, although a more appropriate redevelopment of the site to provide between 300-400 houses is being sought by Annington. This would also significantly improve the aesthetic appeal of the site and the immediate area, and contribute to improving services and facilities in the local area. It is also essential that the proposals from Annington Developments Ltd.

reflect and integrate with the proposals for the wider RAF Uxbridge site, and the aspirations and requirements of the RAF Uxbridge Supplementary Planning Document (SPD) and other council priorities. In order to ensure that these objectives are realised, on-going negotiations to guide the pre-application process are necessary.

2. The council adopted the RAF Uxbridge SPD in January 2009. Whilst the RAF Uxbridge SPD, sets out some general requirements for re-development of the site, there needs to be on-going engagement with key stakeholders to help realise the objectives and requirements set out in the SPD. The pre-application process is an essential part of the planning system, as outlined in government guidance, such as Planning Policy Statement 1 - *Delivering Sustainable Development*, and the most recent DCLG Circular 03/09 – *Costs awards in Appeals and other Planning Procedures*. The Department of Communities and Local Government have also prepared guidance on this topic, to assist and encourage local authorities to pursue such initiatives, and this is detailed in *Implementing Planning Performance Agreements*, and there are a number of examples across the country where this approach has been used. The pre-application phase for this development will require the commitment of significant resources exceeding that for most other projects in the borough. This will include project management, co-ordinating meetings, ensuring the provision of consistent and timely advice to key stakeholders, engaging the local community, and resolving complex issues as the masterplan evolves and relevant studies are undertaken. It is essential that such issues are addressed through the pre-application process, rather than after submission.
3. Annington Developments Ltd. have offered pay £21,280 for discretionary services towards pre-application costs and the costs of determining any relevant applications(s) in an effective manner. The details of the discretionary services are set out in a structured Planning Delivery Agreement. In order to meet the reasonable and justifiable costs to council, and to ensure part-time dedicated resources are provided to ensure the best outcomes for the project, it is considered appropriate that the council should accept the payment for discretionary services from Annington Developments Ltd. The sum of money that is received would be strictly ring-fenced to ensure that it is spent in accordance with the terms of the discretionary service, and the planning functions associated with this development site.
4. Whilst the agreement to a structured Planning Delivery Agreement with a discretionary charge of £21,280 cannot in any way influence the outcome of the planning application, it can provide an adequate staffing resource to enable the development proposals to be afforded a higher level of priority than may otherwise be possible, particularly given the complexity and importance of this project.
5. The council has recently agreed funding in relation to various planning delivery agreements, and planning initiatives, including the discharge of its functions in producing the RAF Uxbridge Supplementary Planning Document (SPD), providing detailed planning advice and processing applications for RAF Uxbridge and RAF West Ruislip, preparing an SPD for the former NATS site, dealing with pre-application and post application duties for the NATS site, and dealing with airport related planning applications.
6. The alternative, to refuse the sum of £21,280, would involve meeting the costs through the standard pre-application charges. There are a number of limitations to this approach, primarily that inadequate funding would come forward to fund a dedicated project officer, which is considered essential to this work. This approach would also limit correspondence and negotiations between the applicant and the council, and this is not

likely to achieve the same objectives, given the current constraints on the planning budget and the competing priorities of other workstreams.

7. The Cabinet is recommended to accept the payment for charged discretionary services from Annington Developments Ltd. If funding is not provided externally by Annington Developments Ltd then these on-going costs will need to be met from existing Council resources.

## **Financial Implications**

The offer of £21,280 gift funding from Annington Developments Ltd will cover the part time costs of an officer through the pre-application process, in the lead up to submission of a planning application and during the assessment of the application(s), along with other associated work. This will provide additional resources to the Council to enable it to carry out its statutory planning functions.

## **EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES**

### **What will be the effect of the recommendation?**

In terms of service user outputs, the payment for charged discretionary services offers the opportunity to provide a higher standard of service than may otherwise be possible. A dedicated project officer would be proactive in engaging with various stakeholders, a central point of contact for enquiries and add value to the overall process. The project officer would facilitate the sharing of information, coordinating responses from council to Annington Developments Ltd and other stakeholders and ensure a consistent approach to deliver the best outcomes for redevelopment of the site. Such an approach is consistent with the latest guidance from government, and is in the best interests of achieving council's objectives, as set out in the Sustainable Community Strategy.

### **Consultation Carried Out or Required**

None

## **CORPORATE IMPLICATIONS**

### **Corporate Finance**

The financial implications above properly reflect the direct resource implications for the planning service. The proposed payment will ensure a part-time dedicated project officer can be involved throughout the pre-application process and during the assessment of the application(s), along with other associated work. There are no wider implications for the Council's resources as a whole.

### **Corporate Procurement**

Not applicable.

### **Legal**

Section 93 of the Local Government Act 2003 provides a general power to local authorities to charge for discretionary services. Discretionary Services are those services that an authority has the power, but is not obliged, to provide. Through the power to recover via a charge the costs to an authority of providing a service, the government aims to encourage authorities to

provide more wide ranging and new and innovative services for their communities. The council may utilise this power if:

- the council already has the power to provide the service, but is not mandated or has a duty to provide;
- the recipient of the discretionary service has agreed to its provision and to pay for it;

Charges may be set differentially, so that different people are charged different amounts. The council is not required to charge for discretionary services. They may provide them for free if they have the resources to do so. However, by virtue of Section 93 (4) there are limitations to the cost of recovery in that for “each kind of service” the income from charges for that service does not exceed the costs of provision. Each council can decide the methodology they wish to adopt for assessing the costs.

In planning terms, the effect of the above legislation is that the council can provide extensions to statutory services including a range of advisory services linked to planning and development control. These are not a statutory requirement, but can make an important contribution to the operation of the statutory services. The council are entitled to receive income for provision of the discretionary services so long as it does not exceed the cost of providing the service. To conform to government guidance the PPA ought to be negotiated by officers and properly formalised. In terms of member involvement, Members and officer should have regard to the helpful guidance on Members pre-application involvement set out in the Department of Communities and Local Government “Member Involvement in Planning Decisions”, published in January 2007.

### **Corporate Property**

The Head of Corporate Property Services advises that there are no direct property implications arising from this report.

### **Relevant Service Groups**

No other service groups are directly impacted by the recommendation.

### **BACKGROUND PAPERS**

Planning Policy Statement 1 – Delivery Sustainable Development

Department of Communities and Local Government Guidance - *Constructive talk - Investing in pre-application discussions*.

Department of Communities and Local Government - Guidance Note on Implementing Planning Performance Agreements 2007.

Department of Communities and Local Government “Member Involvement in Planning Decisions”, published in January 2007.

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## OLDER PEOPLES PLAN - UPDATE 2009/10

<b>Cabinet Member</b>	Cllr Ray Puddifoot / Cllr Philip Corthorne
<b>Cabinet Portfolio</b>	Leader of the Council / Social Services, Health and Housing
<b>Officer Contact</b>	Dan Kennedy
<b>Papers with report</b>	Older People's Action Plan 2009-2010

### HEADLINE INFORMATION

<b>Purpose of report</b>	To provide a progress report on the implementation of the Action Plan from the Older People's Plan 2008-2011.
<b>Contribution to our plans and strategies</b>	The older people's plan assists the Council to deliver its plan 'Fast Forward to 2010' and with partners assists in delivering the Sustainable Community Strategy for Hillingdon. These in turn contribute to the Comprehensive Area Assessment for Hillingdon.
<b>Financial Cost</b>	The majority of proposals will be financed from within existing resources. However, some proposals may be financed via funding set aside under the "Leader's Initiative".
<b>Relevant Policy Overview Committee</b>	Social Services, Health and Housing
<b>Ward(s) affected</b>	All

### RECOMMENDATION:

**That Cabinet notes the achievements at the end of September 2009 of the older people's action plan for 2009/10 as set out in appendix one.**

### INFORMATION

#### Reasons for recommendation

1. The development of the three-year older people's plan 2008-2011 endorses the commitment from the Council and its partners to the continued development and improvement of services designed to create a better quality of life for older people in Hillingdon. The plan supports the council in delivering it's plan 'Fast Forward to 2010' and supports Hillingdon in delivering the Sustainable Community Strategy.

#### Alternative options considered

2. None considered

## Comments of Policy Overview Committee(s)

3. None at this stage

## Supporting Information

4. The Older People's Plan from 2008-2011 is the second three-year plan for older people in Hillingdon, and continues the work of the 2005-2008 plan. On 15 July 2008 Cabinet approved the three-year plan for older people 2008-2011. The implementation of the plan is achieved through annual action plan targets.
5. The three year plan was developed in consultation with older people and a wide range of partners including the Hillingdon Primary Care Trust, Hillingdon Hospital, the voluntary sector, Police, Ambulance Service and Fire Brigade. This collaborative approach has proved successful and will continue to further improve services for older people in the borough and promote active ageing in Hillingdon.
6. The Older Peoples Plan 2008-2011 is made up of eight themes which older people have said are important to them. The eight themes are:
  - Safety and security
  - Preventative care
  - Keeping independent and healthy
  - Tackling age discrimination
  - Planning for retirement
  - Housing
  - Learning and sharing skills
  - Consulting and informing
7. The action plan is regularly monitored and updated and further work is underway during 2009/10 to develop the involvement of the Older Peoples Assembly and the FORCE Group (the Older Peoples Assembly Steering Group) in monitoring the plan and developing actions for future years. Projects identified by the Leader's Initiative are considered against these stated themes.
8. There have been a number of achievements during 2009/10 so far. Achievements include:

### **Safety and Security**

- Free burglar alarms - the provision of free burglar alarms to older people who are victims of crime – a total of 171 alarms were installed in 2008/09 and in the first six months of 2009/10, the number of alarms installed has increased to 392 working in partnership with Age Concern. 1,000 alarms will be fitted by the end of March 2010. During 2008/09, 82% of older people said they felt safer in their own homes after an alarm was installed. This project has been funded by the Leader's Initiative. As at 30 November 2009, 576 alarms had been installed.
- Fire safety – the London Fire Brigade have conducted 1043 fire safety visits to the homes of older people during the first six months of 2009/10. These assessments help to make sure the risk from fire is minimised in the home.

### **Preventative Care**

- Transforming social care – Hillingdon Council is on track to transform social care by offering people who are eligible for assistance a personal budget. This budget will

allow people who need support the opportunity to have a greater say in what support they would like to meet their needs. During 2009/10 a number of pilots are being held to test arrangements for a personal budget before the initiative is extended to existing and new service users.

### **Keeping Independent and Healthy**

- **Extending the Brown Badge Parking Scheme** – The Brown Badge Parking Scheme offers older people a designated place to park their car / vehicle which means older people are closer to amenities. All 22 Council-owned car parks have Brown Badge parking bays. At 27 November 2009 a total of 4,206 Brown Badges have been issued since the scheme was introduced. During 2009/10 additional Brown Badge parking bays have been installed at the Chimes Shopping Centre and at Breakspear Crematorium. Additional bays are being installed at the Willow Tree Retail Park (Yeading), Ruislip Lido and Highgrove Pool. In addition, bays are to be installed at West Ruislip railway station, the Iceland Supermarket in Hayes, and the Halfords / Wickes Retail Park in Uxbridge. Permission has also been granted for Brown Badge parking bays at the Sainsbury's / Homebase retail outlet in Hayes.
- **Free Swimming** – to help older people keep fit and active, free swimming sessions are available to all people aged 60 years or older. The take-up of this new initiative has been tremendous – more than 15,000 free swims were provided during the six months from April to September 2009. Additional swimming sessions have been provided to meet demand.
- **Dedicated Advice and Support** – Working closely with Age Concern, a dedicated worker has been appointed to offer older people advice and information to promote healthier lifestyles.
- **Improving Dining Clubs and Community Facilities** – with funding from the Leader's Initiative, support has been provided to dining clubs and community facilities to invest in new equipment and maintain delivery of vital community services for older people.

### **Tackling Age Discrimination**

- **Providing Support Through the Economic Downturn** – working closely with Age Concern, Hillingdon Council has supported the appointment of a dedicated worker to offer financial advice and information to older people working across the Borough as part of the 'Ageing Well' activities programme. In addition, the Joint Visiting Team made up of staff from Hillingdon Council and the Department for Work and Pensions held a benefits awareness event in Ruislip during September 2009, working closely with faith leaders to ensure members of their community have access to benefits advice.

### **Planning for Retirement**

- **Information about Planning for Retirement** – is scheduled for the January / February 2010 edition of Hillingdon People.
- **Promoting Volunteering Opportunities** – In partnership with Hillingdon Carers we have developed focused publicity to encourage carers to consider volunteering to enhance their well-being but also as a tool for returning to paid employment once their caring commitments have ended.

### **Housing**

- Improving Housing Conditions for Older People – we have continued to improve the homes of older people. During the first six months of 2009/10 this includes: improvements to the central heating systems of 45 homes occupied by older people; improved insulation measures in 202 homes and essential repairs to a further 47 homes. The improvements are helping older people to remain living in their own home.
- Specialist Extra Care Housing – The Council is actively progressing the development of extra care housing using funding from the Homes and Communities Agency. Extra care housing will be able to provide support and care for people with more complex needs as an alternative to residential care settings. Our partner Registered Social Landlord (Paradigm) have started work on the extra care scheme at the RAF West Ruislip Site, and the Council have received £7m Government funding for re-development of the Triscott House sheltered housing scheme into extra care sheltered housing.

### **Learning and Sharing Skills**

- Developing IT skills – promoting access to support and learning opportunities for older people to develop their skills in using IT.

### **Consulting and Informing**

- Dedicated Information for Older People - information for older people has been improved, with a dedicated page for older people in every edition of the Council's publication for local residents (called 'Hillingdon People').
- Supporting Hillingdon's Older People's Assembly – dedicated to older people, the Assembly have engaged in a number of key discussion items in the last six months including: creating a healthy lifestyle and healthy living; tackling loneliness and depression and the support and services offered by voluntary sector services.

9. A full progress update of the action plan for the first six months of 2009/10 is attached under appendix one.

### **Financial Implications**

10. The majority of proposals will be financed from within existing resources. However, some proposals may be financed via funding set aside under the "Leader's Initiative".

### **EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES**

#### **What will be the effect of the recommendation?**

11. The 2008-2011 Older Peoples Plan was welcomed by older people as positively continuing to raise their value and profile and as an opportunity to improve the lives of older people in the community.

#### **Consultation Carried Out or Required**

12. Engagement with older people to review the 2008-2011 plan will help to identify future priorities for development.

## **CORPORATE IMPLICATIONS**

### **Corporate Finance**

13. A corporate finance officer has reviewed the report and its financial implications, and is satisfied that these reflect the resource implications for the Council of the implementation of the Older People's Plan. There are no additional financial implications arising from the recommendations of the report.

### **Legal**

14. There are no specific legal implications arising from this report.

## **BACKGROUND PAPERS**

Older People's Action Plan 2009-2010 - Update - Appendix one

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## Appendix 1 - Older Peoples Action Plan 2009/10 – Quarter 2 Update

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 2
<b>Theme 1 - Safety and Security</b>					
1.1	Increase home security among older people.	a) Install 1000 burglar alarms free to the homes of vulnerable older people	Sarah Owen	31 March 2010	<b>On track (green) – During the first six months of 2009/10, 392 alarms have been fitted. Age Concern now have in place two dedicated handy people, who will only be working on the installation of the alarms. 576 alarms had been installed as at 30 November 2009.</b>
		b) Promote increased home security - distribute information packs about security to all future recipients of alarms	Sarah Owen	31 March 2010	<b>On track (green) - all recipients of burglar alarms are given a security pack containing useful crime prevention information. 1,000 have been passed to Age Concern who are distributing with each alarm installed.</b>
1.2	Take action to tackle rogue traders. (Ref: ECP001)	a) Tackle reports of Rogue Traders in cooperation with Police and other partners.	Peggy Law	31 March 2010	<b>On-going (green) - Trading Standards Officers have responded to 14 incidents of rogue traders and intervened on 5 occasions.</b>
1.3	Raise awareness amongst older people of safety and security	a) Deliver 2 presentations to older people's forums/assemblies	Sarah Owen	31 March 2010	<b>On track (green) – The Community Safety Team attended the Older People's Forum on 16<sup>th</sup> October 2009.</b>

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 2
		b) Conduct home fire safety visits in priority postcodes	Colin Gribble	31 March 2010	<p><b>On track (green) - 500 home fire safety visits were conducted during quarter 1, of which approximately 39% were in priority postcodes.</b></p> <p><b>543 home fire safety visits were conducted during quarter 2, of which approximately 49% were in priority post codes. In total 1043 home fire safety visits were conducted during the first six months since April 2009.</b></p>
1.4	Continue to make the streets feel safer, particularly in the evenings.	Continue to tackle anti-social behaviour - resolve at least 80% of all cases referred to the community safety team by eliminating (totally or partially) the problem or referring the case to Hillingdon Community Mediation	Mick Dunckley	31 March 2010	<p><b>On track (green) – to resolve at least 80% of all cases referred to the Community Safety Team. Problems in 76% of cases referred to the community safety team were eliminated (totally or partially) or referred to Hillingdon Community Mediation.</b></p>
1.5	Raise awareness amongst front-line staff about security and safety for older clients	a) Deliver 7 community safety risk management training sessions to front-line social care staff on crime prevention, fire safety and trips and falls.	Sarah Owen	31 March 2010	<p><b>On track (green) – five training sessions have been delivered - on the 7th May, 24th June and 30th June 2009 and two on 1 October 2009. Further training (two sessions) is scheduled for 12<sup>th</sup> February 2010.</b></p>

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 2
		b) Provide quarterly bulletins to social care staff about community safety news and projects that benefit older people – 4 bulletins by March 2010.	Sarah Owen	31 March 2010	<b>On track (green) – Three information bulletins have been distributed to date to social care staff, Hillingdon Homes staff and Housing and Benefits staff with information on the key safe protocol, fire safety, bogus callers and burglar alarms. Bulletins have also included information about how to book on to the community risk training. Future bulletins to include examples of scams, accessing help such as crime prevention officers, care and repair, community grants and safety when out and about.</b>
<b>Theme 2 - Preventative Care</b>					
2.1	Increase the number of people in receipt of assistive technology to help them remain independent and live safely at home.	a) Deliver a target of 350 additional people receive telecare by 31 March 2010	Tolu Roche	31 March 2010	<b>On track (green) – on track to achieve the target of 350 additional people receiving telecare by 31 March 2010. As at the 18 November 2009, 150 installations have been completed and a further 15 are awaiting installation. A strategy for telecare is due to be finalised by January 2010.</b>

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 2
2.2	Improved arrangements for advocacy for older people and adults with disabilities	a) Complete a review of advocacy services available to support local people	Gary Collier	31 March 2010	<b>On track (green) - Funding has been agreed to fund a two-year pilot for an advocacy service to support adults who have been referred to the Safeguarding Adults team and/or residents in residential/nursing homes that are located in Hillingdon. The majority of people in residential/nursing care will be over the age of 65. Service anticipated to start February 2010.</b>
2.3	Develop and progress arrangements to transform adult social care – giving people more choice and control over their lives	a) Deliver the pilots for self-directed support by 31 March 2010 to promote greater choice, independence and control over the social care and support individuals receive.	Dave King	31 March 2010	<b>On track (green) – On track to deliver Self-Directed Support services to offer people who need adult social care more of a say in their care and support arrangements. Pilots to test how the new arrangements will work have been launched.</b>

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 2
<b>Theme 3 - Keeping independent and healthy</b>					
3.1	Improve health and wellbeing and quality of life for older people with mental health needs (ref: Healthy Hillingdon TP – 23)	a) Quarterly promotion of walks in libraries (including walk and talk sessions run with 2 local libraries)	Angela Flux	31 March 2010	<b>On track (green) – Healthy walks promoted at all libraries. Walks taking place as planned - 54 walks from 11 sites. Walks programme co-ordinated with Streets Ahead including walks from Uxbridge Library, Harlington Library and Manor Farm Library.</b>
		b) 2 walks promotion sessions with mental health services	Angela Flux	31 March 2010	<b>On track (green) – The promotion of mental health is integrated with all walks. Two walk promotion sessions scheduled with mental health services.</b>
3.2	Develop capacity for 50+ uptake of active lifestyle options, through partnership work with Age Concern, Green Spaces, Arts, Leisure and Adult education (ref: Healthy Hillingdon TP – 03)	a) Intergenerational cultural events run with at least 200 participants in Fassinage Park and Manor Farm - Events run with Family Information Service and Vyners Swing Band	Angela Flux	31 Oct 2009	<b>Completed (green) – 200+ people attended "Jazzing up the Park". Positive feed back received from participants with ideas and requests for more activities in parks including a Christmas event and regular use of the band stand by local musicians.</b>
3.3	Promote take-up of allotments in Hillingdon amongst older people (ref: Healthy Hillingdon TP – 03)	a) Adult education on allotments run on 2 sites to promote take-up of allotments - 2009 programme run and evaluated by June 09. 2010 programme scheduled by Feb 2010	Angela Flux	28 Feb 2010	<b>On track (green) - 2009 programme run (5 courses) 47 participants. 95% of learning outcomes achieved.</b>

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 2
3.4	Investigate extension of brown badge scheme to private car parks (ref: ECP035/E= )	Work to get the Brown Badge scheme adopted in at least one car park of a supermarket by the end of March 2010, as well as one hospital car park and one railway station. (If we can persuade a trial of the Brown Badge Scheme in one site then it will be easier to roll it out to further car parks once they have seen how successful the scheme is.)	Roy Clark	30 Sept 2009	<b>Ongoing (green) – Additional Brown Badge parking bays have now been installed in the Chimes Shopping Centre and Breakspair Crematorium. Additional parking bays are to be installed at Highgrove Pool, the Willow Tree Retail Park (Yeading), Ruislip Lido, West Ruislip railway station and supermarkets / retail outlets. Another London Local Authority has adopted a brown badge scheme for people aged over 70 years. Hillingdon officers have actively supported the Local Authority to put this scheme in place.</b>
3.5	Promote physical activity opportunities (ref: Healthy Hillingdon TP – 22)	a) Extend active lifestyle promotion to all areas in collaboration with Streets Ahead - Active lifestyle promotion at 5 events (run with leisure services)	Angela Flux	31 March 2010	<b>On track (green) - The promotion of the walks programme is continuing.</b>  <b>Work is continuing with the Green Spaces Team to promote 'Active parks' to include a ranger patrol attending walk leader training, website promotion of regular events and project work to support NVQ opportunities for the Green Spaces Team.</b>

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 2
3.6	Promote take-up of free Swimming lessons for people aged 60+	a) Publish a promotional article in Hillingdon People by March 2010	Sue Drummond	31 March 2010	<b>On track (green) – promotional article in Hillingdon People will be linked with the opening of new centres.</b>
		b) Deliver a campaign to promote take-up of free swimming lessons working with partners.	Sue Drummond	31 March 2010	<b>On track (green) – We have increased the amount of over 60's swimming lessons in response to demand. (No of free swims – April-Sept = 15,000).</b>
3.7	Deliver a physical activity plan with the active ageing co-ordinator	a) Age Concern and Hillingdon Council appoint an active ageing co-ordinator to promote community based activities for a healthier lifestyle for older people	Sue Drummond / Age Concern	31 March 2010	<b>On track (green) - Interviews for active ageing co-ordinator held.</b>
<b>Theme 4 - Tackling age discrimination</b>					
4.1	Work towards achieving excellent level of the new equalities framework for local government and embed equalities throughout service delivery (ref: DCEO 04 (POI) E=)	a) Use equality impact assessments (EIA's) to monitor how older people access services, identify age-related barriers and develop improvement actions	All services Support from Policy Team	31 March 2010	<b>On track (green) - both annual and predictive Equality Impact Assessments (EqIAs) are continually used by service areas to review the delivery of services over the year and assess the impact to any change in service provision or function for older people.</b>  <b>During quarter 2 a EqIA was completed to assess the procurement of residential and nursing home provision under a regional framework agreement.</b>

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 2
		b) Work with partners to create shared equality aims and objectives and address age-related barriers	Policy Team Vicky Trott / Rob Mackenzie- Wilson	31 March 2010	<b>On Track (green) – a revised equality statement for Hillingdon partners was presented and agreed by the Local Strategic Partnership on 21<sup>st</sup> July.</b>
		c) Monitor complaints from residents and visitors	Policy Team Vicky Trott / Rob Mackenzie- Wilson	31 March 2010	<b>On track (green) the corporate complaints policy and procedure is being updated to include complaints of discrimination based on age.</b>
4.2	Support residents and businesses through the economic downturn (Ref: DCEO 36 (PB&CE))	a) Provide a series of practical support measures via the voluntary sector, including additional advice and support services for Age Concern Hillingdon to provide financial information and assistance for older people.	Partnerships – Ian Edwards	31 March 2010	<b>On track (green) £20k has been allocated to Age Concern Hillingdon for a dedicated post to support older residents during the recession. An outreach worker started on 27<sup>th</sup> October 2009 to deliver ‘financial assessment’, support and advice sessions as part of our Ageing Well activities across the borough. These will take place in Harefield, Eastcote, Ickenham, Ruislip, West Drayton and Hayes.</b>  <b>The Hillingdon Joint Visiting Team held a benefits awareness event in Ruislip on the 23<sup>rd</sup> September as part</b>

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 2
					of the Streets Ahead week of action. Faith leaders received information to help people in their community access support advice during the downturn and a drop-in session gave local people an opportunity to discuss issues and access direct support from benefits advisors.
<b>Theme 5 - Planning for Retirement</b>					
5.1	Promote planning for retirement to people living in Hillingdon	a) include an article in Hillingdon People about planning for retirement, employment and volunteering.	Emma Marsh	31 March 2010	<b>On track (green) – Scheduled for January/February 2010 edition of Hillingdon People</b>
5.2	Promote Take-up of Volunteering in Hillingdon.	b) assist HAVS to recruit new volunteers to achieve the Local Area Agreement target in 2009/10.	Vanessa Hurhangee	31 March 2010	<b>There has been increased visibility in Hillingdon People, encouraging people to recognise themselves and others as volunteers. Publicity and nomination packs will be used to promote the launch of the 2010 Volunteer Achievement Awards.</b>  <b>In partnership with Hillingdon Carers we have developed focused publicity to encourage carers to consider volunteering to enhance their wellbeing but also as a tool for returning to paid employment once their</b>

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 2
					<p>caring commitments have ended.</p> <p>The delivery of the Department for Work and Pensions Volunteering Option Project has begun, which involves in partnership with Job Centre Plus, the referral of long term unemployed people (6mths +) to voluntary placements, allowing them to learn new/enhance existing skills as well as opening areas of experience for possible development. A significant number of referrals are jobseekers with mild-moderate learning disabilities.</p>
<b>Theme 6 - Housing</b>					
6.1	Help older people to live independently in safe, warm homes	a) Make 200 homes decent for vulnerable older person householders in the private sector	Beatrice Cingtho	31 March 2010	<u>On track (green)</u> - 102 homes of older people have been improved during the first six months of 2009/10.
		b) Deliver 80 heating system completions for older vulnerable people in the private sector	Beatrice Cingtho	31 March 2010	<u>On track (green)</u> – 45 older people living in private sector housing have benefited from improved heating systems between April and September 2009.

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 2
		c) Deliver 350 home energy insulation measures for older people in the private sector	Beatrice Cingtho	31 March 2010	<b>On track (green)</b> - 202 home energy insulation measures installed in the homes of older people between April and September 2009.
		d) Increase benefit take-up for 150 older people in the private sector	Beatrice Cingtho	31 March 2010	<b>On-going (green)</b> – Target has been exceeded. During the first six months of 2008/09 188 older people have benefitted from additional benefits.
		e) Deliver 430 Handyperson completions for older people in the private sector through the council's Care and Repair service	Beatrice Cingtho	31 March 2010	<b>On track (green)</b> – to date 224 improvements have been made to the homes of older people helping older people to stay independent in their own home.
		f) Deliver 75 grant assisted essential repairs for older people on lower incomes in the private sector through the council's Care and Repair service	Beatrice Cingtho	31 March 2010	<b>On track (green)</b> - 47 grant assisted essential repairs for older people achieved during the first six months of 2008/09

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 2
6.2	Provide specialist extra care housing for older people	a) Conduct feasibility studies on the development of specialist 24 hour extra care provision within existing sheltered housing schemes.	Paul Feven	31 October 2009	<b>Completed (green)</b> - Feasibility studies completed on two existing sites. One site has been identified as being suitable for re-development for the provision of extra care housing for a proposed 47 homes. Funding from the Homes and Communities Agency (HCA) has been successfully secured. At the other site, the proposal is to re-develop into extra-care homes. Funding will be sought from the HCA.
		b) Work with housing associations partners to deliver specialist extra care facilities on new build sites including West Ruislip RAF site	Paul Feven	April 2011	<b>On track (green)</b> - 48 extra care facilities are being proposed for the West Ruislip RAF site. There will be a phased completion over 18 months.
6.3	Increase the housing options for older people	a) Fast track housing applications and halve assessment time to 7 days for housing register applications	Beatrice Cingtho	31 March 2010	<b>On track (green)</b> – The average time to complete a housing assessment has fallen from 9 to 8 days in quarter 2. Target will be met by year end. As at the end of October 2009, 97.8% housing assessments for people aged 55 years or older were completed within 7 days.

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 2
		b) 17 days for homeless applications	Beatrice Cingtho	31 March 2010	<b>On track (green)</b> – The average time to complete a homelessness application is 18 days as at the end of October 2009.
		c) Ensure that no older people are placed in Bed and Breakfast accommodation where there is a housing duty	Beatrice Cingtho	31 March 2010	<b>On track (green)</b> – At the 30 November 2009 no older people are currently placed in Bed and Breakfast accommodation where there is a housing duty.
		d) Ensure that no older people remain in hospital due to a lack of accommodation	Beatrice Cingtho	30 Sept 2009	<b>Completed (green)</b> – As at 30 November 2009, no older people remain in hospital due to lack of accommodation where there is a housing duty.
		e) Build new high quality housing for older people as part of the council's "Pipeline Sites" project	Paul Feven	31 March 2011	<b>On track (green)</b> – Meeting held with government officials to discuss and promote the bid for "Challenge" funding. Application made for development of extra care scheme and 50 units of accommodation under Housing Revenue Account Pipeline Sites programme.

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 2
<b>Theme 7 – Learning and Sharing Skills</b>					
7.1	Older people are helped to develop skills and knowledge to use the computer	a) Continue to target older people living in sheltered housing with information and advice about the support available to improve their computer skills	Jan Lynn	31 March 2010	<b>On track (green)</b> - Posters are displayed at all sheltered schemes promoting IT courses in libraries and other organisations through-out the Borough.  Five scheme already have computer facilities for tenants use and three more will be introduced in 2009/10 using existing resources. There is ongoing dialogue with Brunel university and Age Concern regarding training for tenants.
7.2	Promote access to learning and volunteering opportunities for older people	a) include an article in Hillingdon People	Emma Marsh	31 March 2010	<b>Completed (green)</b> – ‘Learn something new’ article included in January/February 2010 edition of Hillingdon People.
<b>Theme 8 – Consulting and Informing</b>					
8.1	Continue to develop access to the Older Peoples Assembly	a) Review how the Older Peoples Assembly is working – review with Hillingdon’s FORCE Group	Alison Coote / Tolu Roche	31 Dec 2009	<b>On track (green)</b> - The operational arrangements of the Older Peoples Assembly are being reviewed, enhanced and improved by the FORCE Group (the Older Peoples Assembly Steering Group). Feedback questionnaires for attendees are provided at each meeting, and suggestion/comment boxes are used.

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 2
		b) Agree with FORCe and the Older Peoples Assembly ways to develop the Assembly	Alison Coote / Tolu Roche	31 March 2010	<b>On track (green)</b> - In June 2009, the play 'Who's Helen?' was performed at the Older Peoples Assembly to help enhance awareness and understanding of loneliness, isolation and depression in older age. This was the first time that such a mode of communication was used at the Assembly. Further discussion will take place with the FORCe group during the Autumn about ways to further develop the Older Peoples Assembly.
		c) Promote access to the Older People's Assembly and how people can get involved – promotional article in Hillingdon People, positive press coverage and outreach work with community groups	Alison Coote / Tolu Roche	31 March 2010	<b>On track (green)</b> - The Council's web-page "Life Changes "Enjoying Retirement in Hillingdon" has a section dedicated to older people, and is used to promote Assembly activities.  Details of the each Older Peoples Assembly are advertised widely, including Hillingdon People.  The FORCe Group will be considering further press coverage and outreach work.

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 2
8.2	Continue to develop ways to improve services to older people in Hillingdon using the Leaders Initiative	a) attend Force and other groups as appropriate to promote the Leader's initiative and encourage appropriate bids for this funding.	Kevin Byrne	31 March 2010	<p><b>On track (green) - The Leader's Initiative has funded a broad range of voluntary organisations that provide services for older people to be active and independent. Age concern helping hand service is receiving funding for 2009-10, the burglar alarm project has been extended to enable 1,000 older people to receive a free alarm, funding for a dining centre in Northwood and supporting the delivery of the Hillingdon 60 plus fair. In July 2009 19 Community Associations were invited to submit bids for small one-off projects that will help them develop or expand services for older people.</b></p> <p><b>During quarter 2 the Leaders Initiative awarded a grant to Northwood Live at Home service to create more activities for older people and provide training to their volunteers. A total of 9 bids were received from Community Associations in both the north and south of the borough. Suggested projects include refurbishing</b></p>

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 2
					kitchen facilities, organised day trips for older people to get out and about and equipment to expand exercise and sports activities. All bids were considered at the Leaders Initiative meeting on 20 <sup>th</sup> Oct 2009.
8.3	Supporting other forums that offer a direct voice to older people in the development of service planning and delivery.	a) regularly attend meetings with the Black Minority Ethnic Elders Forum prior to the older people's assemblies and feedback to the Assembly the views of older people	Tolu Roche	31 March 2010	<u>On track (green)</u> - Plans are in place for the Chairman of the Older Peoples Assembly to attend the Black and Minority Ethnic Elders Forum on a quarterly basis in order to provide a direct link with the Older Peoples Assembly.
8.4	Keep older people informed about developments in Hillingdon	a) ensure a page is dedicated to older people in every edition of Hillingdon People.	Emma Marsh	31 March 2010	<u>On track (green)</u> - A dedicated older people's page has been in place since October 2008, providing information on what the council is doing for older people as well as information on schemes/events specifically for older residents. The page will continue to update older residents about developments within the main themes of the older people's plan and other initiatives important to them.

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## MONITORING REPORT FOR THE SECOND QUARTER OF 2009/10 FOR COUNCIL PLAN WORK PROGRAMME, QUARTERLY PERFORMANCE INFORMATION, LAA REPORT AND ACHIEVEMENTS

<b>Cabinet Member</b>	Councillor Ray Puddifoot and Councillor Douglas Mills
<b>Cabinet Portfolio</b>	Leader of the Council, Cabinet Member for Improvement, Partnerships and Community Safety.
<b>Officer Contact</b>	Fran Beasley/Ian Edwards
<b>Papers with report</b>	Council Plan Work Programme, Performance Information, LAA Report and Achievements

### HEADLINE INFORMATION

<b>Purpose of report</b>	<p>To provide Cabinet with a corporate overview of:</p> <ul style="list-style-type: none"> <li>• the progress made by officers in implementing the Council Plan that was agreed by full Council in May 2009.</li> <li>• the progress made to achieve the Local Area Agreement 2008.</li> <li>• the progress made to achieve the performance reward grant section of the LAA 2007.</li> <li>• the progress made in performance within the local performance framework</li> <li>• the progress of the Residents Survey.</li> <li>• achievements for the second quarter of 2009/10.</li> </ul>
<b>Contribution to our plans and strategies</b>	Contribute towards implementation of the Council Plan.
<b>Financial Cost</b>	Financial costs for the Council Plan is being absorbed by aligning service priorities. Any financial implications for the performance information in terms of current year budgets will be fed into the monthly budget monitoring reports
<b>Relevant Policy Overview Committee</b>	Specific Policy Overview Committee involvement has been referred to in the work programmes, circulated separately, where appropriate.
<b>Ward(s) affected</b>	All

## RECOMMENDATIONS:

### That Cabinet:

- (i) Notes the progress made to date on the Council Plan;
- (ii) Identifies any areas where Cabinet wishes further efforts to be made to achieve the objectives;
- (iii) Notes the progress made on the LAA 2008 and the performance reward grant section of the LAA 2007;
- (iv) Notes the progress made in performance within the local performance framework;
- (v) Notes the progress of the Residents Survey;
- (vi) Notes achievements across the council.

## INFORMATION

This report sets out the progress made by officers in implementing the Council Plan across the Council. This report also provides a corporate overview of progress against the LAA, the Council's performance, Residents Survey and Achievements across the Council.

### Reasons for recommendation

Cabinet agreed that the Council Plan, LAA and performance information should be monitored regularly.

### Alternative options considered / risk management

Cabinet may choose to instruct officers to take further action or not.

### Comments of Policy Overview Committee(s)

Specific Policy Overview Committee involvement has been referred to in the work programmes, circulated separately, where appropriate.

## Supporting Information

### Council Plan Monitoring

1. Progress in implementing the work programme is regularly updated and monitored by officers. Of the 'Looking ahead' targets set out in the programme, Appendix A, approximately 97.5% have been completed or are on track to be completed within the timescales identified. The table below shows a summary of progress of all the 'Looking ahead' targets.

	<b>Green - Completed</b>	<b>Green – On Track</b>	<b>Amber - Some Slippage</b>	<b>Red - Serious Slippage</b>	<b>Total</b>
Number	3	72	2	0	77
Percentage	4%	93.5%	2.5%	0%	100%

## Performance Monitoring 2009/10

2. The CAA came into effect on 1<sup>st</sup> April 2009. The performance information for 2008/09 will be used in the judgement of the CAA 2009. The final draft of the Area Assessment report was presented to the LSP Executive on 22 September 2009 by Annette Furley, the Audit Commission CAA Lead (CAAL). Discussions regarding both the Area and the Organisational Assessment have been taking place throughout September. The final text and score for the CAA will be published on the Audit Commission 'Oneplace' website on 9 December 2009
3. This report gives an overall good health check which focuses on the areas that require attention. The performance information is reported on an exception basis. The PIs that are service critical and experiencing some or serious slippage are detailed in this report with explanations on action being taken to improve performance. The remaining PIs which make up the local performance framework are monitored at Directorate level in Senior Management Team meetings on a monthly or quarterly basis as appropriate.
4. The Local Area Agreement 2008 (LAA) consists of 45 targets and 10 annual mandatory education targets. It was originally signed off by the Secretary of State for Communities and Local Government on the 1st July 2008 replacing the non-performance element of the Local Area Agreement 2007-2010. The Cabinet signed off a refreshed LAA 2008 in April 2009, which agreed baselines and targets for the outstanding indicators.
5. The performance reward section of the Local Area Agreement 2007-10 continues to be eligible for reward, notwithstanding the replacement of LAA 2007-10 by LAA 2008-11. The reward section of LAA 2007 is made up from 13 outcomes monitored using 23 indicators. At the end of Quarter 2 2009/2010, 74% of these indicators have been recorded as 'on track' to meet the stretched performance reward target which means we are presently on track to receive at least £6,086,395, in reward grant. Appendix B sets out a full performance report for the LAA 2007.
6. The Corporate Performance Team will continue to work with the Performance Management Group and Directorates to develop and refine the suite of PIs and ensure a balance between key and local PIs is established. This will ensure that the correct information to generate discussions around key performance issues.

### Reporting of Performance by Directorate

7. Reporting for this quarter will focus on the local performance framework which will continue to be reviewed and developed by Directorates.

### Education and Children's Service

8. E&CS performance framework is structured around the National Indicators of which 10 are drawn from the LAA. Of the complete suite of indicators three are being shown as red serious slippage and seven indicators showing amber some slippage. For details see the table below :

PI Ref	Definition	Target 2009/10	Q1	Q2	
LAA NI 102b	Achievement gap between pupils eligible for free school meals (fsm) and their peers achieving the expected level at Key Stages 4	21	Annual Indicator	28.5	↓
NI 76	Achievements at level 4 or above in both English and Maths	4	Annual Indicator	8	↓

PI Ref	Definition	Target 2009/10	Q1	Q2	
NI 43	Young people within the Youth Justice System receiving a conviction in court who are sentenced to custody	5	Annual Indicator	7.4	↑
LAA NI 93	Progression by 2 levels in English between Key Stage 1 and Key Stage 2 (NEW)	91	Annual Indicator	84	NEW
LAA NI 73	Achievement at level 4 or above in both English and Maths at Key Stage 2 (Threshold)	76	Annual Indicator	72	→
LAA NI 75	Achievement of 5 or more A*-C grades at GCSE or equivalent including English and Maths (Threshold)	52.3	Annual Indicator	51.3	↑
NI 104	The Special Educational Needs (SEN)/non-SEN gap – achieving Key Stage 2 English and Maths threshold	44.9	Annual Indicator	49	↓
NI 107	Key Stage 2 attainment for Black and minority ethnic groups - Mixed group	73	Annual Indicator	72	↑
NI 105	The Special Educational Needs (SEN)/non-SEN gap – achieving 5 A*-C GCSE inc. English and Maths	40	Annual Indicator	44	→
NI 84	Achievement of 2 or more A*-C grades in Science GCSEs or equivalent	48	Annual Indicator	47.4	↑

9. NI 102b - The proportion of pupils eligible for Free School Meals (FSM) attaining 5+ A\*-C grades has remained the same as in 2008; at the same time there has been a big increase in the proportion of pupils not eligible for FSM reaching this level. As a result, the gap between the attainment of those eligible for FSM and those not eligible for FSM has increased. The School Improvement Service (SIS) is working with schools to increase their awareness of FSM as a predictor of future performance and supporting them to improve their tracking of the progress of these pupils. This will help schools to target interventions and support for these pupils more precisely and should lead to increased attainment in future years.
10. NI 76 - All low attaining schools are now being given intensive support from the local authority and both local and national leaders. They are also being supported through the 'Keys to Success' initiative.
11. NI 43 - This NI has improved from 10.1 in 08/09 and therefore the performance and direction of travel is improving.
12. LAA NI 93 – This is a provisional figure and the method of calculation was changed after the targets were set. The LBH provisional figure of 84% is above the provisional national figure of 82%. Initiatives to support low attaining schools should result in a higher proportion of children reaching these levels in the future
13. LAA NI 73 – Provisional attainment figures show that performance in LBH stayed at 2008 levels while it fell nationally and across our statistical neighbours. Initiatives to support low attaining schools should result in a higher proportion of children reaching these levels in the future
14. LAA NI 75 – This represents a big improvement on performance in 2008 and is evidence of the effectiveness of the strategies being adopted in secondary schools
15. NI 104, NI 107 & NI 105 - There is a strong focus across the service on narrowing the gap in attainment. SIS are working with schools to improve their identification and tracking of pupils at risk of low attainment

16. NI 84 - The improvement this year has narrowed the gap between local and national attainment but improving standards in science remains a priority.

#### Adult Social Care, Health and Housing

17. ASCH&H SMT have agreed a comprehensive suite of National, Key and Local Indicators. Of the NIs in the ASCH&H performance suite 8 are drawn from the LAA. Many of the NIs require new baseline positions to be established which will enable targets to be set. Of the NIs and KPIs reported two are showing red – serious slippage and three are showing amber – some slippage.

PI ref	Definition	Target	Q1	Q2	
LAA NI 132	Timeliness of social care assessments	92%	80.0%	60%	↓
NI 133	Timeliness of social care packages following assessment	92%	80%	65%	↓
NI 130	Adults, older people and carers receiving Self Directed Support in the year. (New definition for 2009/10)	8%	7.8%	7.4%	↓
NI 135	Carers receiving needs assessment or review and a specific carer's service, or advice and information.	18%	4.7%	7.9%	↓
NI 145	Adults with learning disabilities in settled accommodation	62%	3.40%	60%	↑

18. LAA NI 132 & NI 133- Overall on track to achieve target by March 2011 that 94% of assessments will be completed within 28 days. During 2008/09, assessment and care management functions have been restructured and business processes improved to achieve target. A new information system has been implemented to strengthen management information working to improved business processes, the changeover to the new system has created a number of data quality issues and absence of robust performance data, a resolution to this is being actively pursued.

19. NI 130 - This is a combination of the number of people in receipt of a Direct Payment or in receipt of an 'Individualised Budget'. As part of the transformation of adult social care, arrangements for self-directed support are being progressed in 2009/10. The pilots for self-directed support are on track to be delivered for brokerage and children with disabilities in transition to adulthood. Out-turn performance and targets set to date relate to the take up of direct payments.

20. NI 135 - Performance includes assessments completed by Admiral Nurses. Access to carers services continues to be promoted to carers by assessment teams. Performance is estimated for quarter 2. New information system reports are in the process of being thoroughly tested and validated.

21. NI 145 - Target expected to be met. Performance for Q2 based on a sample. Reports from the new adult social care information system are in the progress of being thoroughly tested and validated.

#### Environment and Consumer Protection

22. ECP SMT have agreed a combination of National, Key and Local Indicators in their performance framework. Of the NIs in the ECP performance framework 6 are drawn from the LAA. Of the NIs where information is available two elements of one NI are showing red – serious slippage.

PI Ref	Definition	Target	Q1	Q2	
LAA NI 195a	Improved street and environmental cleanliness level of litter NB – for all 4 elements of NI 195 we are seeking a lower percentage score as this represents areas which are unsatisfactory at the time of inspection	8%	First tranche results available September	10%	↑
LAA NI 195d	Improved street and environmental cleanliness level of fly-posting	1%	First tranche results available September	2%	→

23. NI 195a Performance against this indicator has improved in comparison to tranche 1 in 2008/09 (11%) (NB – lower percentage is good). This first tranche of 3 historically produces the worst score, nevertheless the target is very stretching and will be difficult to achieve. Each set of tranche results are studied very closely and resources deployed to target any areas causing concern. In line with residents' wishes we have focussed on reducing our litter score, improving both solo and mechanical sweeper provision borough wide and these services work together to target the most inaccessible areas. We continue to roll out placement of new litter and recycling bins on streets. We have also continued to improve our detritus scores which are closely linked to litter and a workshop has been arranged with Capital Standards for early December to look at all elements of NI 195 as part of their efficiency challenge agenda. This NI needs to be considered in the context of other data. Benchmarking against the most similar outer London authorities indicates that our residents have greater confidence in:

- Our ability to keep the streets cleaner.
- Our work to make the area cleaner and greener.
- This has resulted in higher satisfaction levels with the Council keeping public land clear of refuse and litter.

24. NI 195d – The target for this is extremely challenging. Because the incidences of flyposting are so low in the borough a small change in actual numbers can have an exaggerated influence on the percentage score.

#### Planning and Community Services

25. P&CS SMT have agreed a comprehensive suite of indicators for the local performance framework. Of the NIs in the performance suite 13 are from the LAA. Of the NIs and Key PIs reported one is showing red – serious slippage and one is showing amber some slippage.

PI ref	Definition	Target	Q1	Q2	
LAA NI 15	Serious Violent Crime (SVC)	1.24	0.47	1.02	↓
LAA NI 16	Serious acquisitive crime rate	27.43	6.77	13.81	↓

26. LAA NI15 - Police operations to reduce violent crime in the main violence hotspots continue. The numbers of violent offences generally remain low (1 or 2 per day), but there was an increase in these low numbers in early September. This is linked to the re-opening of schools for the new school year. Operation Blunt continues to tackle knife crime which is down 25% compared to last year, the 4th best performance in the Met area. Figures remain in single figures per week.

27. LAA NI 16 - The number of residential burglaries during the summer returned to more normal levels following the peak last winter. However, our recorded burglaries went up again in September and this offence remains a high policing priority. Over the summer, the police have identified 5 prolific burglary suspects on each ward. From September onwards Operation Dark Nights starts which includes close monitoring of each of these individuals plus extra patrolling at peak burglary times. In October Operation Bumblebee starts with extra police resources brought into the borough and a set of joint actions with the Council to combat this crime

#### Target Showing Slippage from Yr 1 of LAA 2008

28. LAA – NI8 - Adult participation in sport is measured as part of an annual survey. As reported in Q3 2008/09 the 2nd Active People Survey results have shown we have not met the 1st year target. To ensure we meet the 2nd and 3rd year target a range of initiatives are being launched and expanded that aim to target people not engaged in regular sport and exercise. These include delivery in a variety of community settings as well as launching new programmes in two new facilities that are due to open in 2010.

#### Deputy Chief Executive's Office

29. DCEO SMT has established a suite of National, Key and Local Indicators of which 7 NIs are drawn from the LAA. Many of the indicators are either reliant on surveys or are reported annually. The next Place Survey will not be run until 2010/11, therefore data for the NIs reliant on this survey will not be reported for 2009/10. Due to the reporting timetable for the remaining indicators the data will not be available until later in 2009/10.

#### Finance and Resources

30. F&R SMT have agreed a comprehensive suite of performance indicators. Of the Key indicators being reported two are showing amber – some slippage.

PI Ref	Definition	Target	Q1	Q2	
BV10	Percentage of non-domestic rates collected (cumulative)	99.3% Full Year	31.4%	59.7%	→
FR003	Service Review action plans on track	100%	78%	78%	→

31. BV10 - Business rate receipts were slightly behind profile at the end of September due to current economic conditions but the team is working to mitigate the impact.

32. FR003 - Some slippage was noted in two areas of the service review action plan. There has been a delay in implementing the Corporate Landlord model, which is now going to Cabinet in December, but will be on track by year end. The tender exercise for a single internet-based payment method has now been completed and completion of the project has been re-scheduled for June 2010.

33. FR 114, 115 & 116 - Customer Contact Centre - Through Q1 and Q2, the council's Contact Centre has maintained its key measures above target while incorporating the Council Tax service, Registrars and a larger element of Electoral Services, and launching the Hillingdon First card. The multi-skilling training that was necessary in the Council Tax and Housing Benefit teams stretched resources throughout Q2. While continuing progress on migrating customers toward e-channels, the Contact Centre will incorporate the following services over the next few months: Family Information Service, Children with additional needs, Childcare and early years, Asylum, Children's referral and assessment team.

34. FM1 - Energy Usage - Recording systems are being developed for better reporting of energy usage. Civic Centre electricity usage currently shows a 6% improvement versus the

previous rolling year due to improved scheduling of the air conditioning system and installation of a more efficient water boiler system.

### **Data Quality**

35. As a result of the Data Quality Review 2008/09 an action plan has been developed to ensure that all recommendations are delivered within the respective timescales. All recommendations in the action plan are being monitored and are currently on track to be completed within the specified timescale.

36. There are currently two performance clinics being held across the Council to discuss processes and procedures being used to collect information. In accordance with Hillingdon's Data Quality Strategy all relevant parties are invited to the clinics and action plans are drawn up to monitor their progress. Performance clinics being held are regarding NI 185 - CO2 reduction and NI 181 - time taken to process Housing/Council Tax Benefit. The progress of these will be monitored through the quarterly performance reporting agenda.

### **Residents Survey**

37. The survey commenced on 21 September 2009 and closed on 13 November 2009 and was carried out by Ipsos Mori. At the close of the survey 938 responses had been received with the topline report expected early December 2009.

### **Achievements**

38. The achievements listed in Appendix C are for Quarter 2 of 2009/10 and show the key achievements across the council against the themes in the Council Plan.

### **Financial Implications**

39. The financial implications of the Council Plan short term targets are being absorbed by aligning service priorities.

40. With regard to the Local Area Agreement 2007, if current performance is maintained to the end of 2009/2010 we expect to claim 76% of the performance reward grant where performance data is available, this equates to £6,086,395 which is the same level of projected grant as was reported in Quarter 1. £3,157,300 of the potential £6,086,395 would be paid to the Council and a further £830,095 paid to the Safer Hillingdon Partnership. The remaining £2,099,000 would be paid to individual partner organisation in accordance with the pre-existing legal agreement.

41. The potential reward grant for LAA 2008 is significantly smaller at around £1.7 million and will only become payable with high levels of achievement against the targets. This grant would be paid to the Council over the 2 years 2011/12 and 2012/13.

## **EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES**

### **What will be the effect of the recommendation?**

42. The recommendations will allow officers to monitor progress on quarterly basis for the Council Plan, quarterly and monthly where necessary for Performance Information.

### **Consultation Carried Out or Required**

43. Consultations carried out have been referred to in the work programmes where appropriate.

## **CORPORATE IMPLICATIONS**

### **Corporate Finance**

44. The financial implications are set out above. The key area of the performance monitoring framework with significant financial implications is the reward grant attached to the LAA 2007. The projected reward grant from this is consistent with the level contained in the report on the Council's Medium Term Financial Forecast contained elsewhere on this Cabinet agenda.

### **Legal**

45. There are no specific legal implications arising from this report.

## **BACKGROUND PAPERS**

Appendix A - Council Plan Work Programme 2009/10

Appendix B - LAA 2007 Performance Report

Appendix C – Achievements

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Ref No.	Key Objective	Task (Short Term Target)	Corporate Director	Lead Officer	Sub Key Actions	Target Dates	Key Actions Completed	Progress Comments	Task Completed /On Track
001	A clean and attractive borough	CP001 -Continue to enhance the borough through the council's civic pride initiative	Fran Beasley	John Wheatley	<p>CP001.1 To arrange visits to France for any resident Normandy or D-Day veterans wishing to mark the 65th anniversary of D-Day.</p> <p>CP001.2 To arrange a Tea Party for Normandy Veterans .</p> <p>CP001.3 Welcome home parade for Queen's Colour Squadron.</p> <p>CP001.4 Fun Run/Fun Day at Ruislip Lido, in support of Help for Heroes campaign.</p> <p>CP001.5 Signage outside Civic Centre and Library.</p> <p>CP001.6 Continue to identify other opportunities to promote Civic Pride.</p> <p>CP001.07 - LBH Associate Membership of Normandy Veterans' Association (NVA)</p>	<p>06/06/2009</p> <p>30/06/2009</p> <p>31/07/2009</p> <p>30/09/2009</p> <p>30/09/2009</p> <p>31/03/2010</p> <p>11/11/2009</p>	<p>Completed,</p> <p>Completed,</p> <p>Completed,</p> <p>Completed,</p> <p>Completed,</p> <p>On Target,</p> <p>Completed</p>	<p>CP001.01 - Events associated with D-Day completed in Q1,</p> <p>CP001.02 - Tea Party hosted by the Mayor for members of the West Middx branch Normandy Veterans Association in Q1</p> <p>CP001.03 - Successful Welcome home parade held</p> <p>CP001.04 - Fun Day held 6 Sept, raised over £13,000 for Help for Heroes</p> <p>CP001.05 - New signage has been put up outside the Civic Centre and Uxbridge Library</p> <p>CP001.06 - Opportunities continue to be identified</p> <p>CP001.07 - LBH has been granted Associate Membership of the NVA. Associate Membership to be publicised to other authorities and NVA branches.</p>	On Target
002	A clean and attractive borough	CP002 - Introduce recycling initiatives to help achieve our recycling target of 40% by 2010	Philomena Bach	Colin Russell	<p>CP002.01 - Ongoing improvements to recycling including education, minimisation, new initiatives (e.g. estate based recycling, textiles, bins in parks, distribution of bags via council outlets).</p> <p>CP002.02 - Reduce amount of household waste generated to minimise effects of landfill tax. NI 191/192/193 compliance. Improved Civic Amenity (CA) sites.</p>				

Ref No.	Key Objective	Task (Short Term Target)	Corporate Director	Lead Officer	Sub Key Actions	Target Dates	Key Actions Completed	Progress Comments	Task Completed /On Track
004	A clean and attractive borough	CP004 - Launch a new locality initiative, scheme building upon the success of the street champions and streets ahead schemes.	Philomena Bach	David Frost	CP004.01 - Work with Community Safety in DCEO to ensure that the new Locality Area set up is operating effectively across partners. CP004.02 - Pilot and establish a Junior Street Champions Scheme (JETs)	31/03/2010  31/03/2010	On Target,  On Target	CP004.01 - Second "Streets Ahead Week of Action" held in Ruislip end September '09. Further events planned:- Hayes - November '09, Eastcote - January 2010, Uxbridge - March 2010. CP004.02 - Review of the JETs pilots has taken place- focus will be on recycling as well as envirocrime – targeted at those areas of the borough where there are the biggest opportunities to increase recycling rates.	On Target
005	A safe borough	CP005 - Investing in improving street lighting	Philomena Bach	Tim Edwards	CP005.01 - Repairs to streetlights which are our responsibility within turnaround times. CP005.02 - Monitoring and working with Distributed Network Operators (DNO's) to reduce their turnaround times. CP005.03 - Installation of agreed lighting improvement schemes.	31/03/2010  31/03/2010  31/03/2010	On Target,  On Target,  On Target	CP005.01 - turnaround times end 8/09 = 1.22 days against 1.24 days in Q1 and 1.35 days last year. CP005.02 - turnaround time end 8/09 = 35.32 days against 38.05 days in Q1 and 45.3 days last year. CP005.03 - works approved for Gating Way scheme and Field End Road, Eastcote - both to be carried out in Q3.	On Target
006	A clean and attractive borough	CP006 - We will invest £1M a year on environmental improvements as part of the Chrysalis Programme, which uses council money for innovative local environmental initiatives suggested by residents	Fran Beasley	Maggie Allen	CP006.1 - Deliver 6 park security improvements. CP006.2 - Oversee 15 parks and open spaces improvement projects across the borough. CP006.3 - To oversee the improvements on 3 buildings in the north and west of the borough. CP006.4 - To oversee the implementation of 3 footpaths in the north and west of the borough.	31/03/2010 31/03/2010 31/03/2010 31/03/2010	On Target, On Target, On Target, On Target,	Implementing 59 Chrysalis projects across the borough to help make the borough cleaner, greener and safer. To date, 16 projects have been completed including 11 alleygating schemes. CP006.1 - One project has been completed, out of the remaining 5, 2 are currently underway and the rest will be completed in early 2010. CP006.2 - Projects are at various stages but are all on track. CP006.3 - All works in South Ruislip Community Association are now complete. External funding has been successful for Pinner FC/Bessingby Park Changing Rooms and project is on track for completion by March 2010. West Drayton Scouts Hut Improvement is now complete. CP006.4 – Sipsop Meadow footpath has been completed. Transport for London (TfL) are carrying out consultation on the same site as Highland Road footpath and currently awaiting results. Work on Colne Valley footpath is progressing following a review of the route of that footpath	On Target

Green: Completed / On Target  
Amber: Some Slippage  
Red: Serious Slippage

Ref No.	Key Objective	Task (Short Term Target)	Corporate Director	Lead Officer	Sub Key Actions	Target Dates	Key Actions Completed	Progress Comments	Task Completed / On Track
006	A clean and attractive borough	CP006 - We will invest £1M a year on environmental improvements as part of the Chrysalis Programme, which uses council money for innovative local environmental initiatives suggested by residents	Fran Beasley	Maggie Allen	CP006.5 - To oversee one bowis project at Fasnidge Bowls Club. CP006.6 - To increase and maximise opportunities to promote the Chrysalis programme. To design and print relevant packs, leaflets and plaques. To update the Chrysalis webpage and encourage media publicity as well as to run surgeries in each locality.	31/03/2010 31/03/2010	Completed, On Target	CP006.5 – This project has now been completed. CP006.6 - New Applications packs have been prepared and are being piloted and the Chrysalis webpage has been updated. A local Surgery is now held in connection with each Streets Ahead event.	On Target
007	A clean and attractive borough	CP007a - Lead initiatives to tackle climate change, such as waste to energy and alternative forms of power for council building and new developments in the borough such as RAF Uxbridge site	Philomena Bach	Colin Russell	CP007a.01 - Act as pilot national authority working with Ford to trial electric vehicles in the borough. CP007a.02 - Transfer 25,000 tonnes of waste to the Grondon's waste to Energy plant in Colnbrook to reduce waste to landfill.	31/03/2010 31/03/2010	On Target, Some slippage	CP007a.01 - Electric Vehicles - following 2nd meeting a photo shoot arranged for 15/10/09 and survey of recharging points is under way. CP007a.02 - Delivery was delayed by several months due to unforeseen problems at the plant which were beyond our control and led to stoppages and a closure. Delivery recommenced w/c 12/10/09, because of this we are now negotiating a lower target with WestWaste.	Some Slippage
007	A clean and attractive borough	CP007b / GP001 - Lead initiatives to tackle climate change, such as waste to energy and alternative forms of power for council building and new developments in the borough such as RAF Uxbridge site	Jean Palmer	Jules Tippell	CP007b.01 - Contribution to robust plans able to withstand challenge and protect the environment. CP007b.02 - Meet targets in the Local Implementation Plan for 2009, Continue to implement the Air Quality Action Plan, CP007b.03 - Ensure Local Development Framework (LDF) policies and team partnership involvement support cleaner, greener borough including Climate Change Strategy CP007b.04 - To promote the biodiversity of the borough	31/03/2010 31/03/2010 31/03/2010 31/03/2010	On Target, On Target, On Target, On Target	CP007b.01 - Supplementary planning document for the former National Air Traffic Services site was approved by Cabinet in September 2009. Public Consultation undertaken for designation of conservation areas in Northwood, with Cabinet approval of new designations in October 2009. We are currently reviewing the local list, listing buildings of local interest. The draft list to go to consultation in quarter 3 CP007b.02 - Currently Hillingdon is being promoted as a pilot area to pro-actively monitor air quality targets and exceed the Mayor's CO2 target of a 60% decrease by 2025 CP007b.03 - Revised programme for the LDF has been agreed with partnership inputs for cleaner and greener Policies, with climate change as a common thread in the Core Strategy CP007b.04 - Implementation of Council's Biodiversity Action Plan is to commence by end of fourth quarter.	On Target

Green: Completed / On Target  
Amber: Some Slippage  
Red: Serious Slippage

Ref No.	Key Objective	Task (Short Term Target)	Corporate Director	Lead Officer	Sub Key Actions	Target Dates	Key Actions Completed	Progress Comments	Task Completed /On Track
008	A clean and attractive borough	CP008 - Ensure Hillingdon is a place where people enjoy living, by balancing the need for jobs, homes and the environment by opposing inappropriate development and strongly influence the developments on our ex-military sites in the borough	Jean Palmer	Jales Tippell	CP008.01 - Applications regarding listed buildings to be negotiated at early stage to avoid need for refusal of planning permission /listed building consent. CP008.02 - Providing excellent services to community and partners; providing clarity for residents and their agents as to what is likely to be acceptable on sites with heritage value; to assist planning colleagues in reaching and defending planning decisions. CP008.03 - Providing justification and guidance for work to buildings and public realm in Conservation Areas. CP008.04 - To improve access in the built environment for all with particular regard for disabled and elderly people. CP008.05 - Ensure there is adequate employment land and premises to meet Hillingdon's needs. CP008.06 - To provide an excellent planning service with regard to trees, the natural environment and landscaping and with regard to the High Hedges legislation. CP008.07 - To prepare new Tree Protection Orders (TPOs) and a comprehensive review of existing TPOs, with the prompt and efficient	31/03/2010  31/03/2010  31/03/2010  31/03/2010  31/03/2010  31/03/2010	On Target  On Target  On Target  Completed  On Target  On Target	CP008.01 - Currently applications regarding listed buildings are negotiated at early stage. CP008.02 - Input into all applications for sites and buildings with heritage value provided, including pre-application meetings when appropriate. CP008.03 - Preparation of Ruislip Village Conservation Area Appraisal, currently being drafted for completion by end of Quarter 3. Report on proposed designations of new and extended Conservation Areas in Northwood to be reported to October Cabinet. CP008.04 - Revised draft Accessible Hillingdon Supplementary Planning Document (SPD) , went out to public consultation 5th October for six weeks CP008.05 - The Employment Land Study was completed in June. This study assess's the requirement for employment and ensures sufficient land is allocated for employment use. CP008.06 - The collection of information to draft the strategy is on going this includes - strategies from other councils, relevant legislation, guidance from GLA. CP008.07 - 4 new TPOs to be made by the end of the third quarter, and 6 by the end of the fourth quarter	On Target
009	A clean and attractive borough	CP009 - Continue with our programme to designate more areas in the borough as conservation areas	Jean Palmer	Jales Tippell	CP009.01 - Ensuring that buildings in designated areas are given due recognition and some protection from inappropriate development. CP009.02 - Ensure LDF Policy documents provide the means to protect and enhance the heritage and natural environment and that robust national and London Plan Policy is applied	31/10/2010  31/03/2010	On Target  Completed	CP009.01 - Public Consultation undertaken for designation of conservation areas in Northwood, with reporting to Cabinet in third quarter CP009.02 - Revised Local Development Scheme (LDS) agreed with GOL and Cabinet Member. The LSP/LDF working group has been set up and is engaged in preparing the Core Strategy.	On Target
010	A clean and attractive borough	CP010 - Continue to review the borough's buildings of local, historic and architectural interest	Jean Palmer	Jales Tippell	CP010.01 - To prepare an updates Local List following full public consultation for adoption by Cabinet	31/03/2010	On Target	CP010.01 - Revised Local List currently being prepared. Initial consultation with interested parties took place in June. Draft document being reported to Cabinet in November for authorisation to go to Borough wide consultation.	On Target
011	A borough of culture and learning	CP011 - Invest in and develop our cultural facilities to develop learning and culture	Jean Palmer	Alan Dalton	CP011.01 - Establish the West London Story as the main Hillingdon cultural program for 2012	30/09/2009	Completed	CP011.01 - The Arts Service held two days of exhibitions and activities at Manor Farm for the West London Story. These were well attended and a celebration event, attended by the Arts Council was held in the evening. A business plan is currently being drafted up for the artist group.	Completed

Green: Completed / On Target  
Amber: Some Slippage  
Red: Serious Slippage

Ref No.	Key Objective	Task (Short Term Target)	Corporate Director	Lead Officer	Sub Key Actions	Target Dates	Key Actions Completed	Progress Comments	Task Completed /On Track /On Target
012	A clean and attractive borough	CP012 - Increase entries to external planning and design awards and to create the Councils own award scheme	Jean Palmer	James Rodger	CP012.01 - Launch a 'Hillingdon Design Award' by Jan 2010	31/01/10	On Target	CP012.01 - Work is ongoing to launch Hillingdon's Design Award. Timetable of actions identified to ensure Launch of Hillingdon's Design Award takes place in Q4. A further 6 schemes have been identified and put forward in Q2 1. Heathrow Airport public realm, including T5 Roundabout 2. Stockley Business Park Phase 3 3. Uxbridge Lido 4. Brunel University 5. The Southlands Art Centre 6. Eastcote House Gardens' These schemes have been submitted as part of the Mayor's Great Space initiative The winners will be announced in November 2009.	On Target
013	A safe borough	CP013 - All major developments will meet the Metropolitan Police designing out crime standard to help make areas safer.	Jean Palmer	James Rodger	CP013.01 - Maximise group performance against local P/I's, and other standard measurements. CP013.02 - To ensure all Major developments, and Minor and other developments accord with Designing out crime.	31/03/2010 31/03/2010	On Target On Target	CP013.01/02 - All applications are discussed with the Met Police at the regular Friday morning surgeries. CP013.02 - All Major applications involving building work are conditioned to ensure secure by design standard is achieved.	On Target
014	A safe borough	CP014 - Continue to increase the numbers of local residents who feel secure - improving the safety and well being of older people and vulnerable people and their feeling of security.	Jean Palmer	Ed Shaylor	CP014.01 - Installation of burglar alarms in homes of elderly residents., CP014.02 - Promote doorstep security with elderly residents., CP014.03 - Monitor progress of cases through the Special Domestic Violence Court (SDVC), CP014.04 - Deliver multi-agency domestic violence training events., CP014.05 - Deliver domestic violence advice sessions to mental health patients.	31/03/2010 31/03/2010 31/03/2010 31/03/2010 31/03/2010	On Target On Target On Target On Target On Target	CP014.01 - Number of burglar alarms fitted in Q2 = 221 (Total fitted so far is 392). CP014.02 - Each burglar alarm recipient receives a pack of information advising of ways to improve personal and home safety in addition to general crime prevention advice. Quarterly bulletins with community safety information are produced for Social Care staff. CP014.03 - An officer from the Community Safety Team attends every session of the SDVC and makes reports on cases progressed through this court. Strategic issues are then fed into the SDVC steering group. CP014.04 - A total of 8 multi agency domestic violence training sessions have been delivered over Q1 and Q2 to give officers more information about services available to victims of domestic violence. CP014.05 - A total of 15 domestic violence advice sessions have been delivered in Q1 and Q2 to both male and female mental health patients at Riverside Unit at Hillingdon Hospital.	On Target

Ref No.	Key Objective	Task (Short Term Target)	Corporate Director	Lead Officer	Sub Key Actions	Target Dates	Key Actions Completed	Progress Comments	Task Completed /On Track
015	A borough with improving health, housing and social care	CP015 - Continue to improve arrangements to safeguard vulnerable adults from harm	Jeff Maslen	Brian Doughty	CP015.01 - Ensure effectiveness of safeguarding adults arrangements through improved outcomes - complete a baseline survey of views by March 2010.	31/03/2010	On Target	CP015.01 - Survey of staff awareness is near completion and analysis of the outcome will enable targeted training. An audit of case files will be taking place in October to test compliance with procedure and quality standards. This sampling will also include interviews with service users or their relatives/carers on their experience of the service	On Target
016	A safe borough	CP016 - Fund measures to improve local safety around alleyways, public open spaces and shopping areas	Fran Beasley	Ian Edwards	CP016.1 Implement up to 20 alleygating schemes across the borough	31/03/2010	On Target	CP016.01 - The target of 20 schemes will be exceeded. 9 have already been installed and 18 are being developed for delivery.	On Target
017	A safe borough	CP017 - Continue to deliver our road safety programme and traffic improvement schemes	Philomena Bach	David Knowles	CP017.01 - Implement road safety training programme, CP017.02 - Implement Road Safety Plan and targets., CP017.03 - Provide 10 New pedestrian crossings., CP017.04 - Provide school crossing patrol service.	31/03/2010 31/03/2010 31/03/2010 31/03/2010	On Target, On Target, On Target, On Target	CP017.01 - 35 adults received cycle training, 1530 children received road safety training, 1746 children are members of the Traffic Club. CP017.02 - Q2 - road safety statistics for 2008 (with 2007 figures in brackets) All killed/seriously injured (KSI) = 112 (117, improvement of 3.95%) Children KSI = 9 (13, improvement of 25.49%) We have already achieved the Mayor of London's reduction targets for 2010. CP017.03 - 3 completed to date - Broadmead Rd, Bury St and Pinkwell Lane with 10 others planned. CP017.04 - School crossing service continues to be provided at key sites.	On Target
018	A safe borough	CP018 - Investigate all road safety concerns identified by residents and, where possible, introduce measures to alleviate them	Philomena Bach	David Knowles	CP018.01 - Hold regular meetings with Cabinet Member to agree implementation of suitable schemes identified by residents., CP018.02 - Seek to achieve full allocation of available funds by year end.	31/03/2010 31/03/2010	On Target, On Target	CP018.01 - ongoing weekly meetings with Cabinet Member at which between 8 to 10 schemes are discussed and agreed. CP018.02 - on target	On Target
019	A safe borough	CP019 - Continue to invest extra money to reduce traffic congestion and improve CCTV services in the borough	Philomena Bach	David Knowles	CP019.01 - Implement agreed Traffic Congestion schemes., CP019.02 - Improve CCTV services in the borough.	31/03/2010 31/03/2010	On Target, On Target	CP019.01 - Preparatory works ongoing - working with TfL on a possible major scheme for Hillingdon Circus, if funding is available likely to start in 2010/11. CP019.02 - reformed CCTV Steering Group will meet in November '09 to agree a new CCTV Strategy.	On Target

Ref No.	Key Objective	Task (Short Term Target)	Corporate Director	Lead Officer	Sub Key Actions	Target Dates	Key Actions Completed	Progress Comments	Task Completed /On Track
020	A safe borough	CP020 - Continue to support Police Safer Neighbourhood Teams in each ward and ensure that they get easy access to the council services to help make local areas safer.	Jean Palmer	Ed Shaylor	CP020.01 Enhance the responsiveness of Council departments and services to reduce crime and disorder in all their activities. CP020.02 Lead and contribute to the Safer Hillingdon Partnership (SHP) in line with legislation, statutory instruments and local and national guidance on good practice.	31/03/2010  31/03/2010	On Target,  On Target	CP020.01 - By the end of Q2 116 staff from council and other partners have received Safer and Stronger Communities training on how to identify and report issues to the relevant authority. The Safer Hillingdon Partnership endorsed the alcohol strategy in July 2009 and the Joint Commissioning Board for Substance Misuse has accepted responsibility for implementation. The annual Council and Police Safer Neighbourhood Teams conference took place in October. The Council and Police meet every month to discuss ways of solving community problems. CP020.02 - All SHP Board and Executive meetings in Q2 have been administered. Initial work to carry out the Crime and Disorder Reduction Partnership (CDRP) self-assessment is underway.	On Target
021	A safe borough	CP021 - Work closely with our partners, including Registered Social Landlords and other landlords to tackle anti-social behaviour	Jean Palmer	Ed Shaylor	CP021.01 - 70% of Early Intervention Panel (EIP) Referrals do not receive an Anti-Social Behaviour Order (ASBO) in 12 months after their referral. CP021.02 - Ensure 100% of EIP Referrals receive a service user survey questionnaire. End Qtr 2- 50% CP021.03 - Ensure 100% of EIP Referrals receive a service user survey questionnaire. End Qtr 4 - 100% CP021.04 - Deliver 4 reports to the Youth Offending Board	31/03/2010  30/09/2009  31/03/2010  31/03/2010	On Target,  Completed,  On Target,  On Target	CP021.01 - End of Q2 (cumulative) 85% of EIP referrals did not go on to receive an ASBO in the 12mths after their initial referral. CP021.02 - End of Q2, 100% of EIP service users understood why their child was referred to EIP. CP021.03 - End of Q2, 100% of service users have received a survey questionnaire CP021.04 -The multi agency Youth Crime Prevention group continues to meet to manage and co-ordinate projects to reduce youth crime. Projects include increasing information to young people about personal safety and educating young people about the law regarding carrying and using knives. Quarterly reports to Youth Offending Board.	On Target
022	A safe borough	CP022 - Continue to implement safer routes to school as part of the School Travel Plan programme and develop further initiatives such as the Walking Bus and school cycle routes	Jean Palmer	Jales Tippell	CP022.01 - Engage regularly with stakeholders, e.g. TfL and subsidiaries such as Dial-a-Ride, Computer Cab and local bus companies, CP022.02 - Implement programmes and schemes included within the Local Implementation Plan (LIP), CP022.03 - Ensure Local Development Framework (LDF) policies and proposals do not	31/03/2010  31/03/2010  31/03/2010	On Target,  On Target,  On Target	CP022.01 - Mobility Forum held in first and second quarter. Public Transport Liaison Group Meeting is due to be held in the third quarter.. CP022.02 - All 68 schemes included in the Local Implementation Programme (LIP) are on-track to be delivered by end of financial year. CP022.03 - A new Transport Strategy is being drafted to underpin the LDF Core Strategy and address Mayor's Transport Strategy.	On Target

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023	A safe borough	CP023 - Continue to install burglar alarms in the homes of our older residents, helping them to feel safe. (CP014)	Jean Palmer	Ed Shaylor	CP023.1 - Install 73 burglar alarms in homes of elderly residents by end of Qtr 1 CP023.2 - Install 166 alarms by end of Qtr 2 CP023.3 - Install 259 alarms by end of Qtr 3 CP023.4 - Have 350 burglar alarms installed by Qtr 4	30/06/2009 30/09/2009 31/12/2009 31/03/2010	Completed Completed On Target On Target	CP023.01 - 73 burglar alarms installed by end of June. CP023.02 - Q2 installed 221 alarms - target for Q2 exceeded. Age Concern have now employed an additional handyperson team to increase installation rate. The original target of 500 alarms (350 in year) are on track to be installed by 31 March 2010 as from the start of the project a total of 392 alarms have been fitted (294 in year). It is predicted that all 1000 alarms will be fitted by June 2010. CP023.03 / 04 - Information report provided explaining that Age Concern have now employed an additional handyperson team to increase installation rate.	On Target
024	A borough of culture and learning	CP024 - We will continue to refurbish the borough's libraries	Jean Palmer	Alan Dalton	CP024.01 - Refurbish Oaklands Gate Library (Northwood) Close library end of July completion September 2009 CP024.02 - Refurbish Kingshill Library (Charville). Close library end of July completion October 2009 CP024.03 - Refurbish Ickenham Library. Close library August, completion November 2009 CP024.04 - Refurbish Yiewsley Library. Close library September, completion November 2009	31/03/2010 31/10/2009 30/11/2009 30/11/2009	Completed, On Target, On Target, On Target	CP024.01 - Oaklands Gate Library ( now re-named Northwood) library reopened on September 22nd. Formal relaunch planned for October 22nd. CP024.02 Kingshill Library (now re-named Charville) on-track to meet target of completion by October and is due to open 12th November. CP024.03 Plans in place on-track to meet target of completion by November, CP024.04 Plans in place on-track to meet target of completion by November	On Target
025	A borough of culture and learning	CP025 - Continue to develop and improve education in our schools and raise exam results	Chris Spencer	Mike Merva	CP025.01 - Ensure effective support is given to all Hillingdon schools to raise attainment in line with expectation. CP025.02 - To monitor, support and challenge all schools to ensure that all improve according to level of need and potential. CP025.03 - Monitor attainment of pupil with Free School Meals (FSMs) and their peers via the termly annual school review CP025.04 - Ensure headteachers and school data managers are fully aware of any issues and action them appropriate CP025.05 - Continue to fully implement successful LA intervention and support strategies to raise attainment for all pupils	31/03/2010 31/03/2010 31/03/2010 31/03/2010 31/03/2010	On Target, On Target, On Target On Target On Target	CP025.01 - KS4 GCSE results improved significantly in 2009 - 4th year in a row - improved more than double the national average; No secondary schools in adverse OFSTED categories; CP025.02 - Improved tracking systems have helped raise attainment, especially in secondary schools in 2009; Remains a School Improvement Service (SIS) priority across the Local Authority (LA). CP025.03 - .05 - School Improvement Partners (SIP) fully briefed in the need to monitor a range of groups of young people; New Ofsted framework will monitor attainment of groups as well as individuals, with training for both schools and SIPs planned to address this. Pupils on FSMs a high priority in SIP monitoring - needs greater attention as a result of 2009 results	On Target

Green: Completed / On Target  
Amber: Some Slippage  
Red: Serious Slippage

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026	A borough of culture and learning	CP026 - Continue to extend our blue plaque scheme and maintain our local heritage.	Jean Palmer	Alan Dalton	CP026.01 - Plaque for Sir Bernard Miles to be unveiled at 38 New Road by end of October. CP026.02 - To identify other famous people and events associated with locations within the borough and erect plaques as appropriate.	30/09/2009 31/03/2010	Completed, On Target	CP026.01 - On the 19th of September the Blue Plaque for Sir Bernard Miles was unveiled at New Road Uxbridge. The reception was held at Red Lion Hotel. His Son and Daughter attended the event with their families. CP026.02 - We are currently researching a further seven possible candidates for the Blue Plaque scheme.	On Target
027	A borough of culture and learning	CP027 - Extend opportunities for older people to participate in leisure, recreation and cultural activities	Jean Palmer	Sue Drummond	CP027.01 - Extend opportunities for older people to participate in leisure, recreation and cultural activities. CP027.02 - Provide free swimming for older residents	31/03/2010 31/03/2010	On Target, On Target	CP027.01 - 50+ brochure for sport and leisure activities available across the borough for older people now published and available to download from the Council website. Assist age concern on appointment of an active ageing co-ordinator, due to be appointed by the end of Quarter 3 CP027.02 - Free swimming for older residence is now in place, and additional courses for lessons provided to meet demand.	On Target
028	A borough of culture and learning	CP028 - Increase the range of vocational courses at GCSE and post 16.	Chris Spencer	Alison Moore	CP028.01 - To continue to implement the 14-19 strategy with particular focus to Staying on and Transfer of funding from Learning Skills Council (LSC). CP028.02 - Full implementation of CHOICE to provide greater learner demand. CP028.03 - All three 14-19 collaboratives fully operational by Sept 09. CP028.04 - Development of apprenticeships and KS4 programmes to provide an effective alternative provision.	31/03/2010 31/03/2010 31/03/2010 31/03/2009	On Target, Completed, On Target, On Target	CP028.01 - Charters being developed in respect of 'Raising Participation Age by 2013 & 2015'. Transition plans being developed by officers and LSC for transfer of responsibilities by April 2010. CP028.02 - CHOICE website active and Hillingdon's contribution will be ongoing. CP028.03 - Collaborative a Manager (temporary basis) to commence the work of curriculum sharing with collaborative Sept 2009 CP028.04 - Development ongoing with apprenticeships and other programmes. KS4 engagement programme now has 140 students	On Target
029	A borough of culture and learning	CP029 - Work to extend community based sports development programmes offering new activities and opportunities to residents	Jean Palmer	Sue Drummond	CP029.01 - Deliver the 'Back to Sport' campaign aimed at encouraging targeted groups to re-engage with sporting activities. CP029.02 - Ensure that the Sport & Leisure service contributes to the streets Ahead programme of events throughout the year. CP029.03 - Deliver community based sport and physical activity projects for people with special needs to improve knowledge and range of activities for residents to maintain healthy, active lifestyles. CP029.04 - Deliver a range of projects and initiatives aimed at increasing participation in sport and physical activity by children and young people.	31/03/2010 31/03/2010 31/03/2010 31/03/2010	On Target, On Target, Completed, Completed	CP029.01 - Venues being identified to deliver activity as part of the programme CP029.02 - Ruislip area streetsahead activities in place. CP029.03 - Disability Sports Club now in place at Queensmead Sports Centre CP029.04 - Holiday activity programme completed. London Youth Games 2009 event completed, Hillingdon finished 7th, an improvement of 9 places on 2008	On Target

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Amber: Some Slippage  
Red: Serious Slippage

Ref No.	Key Objective	Corporate Director	Lead Officer	Sub Key Actions	Target Dates	Key Actions Completed	Progress Comments	Task Completed /On Track
030	A borough of culture and learning CP030 - Increase take up and satisfaction of customers in Library services	Jean Palmer	Alan Dalton	CP030.01 - Developing libraries as focal points of the community. Supporting community safety and improved health. CP030.02 - Work with the Arts team to deliver a literature programme and to promote libraries as venues for arts activities and performance.	31/03/2010  31/03/2010	On Target,  On Target	CP030.01 - Launch of Positive Thinking classes at Yeading, Knit and Knatter sessions at Yeading. High profile events at Ruislip Manor, Oak Farm and Manor Farm tied into local festivals. CP030.02 WWII events took place across the borough. The World War II Remembered event, at Uxbridge on September 25th attracted 80 people. The event focused on the 70th anniversary of the beginning of the war and included a commemoration of the war by the Uxbridge Play Reading group in words and music	On Target
031	A borough of culture and learning CP031- Deliver outstanding skills and personal learning opportunities for Hillingdon's community	Jean Palmer	Alan Dalton	CP031.01 - Develop contacts with Hillingdon schools to promote library services, improved literacy and the enjoyment of literature. CP031.02 - Work with the Arts team to deliver a literature programme and to promote libraries as venues for arts activities and performance. CP031.03 - Develop resources collections promoting learning, training and employment opportunities for Hillingdon Residents. Work with Adult Education to promote Skills for Life resources in library spaces. CP031.04 - Continue arts development programs across the Borough. CP031.05 - Continue Launchpad programme for young people. CP031.06 - To embrace the 'valuing people' agenda and work collaboratively with social services to provide high quality relevant Adults with Learning Disabilities (ALDD) provision, enabling all learners to develop their full potential. CP031.07 - To widen the range of opportunities available to learners through the effective partnerships the service forms, when appropriate, ensuring high quality integrated advice and guidance.	31/03/2010  31/03/2010  31/03/2010  31/10/2009  31/03/2010  31/03/2010	On Target,  On Target,  On Target,  Completed,  On Target,  On Target,	CP031.01 - Summer Reading Challenge delivered and programme of summer events took place across all 17 of the Borough's libraries. Collection of children's books in Braille introduced at Uxbridge library. CP031.02 WWII events take place across the borough. See CP030.02 for more details CP031.03 Health and Literacy classes and ESOL (English for Speakers of Other Languages) classes launched in partnership with Adult Education. CP031.04 - The Arts Service have been successful in achieving £28k worth of Arts Council funding to deliver a music training programme across the Borough for young people. The Reveal exhibition proved to be extremely successful and was well attended. The Education and Enrichment programme has been set out for the first academic year CP31.06/07 New ALDD programmes running with learners engaged. Partnerships further developed with Healthy Hillingdon, connecting communities, economic regeneration, Uxbridge College, Bucks New University to extend learning opportunities for residents	On Target
032	A borough of culture and learning CP032 - Enable our communities to engage with the arts through the provision of a comprehensive programme of events and services	Jean Palmer	Alan Dalton	CP032.01 - Promote the programmes effectively. CP032.02 - Set out program of special events for the year	31/03/2010  31/03/2010	On Target,  On Target	CP032.01 - The marketing and the word of mouth of successful event managing has proved to work effectively as we are attracting a greater number of audiences as compared to last year. CP032.02 - We have successfully programmed and delivered Hayes Carnival Medfest and Bigfest.	On Target

Green: Completed / On Target  
Amber: Some Slippage  
Red: Serious Slippage

Ref No.	Key Objective	Task (Short Term Target)	Corporate Director	Lead Officer	Sub Key Actions	Target Dates	Key Actions Completed	Progress Comments	Task Completed /On Track
033	A borough of culture and learning	CP033 - Develop a four year Sports & Cultural programme that will enable Hillingdon to engage residents with the opportunities offered by London 2012	Jean Palmer	Sue Drummond	CP033.01 - As part of the programme leading up to the London Olympics, maximise the opportunity for legacy building, public participation and engagement in sport., CP033.02 - Seek to engage and secure National Olympic Team(s) to make use of facilities in Hillingdon as part of pre-Olympic training camp. Work in partnership with Brunel and other local agencies to enhance and maximise the Hillingdon offer to National Olympic Committees.	31/03/2010  31/03/2010	On Target,  On Target	CP033.01 - Activities in Hillingdon promoted as part of the 2012 Open weekend. Sports activities included in the Hayes Carnival for the first time. Charity Fun run completed at Ruislip Lido with 450 competitors. First round of grants to clubs and individuals for 2009/10 confirmed CP033.02 - Joint work with Brunel continuing in order to identify and secure Olympic Athletes to use Hillingdon facilities in advance of the London 2012 Games.	On Target
034	A borough of culture and learning	CP034 - Complete work on the new Hillingdon Sport & Leisure Complex and Botwell Green Leisure Centre and Library in Hayes	Jean Palmer	Sue Drummond	CP034.01 - Completion of new Botwell Green Leisure Centre, CP034.02 - Completion Hillingdon Sport & Leisure Centre	30/01/2010  31/12/2009	On Target,  On Target	CP034.01 - Construction of the building works are scheduled to be completed by the end of December 2009 following which a 2 month commissioning period will commence. CP034.02 -Construction of the building is on schedule to be completed by end of December with opening of the facility taking place in Feb 2010.	On Target
035	A borough of culture and learning	CP035 - Actively seek to engage with a national team to use new facilities at Hillingdon Sport and Leisure Complex for the 2012 Olympic Games	Jean Palmer	Sue Drummond	CP035.01 - Seek to engage and secure National Olympic Team(s) to make use of facilities in Hillingdon as part of pre-Olympic training camp. Work in partnership with Brunel and other local agencies to enhance and maximise the Hillingdon offer to National Olympic Committees.	31/03/2010	On Target	CP035.01 - Joint work with Brunel continuing in order to identify and secure Olympic Athletes to use Hillingdon facilities in advance of the London 2012 Games.	On Target
036	A borough of culture and learning	CP036 - Develop a new specialist gymnastics facility at Botwell Green Leisure Centre with a full programme of recreational pre-school gymnastics through to school and club level performance	Jean Palmer	Sue Drummond	CP036.01 - Initial launch and opening of the new facility, CP036.02 - Layout of new gymnastics centre agreed, CP036.03 - Initial activity programme for the opening of the centre agreed with resident club and management contractor.	31/03/2010  30/09/2009  31/12/2009	On Target,  Completed  On Target	CP036.01 - Development of the Gymnastic centre underway as part of the Botwell Development CP036.02 - Programme development for the new facility to be discussed with the resident club and newly appointed management partner (GLL) during Quarter 3.. CP036.03 - Meetings with Key groups and operator on-going. Initial programme to be confirmed in quarter three.	On Target

Ref No.	Key Objective	Task (Short Term Target)	Corporate Director	Lead Officer	Sub Key Actions	Target Dates	Key Actions Completed	Progress Comments	Task Completed /On Track
037	A borough of culture and learning	CP037 - Launch new programmes for sport & leisure activities at the two new leisure centres and Hillingdon Sport & Leisure Centre and Botwell Green Leisure Centre	Jean Palmer	Sue Drummond	CP037.01 - Liaise with Fusion to organise the opening of the new Hillingdon Sport and Leisure Complex CP037.02 - Work with appointed leisure management contractor on the opening of the new facilities at Botwell Green Leisure Centre, CP037.03 - Maintain a register of local clubs and associations interested in using the new facilities at Botwell Green Leisure Centre and Hillingdon Sports and Leisure Complex. CP037.04 - In conjunction with the appointed operators, develop and publicise the initial programme of activities following the opening of the new leisure centres. Work with local clubs, associations and other agencies in developing the programme.	31/03/2010  31/03/2010  31/03/2010  31/03/2010	On Target,  On Target,  On Target,  On Target	CP037.01 - Programming of facility underway. Recruitment fayes planned in November CP037.02 - The Leisure Management Partner, Greenwich Leisure Limited (GLL), appointed to manage new Botwell Green Leisure Centre. During Quarter 3 and 4, plan the launch and develop the programme with the Leisure Management Partner. CP037.03 - Database of all requests for use of new facilities now developed. Meetings with Key groups and operator on-going. Initial programme to be confirmed in quarter three. CP037.04 - Continued development being undertaken on programming in preparation for opening in 2010	On Target
038	A borough of culture and learning	CP038 - Work through the arts to create lively public spaces that enhance the environment and help to develop a sense of well-being	Jean Palmer	Alan Dalton	CP038.01 - Develop a plan for improving fixed site facilities	31/03/2010	On Target	CP038.01 - Friends of Ickenham Hall has been established as a trust. The stage at Winston Churchill Hall has been repaired and quotes have been received for the heating at the Great Barn and are currently being processed.	On Target
039	A borough of culture and learning	CP039 - Use the arts to raise the confidence of the older and more vulnerable and to engage young people in positive activity	Jean Palmer	Alan Dalton	CP039 - Incorporate engagement of young people in Hillingdon.	31/03/2010	On Target	CP039.01 - Worked in conjunction with Youth Services and Positive Activities for Young People (PAPY) youth group to incorporate engagement of young people in Hillingdon Arts Music Project (AMP). Established a series of activities including monthly tea dances and coffee mornings at Manor Farm for older people.	On Target
040	A borough where children and young people are healthy, safe and supported	CP040 - We will progress the delivery of three new youth centres / Develop 3 new youth centres	Chris Spencer	Tom Murphy	CP040.01 - Progress youth centre in Northwood CP040.02 - Progress youth centre in South Ruislip CP040.03 - Progress youth centre in Charville	31/03/2010 31/03/2010 31/03/2010	On Target, On Target, On Target	CP040.01 - Northwood: work has commenced on site. On track to be completed within timescale. CP040.02 - South Ruislip: Revised timescale for South Ruislip approved with design and planning work now being progressed to revised timeline. CP040.03 - Charville. Good progress continues to be made. On track to be completed within timescale.	On Target

Ref No.	Key Objective	Task (Short Term Target)	Corporate Director	Lead Officer	Sub Key Actions	Target Dates	Key Actions Completed	Progress Comments	Task Completed /On Track /On Target
041	A borough where children and young people are healthy, safe and supported	CP041 - Protect children and young people from crime and accidents / Ensure C&YP are safe from harm and protect those known to be at risk of abuse	Chris Spencer	Paul Hewitt	CP041.01 - Ensure that all London child protection procedures are accessible and are being used by all practitioners in each of the partner agencies, CP041.02 - The Trust to co-operate with the Local Safeguarding Children's Board (LSCB) and its sub-groups on preventing accidents and road traffic accidents by supplying data and raising awareness via the partner agencies, CP041.03 - The Trust to co-operate with the LSCB and its sub-group on bullying by supplying data and raising awareness via the partner agencies, CP041.04 - The Trust will support the LSCB HR sub-group in the implementation of the vetting and barring scheme across partner agencies via the Trusts workforce reform group, CP041.05 - Implementation of the Baby P action plan as agreed by the LSCB CP041.06. Implement Integrated Children Services (ICS) through Protocol System, CP041.07. Implement the recruitment and retention (R&R) policy , CP041.08. Further develop integrated and inter-agency working to ensure the assessments are	31/03/2010  31/03/2010  31/03/2010  31/03/2010  31/03/2010  31/03/2010  31/03/2010	On Target,  On Target,  On Target,  On Target,  On Target,  Completed,  On Target,  Completed	CP041.01 - The DCSF are re-writing National Guidance. The All London Cp procedures will need to be revised to take account of the " New Working Together" once it is published in December 2009. CP041.02 - Child Death Overview Panel (CDOF) continues to monitor road traffic accident. There have been no deaths by Road Traffic Accidents in the last quarter CP041.03 - Awareness about this issue has been raised via new schools page on the LSCB website CP041.04 - The policy was promoted by the keynote speaker at the Annual Conference on the 15th October. FAQ on vetting and barring have been added to the LSCB website in Hillingdon CP041.05 - The LSCB have incorporated action plans on safeguarding from all agencies. The Plan is RAG rated, and presented to each Board meeting, and is now known as the Partnership Improvement Plan CP041.06 - ICS rolled out successful CP041.07 - R&R group for ECS being established. CP041.08 - Common Assessment Framework (CAF) has been updated and relaunched as of Oct 1st.	On Target
042	A borough where children and young people are healthy, safe and supported	CP042 - Improve the educational prospects of looked after children	Chris Spencer	Debbie Haith	CP042.01 - Development of Hillingdon's Virtual School, CP042.02 - Implementation of Personal Education Allowances, CP042.03 - Profiling individual support needs through the Personal Education Plan	31/03/2010  31/03/2010  31/03/2010	On Target,  Completed,  On Target	CP042.01 - Virtual School staff review completed with new roles identified. Key staff officers now in place with use of existing staff. CP042.02 - Personal Education allowances implemented and administered by the virtual school. CP042.03 - Completed training to social workers in Children in Care (CIC) 1&2 on new PAN London Personal Educational Plan. Asylum/Schools/Foster Carers/Independent Reviewing Officers (IROs) and other relevant professional to be trained throughout 2009/10	On Target

Green: Completed / On Target  
Amber: Some Slippage  
Red: Serious Slippage

Ref No.	Key Objective	Task (Short Term Target)	Corporate Director	Lead Officer	Sub Key Actions	Target Dates	Key Actions Completed	Progress Comments	Task Completed /On Track
043	A borough where children and young people are healthy, safe and supported	CP043 - Improve the services on offer to young people in our libraries, arts and culture and sports facilities	Jean Palmer	Alan Dalton	CP043.01 - Deliver a programme of cultural and promotional events, co-ordinated across the group and appealing to all ages and backgrounds, CP043.02 - Use library promotions and activities to raise awareness of sport and health.	31/03/2010  31/03/2010	On Target,  On Target	CP043.01 - A borough wide programme of events celebrating Hillingdon History Month commences on October 1st. Events deliberating National Poetry Day planned for October 8th. Eid celebrations at Yeading attract over 300 visitors in September CP43.02 Health and Literacy classes and ESOL (English for Speakers of Other Languages) classes launched in partnership with Adult Education. Library service will be liaising with Sport s and Leisure to ensure optimum pre-publicity for the launch of the new sports facilities in the new year.	On Target
044	A borough where children and young people are healthy, safe and supported	CP044 - Strengthen the links between the School Travel Plan programme and students in Years 7-13, with health promotion initiatives in our leisure centres as part of the national change for life campaign CP045 - Develop extra care housing to help people receive the care and support they need to live independently in the community	Jean Palmer	Jales Tippell	CP044.01 - Ensure Local Implementation Plan (LIP) and transport policies include provision for youth and elderly CP044.02 - To increase the number of schools participating in Walk on Wednesday (WOW) to 55 and promote School Travel Plan (STP) accreditation to all schools in Borough	31/03/2010  31/03/2010	Completed,  On Target	CP044.01 - The LIP Bids have been submitted on time and include provision for the youth and elderly. CP044.02 - Number of Schools participating in Walk On Wednesday (WOW) increased to 60 from last year. TFL accreditation being promoted in School Travel Plan (STP) schools.	On Target
045	A borough with improving health, housing and social care	CP045 - Develop extra care housing to help people receive the care and support they need to live independently in the community	Jeff Maslen	Paul Feven	CP045.01 - Conduct feasibility studies on the development of specialist 24 hour extra care provision within existing sheltered housing schemes. CP045.02 - Work with housing associations partners to deliver specialist extra care facilities on new build sites including West Ruislip RAF site	31/10/2009  31/03/2010	Completed,  On Target	CP045.01 - Feasibility studies have been completed on two sites. One site has been identified as being suitable for re-development for the provision of extra care housing for 45 homes. Funding has been successfully secured for the scheme from the Homes and Communities Agency. CP045.02 - Paradigm Housing and Cala Homes have signed contracts to deliver 48 extra homes on the RAF West Ruislip site. Completion is expected in Spring 2011.	On Target
046	A borough with improving health, housing and social care	CP046 - Deliver assistive technology services to help people receive the care and support they need to live independently in the community	Jeff Maslen	Brian Doughty	CP046.01 - Draft strategy that includes costed options (including for telehealth) to be developed. CP046.02 - Report to ASCHH SMT with recommendations submitted CP046.03 - Report to Healthy Communities and Older People theme group for sign off.	31/07/2009  31/08/2009  31/01/2010	Completed  Completed  On Target	CP046.01 - Telecare strategy has been drafted and the key principles agreed by ASCHH SMT. CP046.02 - The strategy discussed at SMT further updates will be provided. CP046.03 - Final version of the telecare strategy is to be presented to the Healthier Communities and Older Peoples Theme Group (HCOP) by the end of January 2010.	On Target

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Amber: Some Slippage  
Red: Serious Slippage

Ref No.	Key Objective	Task (Short Term Target)	Corporate Director	Lead Officer	Sub Key Actions	Target Dates	Key Actions Completed	Progress Comments	Task Completed /On Track /Some Slippage
047	A borough where opportunities are open to all	CP047 - Continue the modernisation programme for adults with learning disabilities and mental health needs.	Jeff Maslen	Sharon Townsend	CP047.01 - Agree design proposals for new build supported housing schemes. CP047.02 - Consulting with full range of stakeholders at Charles Curran, Hatton Grove, Merchiston House. CP047.03 - Draft specifications for care and support services.	31/05/2009 30/09/2009 31/03/2010	Some Slippage Some Slippage On Target	CP047.01 - Two potential sites were identified for re provision. Slippage to programme to accommodate a review to ensure the best use of assets in light of the economic climate. CP047.02 - The consultation with stakeholders at Charles House, Hatton Grove and Merchiston House to be re-scheduled pending confirmation of sites for new build supported housing. CP047.03 - The draft specifications for care specification and support services will be drafted following the completion of assessments and as part of the tendering process for the new sites.	Some Slippage
048	A borough with improving health, housing and social care	CP048 - Developing and improving services to enable adults and older people to remain living in the community	Jeff Maslen	Brian Doughty	CP048.01 - Improve the health and well-being and quality of life for adults with mental health needs - in partnership with a Mental Health Trust provider open a Well-being Centre for adults with mental health needs to improve access to information, advice and support.	31/03/2010	On Target	CP048.01 - The Well Being Centre is due to open in February 2010 and will be located within the Boots pharmacy at the Chimes Shopping Centre Uxbridge. It is a joint venture between Central North West London NHS Foundation Trust and both statutory and non statutory partners will be offering a broad range of services and information including non specific mental advice and a comprehensive programme of activities and interventions that promote mental health and well being. Healthy Hillingdon is supporting partners to identify outcomes for their services that will impact on the well being of the people who access the centre.	On Target
049	A borough where opportunities are open to all	CP049 - Maintain and develop support to carers to help people receive the care and support they need to live independently in the community	Jeff Maslen	Brian Doughty	CP049.01 - Carer information days to be held at GP surgeries so that by year end there are 50 new carers on the GP Carers' register; CP049.02 - Carer awareness event to be held at Hillingdon Hospital that involves at least 100 carers and staff; CP049.03 - At least 10 carers should be involved in the process of developing information about carers and safeguarding; CP049.04 - Canvas the views of 100 carers about the accessibility of information provided for carers by LBH and the PCT. 80% of those canvassed to find information relevant and easy to read	31/03/2010 31/03/2010 31/03/2010 31/03/2010	On Target, On Target, On Target, On Target	CP049.01 - On track to hold carers information days at GP surgeries - Carer information events to be held at Harefield Health Centre (15th October 2009) and Cedarbrook Health Centre (6th Nov 2009). CP049.02 - On track to hold a carer awareness event at Hillingdon Hospital which will involve at least 100 carers and staff. CP049.03 - There were 2 workshops for carers in Sept (10th & 24th) on SDS. One was held at the Civic Centre and another at Christchurch in Uxbridge. These were attended by 38 carers in total. CP049.04 - 4 carers leaflets have been produced and have been distributed in October to Hillingdon Carers. Two leaflets have been developed in conjunction with Adult Social Care and two with Primary Care Trust. Results and views of carers will	On Target

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Red: Serious Slippage

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050	A borough where opportunities are open to all	CP050 - Improving and promoting the health and well being of adults and older people - Mental health element of healthy walks developed focusing on engaging socially isolated older people	Jeff Maslen	Brian Doughty	CP050.01 - Quarterly promotion of walks in libraries (including walk and talk sessions run with 2 local libraries). CP050.02 - 2 walks promotion sessions with mental health services	31/03/2010  31/12/2009	On Target,  On Target	CP050.01 - There are regular promotions of healthy walks at all libraries. 7 walks have taken place from Uxbridge Library. Walks from Harlington Library planned and walks from Manor Farm library as part of Streets Ahead. CP050.02 - Promotion of mental health integrated with all walks. Feedback from participants confirms the value walks have for physical and mental health.	On Target
051	A borough with improving health, housing and social care	CP051 - Continue to improve arrangements to safeguard vulnerable adults from harm	Jeff Maslen	Brian Doughty	CP051.01 - Ensure effectiveness of safeguarding adults arrangements through improved outcomes - complete a baseline survey of views by March 2010.	31/03/2010	On Target	CP051.01 - Survey of staff awareness is near completion and analysis of the outcome will enable targeted training. An audit of case files will be taking place in October to test compliance with procedure and quality standards. This sampling will also include interviews with service users or their relatives/carers on their experience of the service	On Target
052	A borough with improving health, housing and social care	CP052 - Continue to support first time buyers through our first time buyers deposit scheme for borough residents.	Jeff Maslen	Neil Stubbings	CP052.01 - First time buyers deposit scheme - 30 individuals or couples are helped to buy their own property.	31/03/2010	On Target	CP052.01 - At the end of September 2009, 39 First Time Buyers have been assisted by the Council to purchase a property on the open market. The scheme has been an overwhelming success and we now have enough purchasers to meet our target. Additional monies are being sought to assist another 6 First Time Buyers.	On Target
053	A borough with improving health, housing and social care	CP053 - Reduce the number of people in temporary accommodation by 50% by Dec 2010 (NI 156)	Jeff Maslen	Neil Stubbings	CP053.01 - Deliver the quarterly targets for national indicator 156. quarter 1 target = 1150 households in temporary accommodation., CP053.02 - quarter 2 target = 1181 households in temporary accommodation, CP053.03 -quarter 3 target = 1173 households in temporary accommodation, CP053.04. quarter 4 target = 1164 households in temporary accommodation	30/06/2009  30/09/2009  31/12/2009  31/03/2010	Completed,  Completed,  On Target,  On Target	CP053.01 - Target achieved for quarter 1 - At the end of quarter 1 2009/10, 1150 households were living in temporary accommodation - a reduction of 24 during the first quarter CP053.02 - At the end of quarter 2 2009/10, 1152 (low is good) households were living in temporary accommodation - a reduction of 24 during the first quarter (from 1176 households in temporary accommodation at the end of March 2009). CP053.03 / 04 - Officers are monitoring the potential impact of the 'credit crunch' on homelessness activity and the financial impact of changes to the Housing Benefit regime for Private Sector Leased properties.	On Target

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Red: Serious Slippage

Ref No.	Key Objective	Task (Short Term Target)	Corporate Director	Lead Officer	Sub Key Actions	Target Dates	Key Actions Completed	Progress Comments	Task Completed /On Track
054	A borough with improving health, housing and social care	CP054 - Increase the number of new houses provided by the council	Jeff Maslen	Neil Stubbings	CP054.01 - Secure planning permission for those sites where we are seeking Challenge Funding from the Homes and Communities Agency to build new homes as part of the pipeline sites initiative., CP054.02 - Bid for Challenge Funding from the Homes and Communities Agency for new homes under the pipeline initiative scheme., CP054.03 - Achieve a 'start on site' position with at least 100 new homes under the pipeline housing initiative.	31/03/2010,  31/12/2009,  31/03/2010	On Target,  On Target,  On Target	CP054.01 - We have obtained planning permission on 11 of the 16 sites with the rest to follow shortly. We have successfully obtained funding from the Homes Community Agency for the Housing Revenue Account pipeline program. CP054.02 - Officers are currently working on the second round of bidding which is due to be submitted in October 2009. CP054.03 - On track to start on site as part of the pipeline housing initiative in March 2010.	On Target
055	Achieving value for money	CP055 - Maintain an excellent housing / council tax benefit service and housing service, demonstrating value for money and increase benefit take up and improve the speed and accuracy of benefit applications	Jeff Maslen	April Southern	CP055.01 - Achieve a target in 2009/10 of an average of 24 changes per 1000 caseload per week (NI180 Annual number of changes per 1000 caseload) Q1 target = 22, CP055.02 - Q2 target = 22, CP055.03 - Q3 target = 22, CP055.04 - Q4 target = 22	30/06/2009  30/09/2009 31/12/2009 31/03/2010	Completed,  Completed, On Target, On Target	CP055.01 - CP055.01 - Target for quarter 1 achieved. CP055.02 - Target for quarter 2 has been achieved. The latest figures available from Department for Work and Pensions shows Hillingdon as achieving 47 changes per 1000 cases as at 27th July. No further data is currently available due to unpublished data from the DWP. Overall on track to achieve the target by March 2010.	On Target
056	A borough with improving health, housing and social care	CP056 - To maximise the choice that customers have over services by delivering transformation in adult social care to give people who use adult social care services more choice and personalisation	Jeff Maslen	Brian Doughty	CP056.01 - Deliver the pilots for personalisation / individualised budgets in adult social care, CP056.02 - Agree a resource allocation system (RAS) for self directed support	31/03/2010  31/03/2010	On Target,  On Target	CP056.01 - A Transition Pilot for young adults has been launched. The Transition team have identified up to 10 young adults who are due a review to participate in the pilot between now and the end of December 2009. A further brokerage pilot will soon commence and steps to up-skill the in-house brokerage team are currently being undertaken. CP056.02 - A comprehensive Comparative Budget Exercise is in progress to test and help design the individualised budgets framework.	On Target
057	Strengthening planning and performance	CP057 - To actively involve customers in the planning and delivery of services (IPB Project)	Jeff Maslen	Paul Feven	CP057.01 - A programme of customer engagement actions is in place across ASCH&H	31/03/2010	On Target	CP057.01 - Systems have been put into place to monitor and record evidence of customer engagement in services including evidence of service improvements made as a result of customer feedback. Customer engagement has now been expanded to include Adults (including learning disabilities) and Older People's services. Standard questions for customer satisfaction surveys have been developed. 200 residents have formed our resident group/panel to take part in consultation. Residents have also registered to form a "resident reading panel" to read and comment on our public information prior to publication.	On Target

Green: Completed / On Target  
Amber: Some Slippage  
Red: Serious Slippage

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058	A borough with improving health, housing and social care	CP058 - Continue to implement our Affordable Housing planning guidance for all new residential developments	Jean Palmer	James Rodger	CP058.01 - Ensuring implementation of S106 agreements requiring affordable housing.	31/03/2010	On Target	CP058.01 - Section 106 agreement implemented on all relevant applications to ensure affordable housing scheme target is met.	On Target
059	A borough with improving health, housing and social care	CP059- To increase the provision of affordable homes from 155 units to 199 units a year	Jean Palmer	Jales Tippell	CP059.01 - Finalise relevant housing studies., CP059.02 - Ensure all housing monitoring returns are completed on time: CLG P2 Returns (Communities and Local Government) - Quarterly, GLA (Greater London Authority) - Monthly	30/09/2009 31/03/2010	Completed, On Target	CP059.01 - Strategic Housing Land Availability Assessment (SHLAA) completed and housing target confirmed by GLA, estimated 23 completions at the end of Q2. CP059.02 - The draft results of the Housing Market Assessment have been prepared and are being considered, prior to consultation. CLG P2 returns completed and LDD development monitoring submitted monthly.	On Target
060	A borough where opportunities are open to all	CP060 - Increase the number of adults with disabilities accessing education, training, employment and training opportunities. (CP030)	Jean Palmer	Alan Dalton	CP060.1 - Set up WISE Programme (Work in Supported Employment) for ALDD (Adults with Learning Disabilities). CP060.2 - By end of Qtr 4 - achieve 25 learners on WISE programme	30/09/2009 31/03/2010	Completed, On Target	CP060.01 - WISE programme set up for 2009/10 CP060.02 - New Foundation learning tier programmes running , 215 learners currently engaged across 3 pathways catering , business and horticulture.	On Target
061	A prosperous borough	CP061/GP043 - Our housing policy will help people access affordable housing including key workers and economically active residents, helping to support our local labour force	Jeff Maslen	Neil Stubbings	CP061.01 - Deliver 312 affordable homes by 31 March 2010, working in partnership with Registered Social Landlords.	31/03/2010	On Target	CP061.02 - The Housing Supply Team is working with Planners, Registered Social Landlords and developers to ensure that new homes of all tenures are being built. The position as at the end of September, 85 affordable homes have been delivered since April 2009. Our target to deliver at least 312 affordable homes is under pressure as the recession has hit housing starts. We completed 40 units during this quarter and anticipate Registered Social Landlord's will buy in stock in the last quarter to meet targets.	On Target
062	A prosperous borough	CP062 (PB&CE) Introduce a construction apprentices scheme	Fran Beasley	Helena Webster	CP062.01 - Launch construction apprenticeship scheme	31/03/10	Completed	CP062.01 - Construction apprenticeship scheme in place. Work ongoing to provide apprenticeship opportunities at sites within Hillingdon.	Completed
063	A prosperous borough	CP063 (PB&CE) Support Brunel University in delivering an enterprising attitudes programme	Fran Beasley	Helena Webster	CP063.01 - Set up enterprising attitudes programme in partnership with Brunel University	31/03/10	Completed	CP063.01 - Programme live within agreed timetable.	Completed

Ref No.	Key Objective	Task (Short Term Target)	Corporate Director	Lead Officer	Sub Key Actions	Target Dates	Key Actions Completed	Progress Comments	Task Completed /On Track
064	A prosperous borough	CP064 (PB&CE) Engage with business to encourage their support for our outcomes and increase their corporate responsibility	Fran Beasley	Nigel Cramb	CP064.01 Support Hillingdon Business Forum to engage with major employers within Hillingdon. CP064.02 Influence work programme to ensure regular and effective programme of activities which deliver corporate responsibility benefits. CP064.03 Working with the Hillingdon Chamber of Commerce to ensure continued development of partnership activity in local town centres. CP064.04 Support Chief Executive in developing role to encourage Corporate Responsibility amongst major businesses	31/03/2010 31/03/2010 31/03/2010 31/03/2010	On Target, On Target, On Target, Completed	CP064.1 Work continues to establish meaningful links with business. Relocation of Cannon Europe to the borough is significant achievement. CP064.2 Business Forum manager delivering regular programme of activity to corporate business partners. CP064.3 In Q2 the Council, with assistance of the Hillingdon and Ruislip Manor Chambers of Commerce, have promoted and guided the establishment of a Chamber of Commerce for Northwood Hills. The first meeting of the newly formed Chamber has now been held and membership is growing. CP064.4 Monthly meeting held to review and forward plan Chief Executive's work with major businesses.	On Target
065	A prosperous borough	CP065 (PB&CE) Open up opportunities for local businesses to benefit from the contracts associated with London 2012	Fran Beasley	Ian Edwards	CP065.01 Secure funding to enable training and raise awareness of supply chain opportunities for Heathrow and surrounding areas. CP065.02 Encouraging and supporting businesses to register with the 2012 'compete for' portal to be in a position to bid for London 2012 contracts.	31/03/2010 31/03/2010	On Target, On Target	CP065.1 Significant success in securing LDA funding to deliver expanded Heathrow Meet the Buyer Programme. First Hillingdon event attracted 85 businesses. Ongoing activity to encourage Hillingdon businesses to register on Compete for website. CP065.2 Part of the LDA sponsored programme will focus on working with businesses on a one-to-one basis. This will deliver expertise, confidence and knowledge; resulting in businesses being better equipped to bid and win contracts.	On Target

Ref No.	Key Objective	Task (Short Term Target)	Corporate Director	Lead Officer	Sub Key Actions	Target Dates	Key Actions Completed	Progress Comments	Task Completed /On Track
066	A prosperous borough	CP066 - Prepare a planning document to guide the redevelopment of the RAF Uxbridge site to ensure that it revitalises the local area and provides benefits for people across the borough.	Jean Palmer	Jales Tippell	CP066.01 - All planning applications will be assessed against the council's Unitary Development Plan Saved Policies 2007 and supplementary planning documents. CP066.02 - Ensure proposals for redevelopment of the RAF Uxbridge site are in accordance with the adopted RAF Uxbridge Supplementary Planning Document (SPD). CP066.03 - Officers will give good quality and timely pre-application advice for RAF Uxbridge to influence the submission of the planning application., CP066.04 - Prepare a draft SPD for the former NATS site at Porters Way, West Drayton. CP066.05 - Ensure the public are kept informed through the planning process for the RAF Uxbridge site.	31/03/2010  31/03/2010  31/03/2010  31/03/2010	On Target,  On Target,  On Target,  On Target	CP066.01 - The pre-application discussions with regard to the RAF Uxbridge and NATS site will increase the likelihood that the submitted application complies with the adopted policies CP066.02 - The on-going pre-application discussions will increase the likelihood that the submitted application complies with the RAF Uxbridge SPD CP066.03 - On-going discussions and meetings are resolving relevant issues for this strategically important site. This involves the assistance of various service areas of the Council. CP066.04 - The SPD for the former NATS site, Porters Way, West Drayton, was adopted by Cabinet on 24th September. CP066.05 - Through the pre-application process the Council are assisting VSM(Contractor for project MoDEL) to keep the public informed. This has included a site visit for representatives of local residents, and VSM will carry out further consultation soon.	On Target
067	A prosperous borough	CP067 - Work with major local businesses to encourage investment in the borough which will help to bring more training, skills, and jobs into Hillingdon for local people to access	Fran Beasley	Helena Webster	CP067.1 Conduct fundamental review of Hillingdon Business Forum, CP067.2 Deliver European Regional Development Fund (ERDF) Programme to stimulate local business in Heathrow Supply Chain	24/07/2009  31/03/2010	On Target,  On Target	CP067.1 Chief Executive keen to secure future of Business Forum by encouraging additional business 'buy in'. Package of benefits to business being prepared. Will include Corporate Responsibility support via Business Forum Manager. CP067.2 Contract has been signed off, programme to support businesses in place and already operational. Project initiation meeting has taken place. Meet the buyer events to be held on 17th and 18th November with objective to improve Hillingdon Business opportunities.	On Target
068	A borough where opportunities are open to all	CP068 - Freeze council tax for all Hillingdon residents for two years	Christopher Neale	Paul Whaymand	CP068.01 - Implement for 2009-10. Accommodate in 2009-10 budget., CP068.02 - Implement for 2010-11. Accommodate in 2010-11 budget.	30/03/2010  30/03/2011	On Target,  On Target	CP068.01 - Residents who qualify for discount have received appropriate council tax bill for 2009-10. CP068.02 - Preparations are being made for 2010-11.	On Target

Ref No.	Key Objective	Task (Short Term Target)	Corporate Director	Lead Officer	Sub Key Actions	Target Dates	Key Actions Completed	Progress Comments	Task Completed /On Track
069	A borough where opportunities are open to all	CP069 (PB&CE) Ensure the council and its partners respond to neighbourhood needs and improved service delivery for all residents	Fran Beasley	Ian Edwards	CP069.1 Assist ECP to conduct needs analysis prior to each Streets Ahead Week of Action (SAWA). CP069.2 Conduct post event evaluation of SAWA. CP069.3 Produce ward profiles.	31/03/2010  31/03/2010 30/09/2009	Completed,  On Target, Completed	CP069.1 - In agreement with ECP the pre event consultation and needs assessment is wholly carried out by the Localities team and task is monitored by ECP CP069.2 - 2nd SAWA post event survey conducted last week September, analysis to be completed by end of November. CP069.3 - Task was completed at the end of August and all ward profiles are now on Council Website	On Target
070	A borough where opportunities are open to all	CP070 (PB&CE) Promote community cohesion across all of the borough's communities so that people feel that communities get on well	Fran Beasley	Ian Edwards	CP070.1 Work with Planning to ensure that a needs analysis by faith groups is undertaken to inform the Local Development Framework CP070.2 Identify the improvement required for Hillingdon's self assessment at level 3 for National Indicator 35 (Building resilience to violent extremism) and develop a plan to achieve that outcome by early 2010/11. CP070.3 Working with the Strategic Information manager to develop the data sets and information required by the Strong and Active Theme Group to ensure that it is able to secure its purpose,	30/03/2010  30/03/2010  31/03/2010	On Target,  On Target,  On Target	CP070.1 - New staff appointed within PCS and new lead on London Development Framework (LDF) now in post. Meeting held to scope issues for LDF and to secure partnership engagement. Agreement to include needs assessment of faith groups CP070.2 - Preventing Violent Extremism (PVE) action plan developed in partnership with a sub group from the Strong and Active theme group CP070.3 - Project remains on track. Strategic Information Officer has given presentation to Strong and Active Group. First draft of data sets has been prepared	On Target
071	A borough where opportunities are open to all	CP071 (Po) / Continue the Leader's initiative to support older people	Fran Beasley	Kevin Byrne	CP071.1 Deliver burglar alarms project , CP071.2 Fund Age Concern to meet shortfall in helping hand scheme , CP071.3 Oversee administration of initiative, commissioning new projects (e.g. from community Associations) and secretariat for meetings. CP071.4 Support and monitor grant for dining centres	31/03/2010  31/03/2010  31/03/2010	On Target, On Target, On Target,  On Target	Leader's initiative (LI) is being delivered and on course to spend all budget this financial year. CP071.1 During Q2 148 alarms were installed and a total of 392 (38%) have been fitted in total. CP071.2 Supporting People contract has been extended until June 2010. To account for the change in circumstances, the Leaders Initiative will therefore amend the total award to £34,769 and pay a second instalment of £10,898 to complete the award. CP071.3 LI budget is monitored closely with a total of 9 bids from community associations being prepared for consideration at the next LI meeting on 20 October 2009. CP071.4 LI funding allocated in Q1 supported Northwood Live at Home to set up a lunch club in Northwood, which opened on 9th September. The club will provide fresh meals and an opportunity for older people to socialise and remain active.	On Target

Green: Completed / On Target  
Amber: Some Slippage  
Red: Serious Slippage

Ref No.	Key Objective	Task (Short Term Target)	Corporate Director	Lead Officer	Sub Key Actions	Target Dates	Key Actions Completed	Progress Comments	Task Completed /On Track
072	A borough where opportunities are open to all	CP072 (PB&CE) Support partner organisations to extend opportunities to engage in volunteering activities	Fran Beasley	Ian Edwards	CP072.1 Work with LSP Executive to ensure join between partner organisation's volunteering opportunities and HAVS volunteer database. CP072.2 Raise the profile of volunteering in the borough through publicity campaign including developing and hosting the Volunteering awards. CP072.3 Work with Hillingdon's Businesses through the Hillingdon Business Forum to maximise the volunteering opportunities as part of the corporate social responsibility offer. CP072.4 Support HAVS in the delivery of the LAA 2007 and LAA 2008 volunteering targets.	31/10/2009  31/03/2010  31/03/2010	On Target,  On Target,  On Target,	CP072.1 - Presentation given by HAVS to LSP and partners are now aware of HAVS volunteering website and its capabilities. Follow-up meeting held with HAVS and Brunel. Agreement to work together so that volunteering opportunities are better advised to students and also that Brunel identify additional opportunities for inclusion on HAVS website CP072.2 - Planning group set up and meeting regularly including HAVS, LBH, and Brunel. Pilot Volunteer Awards held in June 2009. Case studies of the nominees are being developed which will be a key part of the publicity campaign. CP072.3 - Volunteering projects being developed with Glaxo and British Airways CP072.4 Scoping of additional survey of Street Champions to be considered end Q3 as a supplement to the 2008 Place Survey and to give an update on progress before the 2010 Place Survey	On Target
073	A prosperous borough	CP073/GP044 - Increase benefit take-up for those who are entitled through joint working with the Department for Work and Pensions	Jeff Maslen	Neil Stubbings	CP073.01 - Increase benefit take-up for 150 older people in the private sector	31/03/2010	On Target	CP073.01 - Target to achieve take up of benefits by 150 Older People is on track. Currently 106 Older People are in receipt of an additional benefit at the end of quarter 2. Target will be achieved by Q4.	On Target
074	A borough where opportunities are open to all	CP074 - Provide free swimming for older residents. All people aged 60 and over will be able to swim for free at Hillingdon Leisure Centres from April 2009. To launch the scheme, additional free swimming lessons will be available during 2009/10	Jean Palmer	Sue Drummond	CP074.01 - Provide free swimming activities for older residents, CP075.02 - Work in partnership with Age Concern to research, publicise and extend opportunities for older residents to participate.	31/03/2010  31/03/2010	On Target,  On Target	CP074.01 - Free swimming continuing at Hillingdon Pools with lessons being extended to accommodate increased demand. CP074.02 - Advertisement in place to appoint new active ageing co-ordinator to develop activities jointly between LBH and Age Concern.	On Target
075	A borough where opportunities are open to all	CP075 - Deliver community based sport and physical activity projects in partnership with DASH, MIND and age concern to improve knowledge and range of activities for residents to maintain healthy, active lifestyles.	Jean Palmer	Sue Drummond	CP075.01 - Deliver community based sport and physical activity projects for people with special needs to improve knowledge and range of activities for residents to maintain healthy, active lifestyles. CP075.02 - 5 different sports activities are organised for people with special needs.	31/03/2010	On Target	CP075.01 - Get Active, Stay Active programme continuing with improved take-up Advised post for Active Ageing co-ordinator Sports Unlimited initiatives re-commenced in Sept 09 following summer break. StreetGames project in Hayes area underway CP075.02 - Disability Sports Club now in place at Queensmead Sports Centre	On Target

Green: Completed / On Target  
Amber: Some Slippage  
Red: Serious Slippage

# Report to Cabinet

17<sup>th</sup> December 2009

**Title of Report – Appendix B - Local Area Agreement 2007 – 2009/10 Q2 Performance**

**Service Area – Partnerships, Business and Community Engagement**

**Name of Contact Officer – Ian Edwards**

**Telephone Number of Contact Officer - 250612**

## **Summary of Report**

Hillingdon's Local Area Agreement 2007 has completed its second year of delivery and good progress continues. Confidence remains that we will achieve the majority of our targets and we are presently on track to receive £6,086,395 in reward grant.

## **Why is Report coming to Cabinet?**

To provide Cabinet with a corporate overview of the progress made in implementing and monitoring the Local Area Agreement

## **Recommendations of Report**

**Cabinet are recommended to:**

- 1. Note the progress made in the delivery of the Local Area Agreement 2007 during the second quarter of 2009/10.**
- 2. Identifies any areas where Cabinet wish further efforts to be made to achieve the objectives.**

## **State if there are links to other plans/strategies and briefly explain how?**

The LAA 2007 contributes towards the implementation of the Council Plan, Sustainable Community Strategy and other corporate plans. The Local Area Agreement will have strong links to the future Comprehensive Area Assessment.

## **Any Implications?**

The Local Area Agreement 2007 has a reward and pump-priming element. The successful delivery of all of the reward targets will result in the payment of £8.011 million to the partnership over the two years 2010/11 and 2011/12.

## **Background Information**

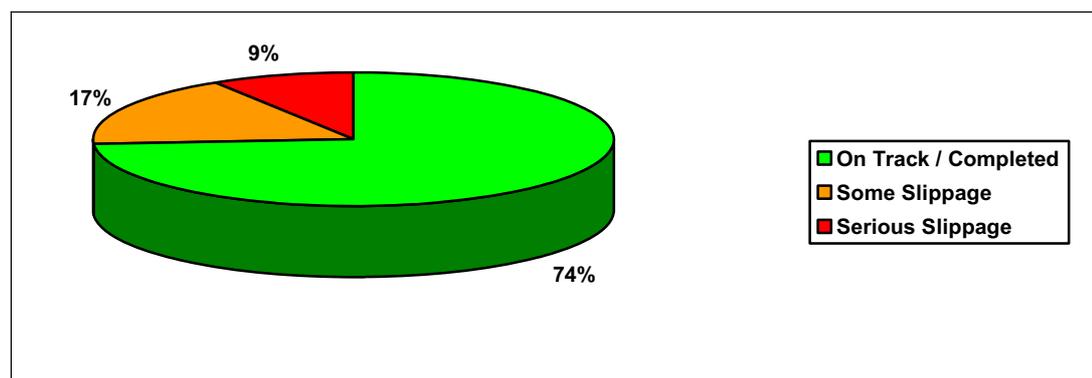
- 1. The performance reward section of the Local Area Agreement 2007-10 continues to be eligible for reward, notwithstanding the replacement of LAA 2007-10 by LAA 2008-11.**

The reward section of LAA 2007 is made up from 13 outcomes monitored using 23 indicators.

2. This report looks at the performance of the Hillingdon's Local Area Agreement 2007-2010 performance reward element (LAA 2007) at the end of September 2009.

### LAA 2007: Year 2 Quarter 2 Performance

3. At the end of Quarter 2 2009/10, 74% of these indicators have been recorded as 'on track' to meet the stretched performance reward target. Appendix B includes the full performance reward element of the LAA 2007.



### Notable Achievements

4. The **number of successful benefit related reviews** has exceeded the third year target and the full performance reward grant allocation (£225,000) has been secured 1 year early. This is particularly noteworthy as this target showed 'serious slippage' at the end of year 1 and improvement has been achieved as a result of a series of performance clinics and close partnership working between the LBH and Department for Work and Pensions.
5. The **numbers of parks that have achieved the 'Green Flag' accreditation** have increased to 14 from the baseline (which are valid for the LAA) in the 2009 assessment. By maintaining this level into the final assessment period (June 2010) the target will be exceeded and full performance reward grant (£725,000) achieved.
6. Performance for the **number of smoking quitters** in the 5 most deprived wards continues to show as 'on track' as the finalised figure for year 2 shows the total exceeded the second year target. The Q2 figure for year 3 is showing on track also, and will further increase due to the two month time delay bringing us closer to achieving the final year target. The second part of the target, **number of pregnant women quitters**, has already been completed and 100% of the performance reward grant has been achieved (£133,400)

### Serious Slippage

7. **Residential burglary** is still showing an increase and the target set for the LAA 2007 cannot be met. With levels presently up by more than 40% in the performance year to date residential burglary is now at the level last recorded in 2000/01. Reducing residential burglary remains a key priority of the Safer Hillingdon Partnership and they are continuing to implement and improve the Burglary Action Plan. Over the summer the police have led on planning a multi-agency response as part of Operation Bumblebee that will be

8. The target for the number of **wounding offences** is showing serious slippage. The operators of the two Detention Centres now report all assaults to the police which was not the case when the baselines were initially agreed hence figures are now higher than previously anticipated. This is a unique situation in London which the Leader has raised with Kit Malthouse, the Greater London Authority's Deputy Mayor Policing. Discussions will also be taking place with the Government Office for London about how this situation affects the target. It should be noted that even without the Detention Centre figures, the target remains challenging to achieve. To be successful in meeting the target the Safer Hillingdon Partnership will need to reduce the level of wounding offences down to no more than 613 offences per quarter for the remainder of the year, which has not been achieved in any previous quarter of the LAA period.

### **Some Slippage**

9. The year 2 results **for Key Stage 1, 2 and 4** are now available and show an improvement on last year's results. However, the results for Key Stage 2 in English and Maths have not met the stretched 1<sup>st</sup> and 2<sup>nd</sup> year targets and are therefore showing some slippage. The underperforming primary schools have been receiving intensive support from the School Improvement Service.
10. There is no new performance data for the target for **volunteering** and so it is still showing some slippage. As reported in the end of year 2 report, the results of the Residents Survey 2008 showed a small reduction from the volunteering baseline. The Residents Survey which will measure the final outturn will be carried out in autumn 2009. There has been increased visibility in Hillingdon People, encouraging people to recognise themselves and others as volunteers. Publicity and nomination packs are shortly to be in borough circulation regarding the launch of the 2010 Volunteer Achievement Awards. In partnership with Hillingdon Carers focused publicity has been developed to encourage carers to consider volunteering to enhance their wellbeing as well as a tool for returning to paid employment once their caring commitments have ended.

### **Identified Possible Risk**

11. As expected the number of referrals for the **SPACE Programme** decreased in Q2 due to seasonal variations. The steering group continues to meet regularly to review the performance and will continually engage with the organisations making referrals to the programme to ensure success. Additionally systems are being put in place to maximize the number of referrals over the final two quarters of the year.

### **Performance Reward Grant**

12. If the current performance trends are maintained through to the end of 2009/2010 the Partnership would expect to claim 76% of the performance reward grant which equates to £6,086,395.

Ref	Description	Baseline	Target 07/08	Yr 1 End (07/08)	Target 08/09	Yr 2 End (08/09)	Performance as at 30/06/09	Performance as at 30/09/09	Target 09/10	Lead officer	Progress Comment Actions to be taken to achieve outcome	Outturn	Projected Performance Reward Grant (Total Allocation)
1a	The percentage of pupils in specified schools* achieving Level 4 or above at KS2 in English, as measured by DIES performance tables	70% (Sept 06)	74% (Sept 08)	68% (Sept 08)	76% (Sept 09)	68% (Sept 09)			79% (Sept 10)	Mike Merva	Q2 update: Improved tracking systems have helped raise attainment; Remains a SIS priority across the LA. In addition, pupils on FSMs a high priority in SIP monitoring - needs greater attention as a result of 2009 results	Some Slippage	0% (166,750)
1b	The percentage of pupils in specified schools* achieving Level 4 or above at KS2 in Maths, as measured by DIES performance tables	62% (Sept 06)	68% (Sept 08)	63% (Sept 08)	71% (Sept 09)	66% (Sept 09)			74% (Sept 10)	Mike Merva		Some Slippage	0% (166,750)
1c	The percentage of pupils in specified schools* achieving Level 2 or above at KS1 in writing, as measured by DIES performance tables	64% (Sept 06)	66% (Sept 08)	67% (Sept 08)	69% (Sept 09)	72% (Sept 09)			74% (Sept 10)	Mike Merva		On Track	100% (166,750)
1d	The percentage of boys in all schools in Hillingdon achieving Level 2 or above at KS1 in reading, as measured by DIES performance tables	63% (Sept 06)	66% (Sept 08)	74% (Sept 08)	70% (Sept 09)	81% (Sept 09)			76% (Sept 10)	Mike Merva		On Track	100% (166,750)
2	Improved progress made by pupils in the 8 secondary schools in the bottom 10% of all schools nationally in 5 or more A* - C GCSEs against FFT type B projections, whilst maintaining overall borough performance at KS4	42% (615 pupils Sept 06)	48% (709 pupils) (Sept 08)	54% (769 pupils) (Sept 08)	51% (Sept 09)	59% (840 pupils) (Sept 09)			54% (Sept 10)	Mike Merva	Q2 update: Effective monitoring systems now in place in all secondary schools. KS4 GCSE results improved significantly in 2009 - 4th year in a row - improved more than double the national average; No secondary schools in adverse OFSTED categories.	On Track	100% (667,000)
3a	Reduce the number of Residential burglaries	1847	1718	2250	3333	4272 (711)	4766 (494)	5366 (600)	4867	Carl Bussey	Q2 update: The LAA 2007 target cannot be met. Residential burglary is still showing an increase. However, over the summer the police have led on planning a multi-agency response as part of Operation Bumblebee that will be launched early in Q3. The Operation will include an additional 150 police officers plus close monitoring of the most prominent known burglary suspects. Hillingdon Homes and other registered social landlords are working with the police to alert tenants to the housing consequences of being found guilty of burglaries i.e. demoted tenancies.	Serious slippage	0% (484,055)
3b	Reducing the number of Common assaults	1167	992	867	1915	1666 (213)	1905 (239)	2165 (260)	2773	Carl Bussey	Q2 update: Target on track	On Track	100% (190,095)
4	Reducing the number of woundings	2944	2767	2784	5423 (670)	5413 (670)	6120 (707)	6748 (628)	7973	Carl Bussey	Q2 update: The operators of the two Detention Centres now report all assaults to the police which was not the case when the baselines were initially agreed hence figures are now higher than previously anticipated. This is a unique situation in London and discussions will be taking place with the Government Office for London about how this situation affects the target. It should be noted that even without the detention figures, the target might not be met. Offence re-classification has caused additional offences to come into the wounding category. For example, assault with injury performance is the 5th best in London, but is a different category to wounding (which includes attempts and assaults without injury). Common assaults are well ahead of target - so it is a mixed picture as to why we are struggling to meet a reduction target for wounding. Wounding figures in Q2 show an 11% reduction on Q1. The monthly figures for the last two months are back on track, possibly due to extra police resources from Tactical Support Group in the borough.	Serious slippage	0% (692,350)

Ref	Description	Baseline	Target 07/08	Yr 1 End (07/08)	Target 08/09	Yr 2 End (08/09)	Performance as at 30/06/09	Performance as at 30/09/09	Target 09/10	Lead officer	Progress Comment Actions to be taken to achieve outcome	Outturn	Projected Performance Reward Grant (Total Allocation)
5a	The number of Priority and Prolific, ex-offenders helped through the Hillingdon Blue skies Project into sustained employment of at least 16 hours per week for 13 consecutive weeks or more.	0	1	3	2	6	6	6	4	Mick May	Q2 update: Target exceeded	Complete	
5b	The number of MAPPA ex-offenders helped through the Hillingdon Blue skies Project into sustained employment of at least 16 hours per week for 13 consecutive weeks or more.	0	3	2	6	5	5	6	8	Mick May	Q2 update: Target achieved taking into account over performance of PO target. Another MAPPA to achieve in 4 weeks	Complete	100% (420,000)
5c	The number of non-priority and prolific or MAPPA ex-offenders helped through the Hillingdon Blue skies Project into sustained employment of at least 16 hours per week for 13 consecutive weeks or more.	0	6	4	12	11	12	16	18	Mick May	Q2 update: 2 more OTHERS to achieve in 7 weeks	On Track	
6a	Increasing as a result of this initiative, the number of private sector homes in decent condition (including insulation works) occupied by older and vulnerable people	230	290	299	540	638	725	786	851	David McCulloch	Q2 update: Overall, on track to achieve the target by March 2010. Performance is cumulative. Target for 2008/09 achieved with 339 homes made decent, giving a cumulative total of 638 towards the LAA stretch target (overall a target of 851 private sector homes were to be improved over three years). This leaves a total of 213 to be achieved during 2009/2010. 148 homes were improved during the first six months of 2009/10. Programmes are in place to meet and exceed this target. These targets have been met in partnership with EDF Energy, London Warm Zones, West London Sub-regional grants, Frays Care and Repair Services. The homes of vulnerable older people have been targeted for improvement.	On track	100% (371,800)
6b	Increasing the number of successful related benefits reviews	0	200	101	400	647	722	788	600	David McCulloch	Q2 update: The LAA target of 600 people receiving additional benefits by March 2010 was achieved one year early. At the end of September 2009, 788 people have received additional benefits.	Complete	100% (225,000)
7	Number of young people, aged 13-19, affected by parental or carer substance misuse who complete the SPACE programme	50	93	86	133	133	144	151	178	Gareth Jones	Q2 update: Currently on track to meet target. The summer months are profiled to be slower in terms of referrals, but systems in place going into last 6 months of year. 3 new referrals are being processed.	On track	100% (640,000)
8a	Reduce number of accidental fires in dwellings	147 per year	141	134	279	35 (Total - 272)	31 (Total - 303)	29 (Total - 332)	414	Gerard Hollingworth	Q2 update: Target remains on track to be achieved. To achieve the target for 2009/10 our performance needs to remain below 41 incidents per quarter, this has been comfortably achieved in all but 1 of the last 4 quarters.	On Track	100% (333,500)
8b	Reduce number of deliberate primary fires	274 per year	252	199	503	37 (Total - 373)	42 (Total - 415)	47 (Total - 462)	755	Gerard Hollingworth	Q2 update: Target remains on track to be achieved. To achieve the target for 2009/10 our performance needs to remain below 72 incidents per quarter, this has been comfortably achieved in all of the last 4 quarters.	On Track	100% (333,500)

Ref	Description	Baseline	Target 07/08	Yr 1 End (07/08)	Target 08/09	Yr 2 End (08/09)	Performance as at 30/06/09	Performance as at 30/09/09	Target 09/10	Lead officer	Progress Comment Actions to be taken to achieve outcome	Outturn	Projected Performance Reward Grant (Total Allocation)
9a	Increase in the number of people recorded as or reporting that they have engaged in formal volunteering on an average of at least two hours per week over the past year.	20926				19486			22126	Ted Hill	<b>Q2 update:</b> Increased visibility in Hillingdon People, encouraging people to recognise themselves and others as volunteers. Publicity and nomination packs are shortly to be in borough circulation regarding the launch of the 2010 Volunteer Achievement Awards. In partnership with Hillingdon Carers we have developed focused publicity to encourage carers to consider volunteering to enhance their wellbeing as well as a tool for returning to paid employment once their caring commitments have ended.	Some Slippage	0% (262500)
9b	Increase the number of residents from socially excluded groups who carry out formal work through groups, clubs or organisations for an average of 2 hours a week or more.	17092				16444			17292	Ted Hill	Began the delivery of the DWP (Department of Work and Pension) Volunteering Option Project. This involves in partnership with Job Centre Plus, the referral of long term unemployed (6months +) to voluntary placements, allowing them to learn new/enhance existing skills as well as opening areas of experience for possible development. A significant number of referrals are jobseekers with mild-moderate learning disabilities. This group of clients have produced some of the most successful and skill enhancing placements.	Some Slippage	0% (160000)
10	Quality of surroundings - Increase in number of green flag award parks and green spaces	5	6	6	7	9	14	14	11	Mary Worral	<b>Q2 update:</b> Target Exceeded - judging takes place once a year - results announced each July.	On Track	100% (725,000)
11a	Reducing Cardio Vascular Disease (CVD) risk in targeted adults by increasing the number of people quitting smoking at four weeks excluding pregnant smokers. Using Hillingdon's smoking cessation services) who live in the five most deprived electoral wards of the borough (Townfield, Botwell, Yeading, West Drayton, Yiewsley).	450	520	708	1070	1152	1275	1298	1650	John Aldous / Heema Shukla	<b>Q2 update:</b> Q2 outturn has 2 month lag time and is provisional figure, confirmed figure will be available in Q3	On Track	100% (533,600)
11b	Increasing the number of pregnant women quitting smoking at 4 weeks through the smoking cessation service.	2	12	24	24	36	36	36	36	John Aldous / Heema Shukla	<b>Q2 update:</b> Target Complete	Complete	100% (133,400)
12	Total reduction in adult equivalent BMI corresponding to 60 disability adjusted life years (DALYS)	6.5	15	>10	30	70	70	TBC	80	Heema Shukla	Awaiting information	On Track	100% (667,000)
13	Number of Hillingdon residents aged 16 plus and in work who are supported in achieving at least a full first level 2 qualification or equivalent	434	709	778	1090	Results available in January 2010			1507	Lorraine Collins / Joe Hardman	<b>Q2 update:</b> Year 1 target exceeded and Year 2 results will be available in January 2010. Figures for academic year 2008/09: Train to Gain - 245 enrolled, of which 135 achieved (others continue into 2009/10) Apprentices - 110 enrolled, of which 62 achieved (others continue into 2009/10)	On Track	100% (513,000)
<b>Totals</b>													
Total Available Reward Grant												£8,011,650	
Total Projected Achievement of Reward Grant												£6,086,395	

 Highlights no performance available.

Please note all targets with the exception of target 1 + 2 are cumulative targets

## Achievements for Quarter 2 (1st July to 31 September 2009)

		Contributing to							Value for Money
		Council Plan	Community Strategy	LAA	HIP	Good News	Equalities		
SERVING OUR COMMUNITY AND CUSTOMERS									
	<b>Street Scene Locality Team</b> - JETS (Junior Environmental Teams) successfully trialed in 4 schools around the borough and will be rolled out in Quarter 3. Second Streets Ahead Week of Action held in Ruislip	Y	Y	Y	Y	Y			
	<b>Green Spaces</b> - awarded 14 Green Flags including 4 new sites. Awarded Silver Gilt in the large city category at the London in Bloom Awards 2009, successfully completed the 2009 Hillingdon in Bloom	Y	Y	Y		Y			
	<b>Civic Pride</b> - hosted RAF parade for troops returning from Afghanistan, rededication of Ruislip War Memorial and refurbishment works carried out on 6 of our war memorial sites.				Y	Y			
	<b>Improvement Projects</b> - new pedestrian crossing in Pinkwell Lane (part of our programme for 10 new crossings this year), resurfacing of Oxford Road using a new surface material which helps reduce traffic noise.	Y	Y			Y			
	<b>Parking Services</b> - innovative Brown Badge scheme for residents aged over 65 extended to selected private car parks with other site owners in negotiation for further extensions.		Y			Y	Y		
	<b>Enforcement actions</b> - successes to report across a number of teams eg - Street Scene Enforcement Team - 2 successful court cases against flytippers, Trading Standards - Operation Blunt in cooperation with the Police to reduce knife crime, Environmental Protection Unit -4 successful prosecutions for noise nuisance.	Y	Y			Y			
	<b>Community Safety</b> - Hillingdon has been chosen by the Home Office as best practice following their attendance at an Early Intervention Panel meeting in dealing with ASB caused by young people. This scheme was also subject to a presentation made to GOL and London Community Safety Managers as an example of best practice.	Y	Y			Y			
	<b>Property</b> - Highgrove House was sold at auction on Tuesday 15th September for £1,295,000 which was considerably in excess of what was estimated.					Y			
	<b>Help for Heroes</b> charity family fun run helped to raise over £13,000 with over 1500 people of all ages taking part and enjoyed the day					Y	Y	Y	

## Achievements for Quarter 2 (1st July to 31 September 2009)

		Contributing to						
		Council Plan	Community Strategy	LAA	HIP	Good News	Equalities	Value for Money
<b>Procurement</b>	The Procurement team worked closely with Community Resources and the Economic Development team to secure £44,000 of grant funding for the development of Heathrow Area Supply Chain.	Y	Y					Y
<b>ICT</b>	The completion of IT work for the new North Chapel at Breakspear Crematorium has allowed new technology to be used to enhance services. An example of this involved a webcast of a service to Perth, Australia.	Y			Y	Y	Y	Y
<b>Students Celebrate success with Sir Alan Sugar's Apprentice</b>	Hillingdon Training apprentices and employers celebrated their achievements at an awards evening at the Novotel Heathrow on the 10th July. Lee McQueen, winner of television's 'The Apprentice' in 2008 and the Mayor of Hillingdon, Councillor Shirley Harper-O'Neill presented certificates to apprentices who have completed programmes with Hillingdon Training. John McDonnell MP also presented certificates to employers who support the programmes.	Y	Y			Y		Y
<b>Kidz in Care Awards</b>	Every year, children who are in care across the borough are recognised for their achievements in a range of areas such as education, sport or overcoming personal tragedy etc. Two young people, Evelyn Kaibanda and Katie Forester, who use the services at Merrifield House received awards. For the first time last year the team secured additional funding/sponsorship from private companies for the event. This year funding has increased with additional sponsorship from the Sofitel Hotel, Reed Social Care, HSBC and other external bodies and private	Y	Y			Y		Y
<b>FIESTA 2009 – A Great Success!</b>	FIESTA 2009 has been a great success, with around 4,000 places for young people on around 135 different courses, ranging from fashion to motor mechanics programmes, sailing to cooking competitions. The scheme drew to a close with the FIESTA Celebration Event on Tuesday 8th September, where young people came together to celebrate and showcase their achievements.	Y	Y			Y		Y

### Achievements for Quarter 2 (1st July to 31 September 2009)

		Contributing to							
		Council Plan	Community Strategy	LAA	HIP	Good News	Equalities	Value for Money	
<b>GCSE 2009 results</b>	The percentage of pupils achieving 5 A*-Cs (including Maths & English) increased from 45.9% in 2008 to 51.5% in 2009. The percentage of pupils achieving 5 A*-Cs increased from 63.1% in 2008 to 68.5% in 2009.	Y	Y	Y		Y		Y	
<b>Jobs</b>	Job output achievements on the Gateway Heathrow 2012 programme are ahead of profiled target. Despite the current economic downturn we have achieved 30 confirmed job starts and 30 further job offers to start in October 2009.	Y	Y	Y		Y	Y		
<b>Business</b>	Hayes Business Studios has exceeded its occupancy target of 50% in Year 1.	Y	Y			Y			
<b>Helping First Time Home Buyers</b>	the scheme to assist couples or single people to buy their first home in Hillingdon has been an overwhelming success. During the first six months of 2009/10, 39 households have been assisted with grant funding to get a foot on the property ladder. We will successfully achieve our target this year despite the economic downturn.	Y	Y			Y	Y	Y	
<b>New Funding Secured for Affordable Homes</b>	We have successfully secured additional funding from the Homes and Communities Agency to build 95 new units of affordable rented housing in Hillingdon. The total funding is £15.1m and the largest allocation in London.	Y	Y			Y	Y	Y	
<b>Preventing Homelessness</b>	Hillingdon's Mortgage Rescue Scheme has helped prevent homelessness for a householder affected by the economic downturn. The household in Hillingdon was the first to be helped by a mortgage rescue scheme in West London.	Y	Y			Y	Y	Y	
<b>Disabled People's Plan is Launched</b>	The new plan for people with disabilities was successfully launched in September at the Disabled Peoples Assembly. More than 90 people attended the launch including the Mayor.	Y	Y			Y	Y	Y	

### Achievements for Quarter 2 (1st July to 31 September 2009)

		Contributing to						
		Council Plan	Community Strategy	LAA	HIP	Good News	Equalities	Value for Money
<b>Excellent Adult Social Care</b> - Hillingdon's Adult Care Scheme has been awarded 3 stars by the Care Quality Commission - the highest possible quality rating for a care service. The Hillingdon Adult Care Scheme offers support and independence to adults with disabilities living in a family setting.		Y	Y			Y	Y	Y
<b>Yew Tree Lodge</b> wins prestigious award - The Yew Tree Lodge development, purpose built accommodation for local people with learning disabilities, won the affordable housing development of the year category in the Daily Mail British Homes Awards. The judges praised the sensitive design of the supported housing scheme and declared it the clear winner in the affordable housing development of the year category		Y	Y	Y		Y	Y	Y
<b>Achieving Value for Money</b>								
<b>Energy</b> - An energy savings pilot was rolled out to Mezzanine, 4N, 3N, contact centre and Yiewsley district housing office. This involved the "power down" of phones not in use after business hours, which allows power, heat and electrical savings to be made on a daily basis, thus reducing the carbon footprint by LBH.				Y			Y	Y
<b>Strengthening Planning &amp; Performance</b>								
<b>Major Initiatives, Strategic Planning &amp; Transportation</b> - The tendering for external consultants for a Conservation Management Plan for the buildings in Eastcote House Gardens, with match funding for English Heritage has been endorsed by Cabinet and will shortly be taking place.		Y	Y			Y		
<b>Network Communications</b> The Network Communications Team won the Good Communications award which was presented to the Local Authority or Central Government Department that demonstrated the most effective use of a new or emerging communication technology (eg Voice over IP, SMS)		Y					Y	

Appendix C

Achievements for Quarter 2  
(1st July to 31 September 2009)

		Contributing to						Value for Money
		Council Plan	Community Strategy	LAA	HIP	Good News	Equalities	
		Building a culture for success						
<b>Arts</b>	Delivered a successful programme of events including a community-focused Hayes Carnival, the biggest ever Medieval Festival, two weeks of summer theatre workshops for children, an exhibition and school workshops on the West London Story and a series of events at the Great Barn at Manor Farm	Y	Y	Y	Y	Y	Y	Y
<b>Customer Contact</b>	The Contact Centre successfully helped launch the Hillingdon First Card, and by the end of August managed in excess of 22,300 contacts without any additional staffing.	Y			Y			
<b>Apprenticeships</b>	18 apprenticeship opportunities have been identified across groups. 40+ young people attended an open day on the 7th July to find out about these opportunities, resulting in 50+ interviews on the 15th July. 4 apprentices started in June, with a further 12 starting on the 5th October and an additional role will be filled shortly, with a further 6 opportunities being followed up for a Jan/Feb start					Y		
<b>Communications</b>	Hillingdon has been named Local Authority of the Year for the second year running at the Good Communications Awards held on 8 July. The awards recognise all the communication that the Council's contact centre and Corporate Communications team deliver to our residents. In addition, Hillingdon also won a number of other awards including Local Authority Website of the Year, the Contact Centre Training Award, Telecoms Innovation Award, and David Holdstock, Head of Communications, won Local Government Communicator of the Year.					Y		
<b>Registrars</b>	Registrars have achieved the status of 'New Governance' from 1st December 2009 due to its high level and standard of service.					Y		

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## SUSTAINABLE COMMUNITY STRATEGY 2008-18 WORK PROGRAMME

<b>Cabinet Member</b>	Cllr Douglas Mills
<b>Cabinet Portfolio</b>	Improvement, Partnerships and Community Safety
<b>Officer Contact</b>	Ian Edwards
<b>Papers with report</b>	Sustainable Community Strategy Work Programme

### HEADLINE INFORMATION

<b>Purpose of report</b>	To provide cabinet with a corporate overview of the progress made by officers and partners in implementing the Sustainable Community Strategy agreed by full council in September 2008.
<b>Contribution to our plans and strategies</b>	Contribution towards the implementation of the Sustainable Community Strategy
<b>Financial Cost</b>	Financial costs for the Sustainable Community Strategy are being met within existing resources by aligning service priorities across the Council and its partners, and additional external funding is being sought in several areas to enhance delivery against the strategy's priorities.
<b>Relevant Policy Overview Committee</b>	Corporate Services and Partnerships
<b>Ward(s) affected</b>	All

### RECOMMENDATION

That Cabinet:

1. Notes the progress made to date on the tasks identified to deliver the Sustainable Community Strategy
2. Identifies any areas where Cabinet wishes further efforts to be made to achieve the objectives.

### INFORMATION

This report sets out the progress made by officers in implementing the Sustainable Community Strategy across the Local Strategic Partnership.

#### Reasons for recommendation

Cabinet agreed that the Sustainable Community Strategy should be monitored regularly.

## Alternative options considered / risk management

Cabinet may choose to instruct officers to take further action or not.

### Comments of Policy Overview Committee(s)

Specific Policy Overview Committee involvement has been referred to in the work programme circulated separately, where appropriate.

### Supporting Information

1. Progress in implementing the work programme is regularly updated and monitored by officers. The complete Sustainable Community Strategy work programme can be found in appendix A. 98.6% of the tasks being implemented to deliver the commitments made within the strategy have been completed or are on track to be completed within the timescales identified.

	<b>Green – Completed</b>	<b>Green – On Track</b>	<b>Amber – Some Slippage</b>	<b>Red – Serious Slippage</b>	<b>Total</b>
Number	7	136	2	0	145
Percentage	4.8%	93.8%	1.4 %	0%	100%

2. There are 2 tasks showing 'some slippage' – the first task is regarding the feasibility of using the Grand Union Canal for freight, waste and passengers. The task has slipped due to the reorganisation of British Waterways Board. Discussions and meetings have taken place in order to ensure that this task is back on track to be completed by the end of the year.
3. The second task which showing 'some slippage' relates to the progress of the Primary Capital Programme in the Hillingdon Children and Families Trust plan. The investment programme proposed originally was based upon the needs analysis set out in the "Primary Strategy for Change" in 2008. At that time, it was expected that a limited number of new primary school places would be needed. However, new population forecasts (in particular, reflecting the impact of a high 2008 birth rate) mean that many more new school places will be needed and there has been a need to assess the impact of this upon investment plans. This is referred to in more detail in the report elsewhere on this Cabinet agenda on the Council's Medium Term Financial Forecast.

### Financial Implications

4. The financial implications of the Sustainable Community Strategy targets are being met within existing resources by aligning directorate and partner organisations service priorities, and enhanced by bidding for external funding, which in several areas has already been successful in delivering additional resources towards the strategy's priorities.

## **EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES**

### **What will be the effect of the recommendation?**

5. The recommendations will allow officers to monitor progress on a quarterly basis for the Sustainable Community Strategy to ensure the priorities are being delivered across the partnership.

### **Consultation Carried Out or Required**

6. The Sustainable Community Strategy was widely consulted on amongst key stakeholders. Specific task focussed consultations carried out have been referred to in the work programme where appropriate.

## **CORPORATE IMPLICATIONS**

### **Corporate Finance**

Corporate finance has reviewed the report and is satisfied that the financial implications reflect the resource implications for the Council and its partners.

### **Legal**

There are no significant legal implications arising out of this report

## **BACKGROUND PAPERS**

Appendix A – Sustainable Community Strategy Work Programme 2009/10

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**APPENDIX A  
PRIORITY 1 - IMPROVING HEALTH AND WELLBEING**

**SUSTAINABLE COMMUNITY STRATEGY 2008 – 2018**

Green: Completed / On Target  
Amber: Some Slippage  
Red: Serious Slippage

Ref No.	Tasks	Sub Key Action	Lead Officer	Target Dates	Progress Comments	Task Status
1	Deliver the best possible health and wellbeing outcomes including promoting equality and tackling inequalities	HCOP 01 - Strengthen primary and community care in the deprived wards to reduce inequalities improve and life expectancy	Angela Flux - ASCHH / PCT	31/03/10	HCOP 01 - The action learning framework has been launched with key stakeholders including Public Health, Healthy Hillingdon, Health Visiting Team and Bell Farm Community Centre. Resource mapping for the programme is scheduled for November and December 2009, which includes 2 community events. There is clear evidence of stakeholder taking action learning forward as demonstrated at the Oak Farm community event.	On Target
2		HCOP 02 - Produce comprehensive commissioning strategies that reflect needs identified in the Joint Strategic Needs Assessment, national and local objectives, value for money and national quality standards	Angela Flux - ASCHH / PCT	31/01/10	HCOP 02 - The revised Physical and Sensory Disability, Learning Disability, Carers Strategy along with the Older People and Older People with Mental Health Needs strategy are scheduled for presentation to the Healthier Communities and Older Peoples (HCOP) LSP theme group for approval in January 2010.	On Target
2.1		HCOP 03 - Options for collaborative commissioning initiatives to be developed for the provision of self-directed services and as cost effective solutions to addressing high cost needs.	Paul Feven - ASCHH	31/03/10	HCOP 03 - Various options for collaborative commissioning on a West London basis have been considered and a report was presented to Cabinet on the 26th October recommending a procurement programme that will be led by different authorities in the region. Hillingdon will be leading on residential and nursing care.	On Target
3		HCFCP 01 - Protect children and young people from crime and accidents / Ensure Children and Young People (C&YP) are safe from harm and protect those known to be at risk of abuse	Paul Hewitt - ECS	31/03/10	HCFCP 01 - The Local Safeguarding Children's Board (LSCB) have incorporated action plans on safeguarding from all agencies to form the Partnership Improvement Plan which has been presented to each board meeting. The Department for Children, Schools & Families (DCSF) are re-writing the Child Protection (CP) National Guidance. The All London CP procedures will need to be revised to take account of the " New Working Together" once it is published in December 2009.	On Target
4		HCFCP 06 - Improve the emotional well-being of Children and Young People (C&YP)	Pauline Nixon - ECS	31/03/10	HCFCP 06 - The Multi Agency Support Team (MAST) Review consultation has been completed. The Marlborough Project under the Targeted Mental Health in Schools (TaMHS) initiative is currently being planned. The steering group has been established to review mental health programmes to school, with good representation from the voluntary and non-voluntary sectors. Training on mental health to primary schools is currently being offered through our local Children & Adolescents Mental Health Services (CAMHS) and the first wave of training has been rolled out to all secondary schools.	On Target
5		HCFCP 07 - Tackling Child Poverty	Richard Robbins - ECS	31/03/10	HCFCP 07 - Current activity tackling child poverty has been mapped and presented to the Local Strategic Partnership and agreement to take the strategy forward was agreed. The draft strategy is in development with a stakeholder event planned for 6th November.	On Target
6		HCFCP 20 - Improve the health and well-being of children looked after	Debbie Haith - ECS	31/03/10	HCFCP 20 - National guidance around care matters are still to be released, therefore the Children Looked After (CLA) professionals conference has been postponed until the guidance has been published.	On Target

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HCFCP - Hillingdon Children's Families Plan  
SA - Strong and Active

CG - Clean and Green  
SHP - Safer Hillingdon Partnership  
SET - Sustainable Economic Taskforce

**APPENDIX A  
PRIORITY 1 - IMPROVING HEALTH AND WELLBEING**

**SUSTAINABLE COMMUNITY STRATEGY 2008 – 2018**

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Amber: Some Slippage  
Red: Serious Slippage

Ref No.	Tasks	Sub Key Action	Lead Officer	Target Dates	Progress Comments	Task Status
7	Deliver the best possible health and wellbeing outcomes including promoting equality and tackling inequalities	HCFP 22 - Improve the health and well-being of children with disabilities and additional needs HCFP 26 - Launch our parenting strategy, which will offer support to parents	Pauline Nixon - ECS	31/03/10	HCFP 22 - The Children's Disabled Strategy action plan has been finalised and led by operational steering group.	On Target
8		HCFP 26 - Launch our parenting strategy, which will offer support to parents	Pauline Nixon - ECS	31/03/10	HCFP 26 - The action plan is being delivered and has been aligned to the National Indicators (NIs). The action plan is monitored via the strategic and operational parenting groups.	On Target
9		HCFP 27 - Develop and implement Intensive Family Support Services and social work practice models	Debbie Haith - ECS	31/03/10	HCFP 27 - The Social Work Practice contract is in place and delivery is to commence from 1st November 2009.	On Target
10		HCFP 29 - Provide 11 new children's centres, which will provide services for the under 5s under one roof	Carol Tomlinson - ECS	30/09/10	HCFP 29 - McMillian, Barra Hall, Nestles, Belmore, Oak Farm, Harefield Centres are now open. Hillside, Hayes Campus, Comerstone, Cowley St Lawrence, Cherry Lane, Colham Manor will be open by December 09.	On Target
11		HCOP 04 - Develop models of extra care housing for older people and supported housing for other user groups.	Paul Feven - ASCHH	31/10/09	HCOP 04 - Feasibility studies have been completed on two sites for the development of specialist 24 hour extra care provision within sheltered housing schemes. One site has been identified as being suitable for re-development for the provision of extra care housing for 45 homes and funding has been successfully secured for the scheme from the Homes and Communities Agency. Paradigm Housing and Cala Homes have signed contracts to deliver 48 extra homes on the RAF West Ruislip site and completion is expected in Spring 2011.	On Target
12		HCOP 05 - Ensure effective safeguarding arrangements in Hillingdon	Nick Ellender - ASCHH	31/03/10	HCOP 05 - The survey of staff who have experienced the safeguarding process is near completion and analysis of the outcome will enable targeted training. An audit of case files will be taking place in October to test compliance with procedure and quality standards. This sampling will also include interviews with service users or their relatives/carers on their experience of the service and outcomes.	On Target
13		HCOP 06 - To support citizens of the London Borough of Hillingdon to obtain a personal budget.	Dave King - ASCHH	31/03/10	HCOP 06 - A Transition Pilot for young adults has been launched and the Transition team have identified up to 10 young adults who are due a review to participate in the pilot between now and the end of December 2009. A further brokerage pilot will soon commence and steps to up-skill the in-house brokerage team are currently being undertaken. The Transformation Board and the Direct Payments Team are working towards ensuring that the target for the roll out of personal budgets & direct payments across current service user groups will be achieved on time.	On Target

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PRIORITY 1 - IMPROVING HEALTH AND WELLBEING

SUSTAINABLE COMMUNITY STRATEGY 2008 – 2018

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Red: Serious Slippage

Ref No.	Tasks	Sub Key Action	Lead Officer	Target Dates	Progress Comments	Task Status
13.1	Focus on health promotion, disease prevention and early intervention, addressing key risk factors such as smoking and obesity.	HCOP 08 - Aim to improve health and wellbeing and quality of life for older people with mental health needs	Angela Flux - ASCHH / PCT	31/03/10	HCOP 08 - There are regular promotions of healthy walks at all libraries. 7 walks have taken place from Uxbridge Library with walks from Harlington Library planned and walks from Manor Farm library are taking place as part of Streets Ahead. Promotion of mental health is integrated with all walks and feedback from participants confirms the value walks have for physical and mental health.	On Target
14	Focus on health promotion, disease prevention and early intervention, addressing key risk factors such as smoking and obesity.	HCOP 09 - Develop capacity for 50+ uptake of active lifestyle options, through partnership work with Age Concern, Green Spaces, Arts, Leisure and Adult education	Angela Flux - ASCHH / PCT	31/03/10	HCOP 09 - 200+ people attended "Jazzing up the Park" with positive feedback from participants with ideas and requests for more activities in parks including a Christmas event and regular use of the band stand by local musicians. The outcome from the Vyners Swing Band event was used to inform a planning meeting with Green Spaces on promoting "Active Parks" to include a ranger patrol attending walk leader training, website promotion of regular events and project work to support NVQ opportunities for green spaces team. An evaluation report will be produced by December 2009 on the programmes taken place.	On Target
14.1		HCOP 11 - Aim to improve health and wellbeing and quality of life for older people with mental health needs	Angela Flux - ASCHH / PCT	31/12/09	HCOP 11 - The 'Obesity and Step Into Health' Campaigns was run with Pharmacies and Libraries. A wellbeing centre launch is in progress with Central North West London Mental Health Trust (CNWLMHT) and Boots and progress review is planned for November 2009. Discussions to take place with Woodside Centre regarding walks for mental health patients.	On Target
15		HCOP 12 - Build health promotion capacity of GP practices through the development of sustainable healthy lifestyle recommendation options with Leisure Services, Cultural Services and Green Spaces	Angela Flux - ASCHH / PCT	31/03/10	HCOP 12 - The 'Change 4 Life' programme is being promoted through all libraries and pharmacies. The 'Better With Books' programme is running at 2 Libraries	On Target
15.1		HCOP 13 - Provide a timely assessment service to customers	Belinda Norris -	31/03/10	HCOP 13 - All managers attended a performance workshop in July to agree strategies for improving performance. Further work is underway to establish robust performance reporting from the new Adult Social Care information system.	On Target
16		HCOP04 - Ensure Children and Young People (C&YP) lead healthy lifestyles	Sukwinder Mehmi - ECS	31/03/10	HCOP 04 - 3 healthy eating day events has been delivered in schools to 872 pupils and 2 training sessions to a total of 123 pupils. Take up in these schools will be monitored over the next few months. The team developed some new ideas for healthy eating events using feedback from various stakeholders over the summer.  The Children & Adolescents Mental Health Services (CAMHS) strategies in place and being implemented.	On Target

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PRIORITY 1 - IMPROVING HEALTH AND WELLBEING

SUSTAINABLE COMMUNITY STRATEGY 2008 – 2018

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Red: Serious Slippage

Ref No.	Tasks	Sub Key Action	Lead Officer	Target Dates	Progress Comments	Task Status
17		HCFP05 - Improve sexual health promotion	Carol Page - ECS/ ASCHH	31/03/11	HCFP 05 - The Condom Policy has been launched to support prevention of sexually transmitted infections and unwanted teenage pregnancy. Background development work is being carried out in preparation for bid to tender for service to deliver on this work. A peer education programme developed in sixth forms & college to increase awareness of local sexual health services. The pilot was extremely successful pilot and is now being rolled out to a further 8 schools in the new academic year.	On Target
18	Support people with long term needs, promoting self care and independence	HCOP 14 - Increase the number of vulnerable people who are supported to achieve and maintain independent living	Barry Newitt - ASCHH	31/03/10	HCOP 14 - The strategic review of services for young people and care leavers has been undertaken and considered by Supporting People's Core Strategy Group. The proposals of the review represent an opportunity for all housing, education and employment services to provide a service tailored to meet the needs of young people and help them assimilate into the community.	On Target
19		HCOP 15 - Develop a procurement strategy that reflects the independence, safeguarding and personalisation agendas	Gary Collier - ASCHH / PCT	31/10/09	HCOP 15 - Opportunities for collaborative commissioning has been agreed across the West London partners with a report going to Cabinet in October for approval of proposed lead arrangements across the sector and to be signed off in January 2010.	On Target
20		HCOP 16 - To develop a telecare strategy encompassing all care groups.	Gary Collier - ASCHH / PCT	31/10/09	HCOP 16 - The Telecare strategy has been drafted and the key principles agreed by ASCHH SMT. The final version of the strategy will be presented to the Healthier Communities and Older Peoples Theme Group (HCOP) by the end of January 2010.	On Target
21		HCOP 17 - To increase the opportunities for carers to receive accurate and accessible information.	Gary Collier - ASCHH / PCT	31/03/10	HCOP 17 - 2 workshops were held for carers in Sept (10th & 24th) on Self Directed Support at the Civic Centre and in Christchurch in Uxbridge. 4 carers leaflets have been produced and distributed in October to Hillingdon Carers. Two leaflets have been developed in conjunction with Adult Social Care and two with Primary Care Trust.	On Target
22		HCOP 18 - Complete the review of advocacy services	Gary Collier - ASCHH / PCT	31/10/09	HCOP 18 - The review of advocacy services has been completed and the strategy is being developed. On target for Cabinet Member decision to appoint local organisation to provide a two-year pilot for an advocacy service. The service is on target to start in January 2010 with Harrow leading on a collaborative procurement for advocacy across West London. The advocacy strategy will be presented to HCOP LSP theme group in January 2010.	On Target
23	Support joint commissioning to achieve integrated solutions across the whole health care system	HCOP 19 - Explore opportunities for developing joint services.	Gary Collier - ASCHH / PCT	30/11/09	HCOP 19 & 20 - Following exploratory discussions with the PCT, a report with recommendations for developing joint working will go to the ASCHH SMT by December 2009.	On Target
24		HCOP 20 - Explore scope for establishing joint contract management arrangements	Gary Collier - ASCHH / PCT	31/10/09		On Target

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PRIORITY 1 - IMPROVING HEALTH AND WELLBEING**

**SUSTAINABLE COMMUNITY STRATEGY 2008 – 2018**

Green: Completed / On Target  
Amber: Some Slippage  
Red: Serious Slippage

Ref No.	Tasks	Sub Key Action	Lead Officer	Target Dates	Progress Comments	Task Status
25	Maximise opportunities to help people live in settled and affordable homes, both in the social housing sector and private rented sector	HCOP 21 - Increase the number of first time buyers purchasing their own home in Hillingdon	Paul Feven - ASCHH	31/03/10	HCOP 21 - 39 First Time Buyers have been assisted by the Council to purchase a property on the open market. The scheme has been an overwhelming success. Additional monies are being sought to assist another 6 First Time Buyer's.	On Target
26	Prevent homelessness by offering advice and assistance to people to identify housing solutions	HCOP 23 - Reduce the number of people in temporary accommodation by 50% by 2010	Neil Stubbings - ASCHH	31/03/10	HCOP 23 - 1152 households were living in temporary accommodation, a reduction of 24 compared to quarter 1. Officers are monitoring the potential impact of the 'credit crunch' on homelessness activity and the financial impact of changes to the Housing Benefit regime for Private Sector Leased properties.	On Target
27		HCOP 22 - To help people to live in safe, warm, affordable homes	Paul Feven - ASCHH	31/03/10	HCOP 22 - Work is continuing in a challenging market to maximise opportunities to develop affordable housing. Many sites have been delayed by developers. Development is being supported through better liaison with planners and Corporate property. A number of Low Cost Home Ownership schemes/initiatives are being piloted.	On Target
27.1	Reduce levels of fuel poverty in the borough, ensuring all residents can afford to heat their homes adequately.	HCOP 25 - Help older people to live independently in safe, warm homes	David McCulloch -	31/03/10	HCOP 25 - 102 homes in the private sector have been made decent for vulnerable older people, 45 older people's homes in the private sector have had heating systems improved and 202 homes have had insulation measures installed. Additionally, 188 older people clients have taken up benefits (against a target of 150 until the end of the year). 130 improvements have been made to the houses helping older people stay independent in their own home and 47 grant assisted essential repairs for older people have been achieved during the first six months of 2009/10.	On Target
28		CG 010 - Support Residents out of fuel poverty through ensuring homes are 'green / efficient' as possible	Mick May - Groundwork TV	31/03/10	CG 010 - The London wide housing retrofitting project has completed a technical trial of 250 properties in Hayes (£100k). The next phase of the programme to run a 'Demonstration Project' has begun. Another £125k has been approved for use in the Yeading area (up to 850 properties).	On Target

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Ref No.	Tasks	Sub Key Action	Lead Officer	Target Dates	Progress Comments	Task Status
29	Build strong, cohesive and integrated communities	S&A 02 - Ensure Community Tensions are understood and managed where appropriate	Fiona Gibbs - DCE	31/03/10	S&A 02 - The Strong and Active partnership are developing area based plans as result of issues highlighted through tensions monitoring. Sharing of issues has become a regular dialogue with partners to inform tensions monitoring. Seminars	On Target
30		S&A 03 - Community Cohesion contingency protocol reviewed / refreshed	Fiona Gibbs - DCE	31/12/09	S&A 03 - The Community Cohesion contingency protocol will be refreshed by the end of quarter 3.	On Target
31		S&A 04 - Implement a strategy to tackle Hate Crime in the borough	Ed Shaylor - PCS	31/03/10	S&A 04 - The Hate Crime Strategy and Action Plan was signed off by the Strong and Active Communities Partnership in September 2009. A public version of the Strategy is on the Council's website and quarterly monitoring is now programmed.	On Target
32		S&A 05 - Develop and implement Safer Schools Partnership Action Plan	Ed Shaylor - PCS	31/03/10	S&A 05 - The Hillingdon Youth Crime Strategy is being developed. This strategy will bring together all the work being done in Hillingdon to tackle youth crime in one document.	On Target
33		S&A 06 - Establish programme of community events that brings local communities together.	Vicky Trott - DCE	31/03/10	S&A 06 - Draft events planner was taken to the Council's Corporate Equality Group and to the Strong & Active theme group meeting which received positive feedback from partners.	On Target
34		S&A 07 - Develop Communications Strategy to promote key message to promote community cohesion	Fiona Gibbs - DCE	31/03/10	S&A 07 - Community cohesion is embedded within all corporate communications processes. Discussions were held with other communication leads within the LSP to have a joined up approach to promoting community cohesion.	On Target
35		S&A 09 - Facilitate local residents to improve their language skills	Fiona Gibbs - DCE	31/03/10	S&A 09 - Plan are in place to set up a working group to discuss English for Speakers of Other Language (ESOL) provision in the borough and understand the barriers, gaps and current provision by Dec 09	On Target
36		S&A 11 - Build resilience to violent extremism through development of Prevent Action Plan	Fiona Gibbs - DCE	31/03/10	S&A 11 - The Action plan has been refreshed and a needs assessment is being conducted with local organisations with regards to working with young Muslims. The Women's Project Action Plan is in place and progress report was submitted to the Preventing Violent Extremism (PVE) subgroup. Work is carried out with Brunel University to develop a programme with students for the new academic year. The Strong & Active Community Partnership meetings are in place for the year with review of the action plan as part of agenda.	On Target
37	Develop active citizenship by increasing the opportunities for residents to get involved in local decision making and promoting civic pride	S&A 10 - Equip schools to deliver their duty to promote community cohesion and support projects that promote community cohesion in schools.	Carole Jones - ECS	31/03/10	S&A 10 - School Practitioners group meetings has been established. Yeading Collaborative and Douay Martyrs schools have both delivered inter faith events as a result of best practice and positive outcomes shared from the Youth Inter faith network events held via Swakeleys school. Currently working with Guru Nanak school to hold an event in Nov 09	On Target

**APPENDIX A  
PRIORITY 2 - STRONG AND ACTIVE COMMUNITIES**

**SUSTAINABLE COMMUNITY STRATEGY 2008 – 2018**

Green: Completed / On Target  
Amber: Some Slippage  
Red: Serious Slippage

Ref No.	Tasks	Sub Key Action	Lead Officer	Target Dates	Progress Comments	Task Status
38	Develop active citizenship by increasing the opportunities for residents to get involved in local decision making and promoting civic pride	S&A 12 - Develop Strategy for approach to empowering and engaging local residents	Natalie Thridgould - DCE	31/03/10	S&A 12 - Consultation with residents is taking place by means of postal and face to face surveys, as well as inviting residents in to attend focus groups on specific topics. Feedback from residents at these focus groups has been very positive.	On Target
39		S&A 015 - Ensure that all electoral procedures are robust, sound, legal and allow all members of society to partake in the electoral process	Mike Liddiard DCE	31/03/10	S&A 15 - Work is ongoing to be completed by local elections in May 2010.	On Target
40		S&A 16 - Equip and support Members to take the lead in community leadership and engagement	Mark Braddock - DCE	31/03/10	S&A 16 - Member development programme continues. All Councillor seminars cover a broad range of topics on emerging issues and new legislation. Additional training provided for new Committee Members, e.g. licensing.	On Target
41	Ensure that Hillingdon has a thriving local voluntary and community sector	S&A 17 - Raise the profile of volunteering in the borough	Tracy Johnson - HAVS	31/03/10	S&A 17 - There has been increased visibility in Hillingdon People, encouraging people to recognise themselves and others as volunteers. Publicity and nomination packs are shortly to be in borough circulation regarding the launch of the 2010 Volunteer Achievement Awards. In partnership with Hillingdon Carers a focused publicity has been developed to encourage carers to consider volunteering to enhance their wellbeing as well as a tool for returning to paid employment once their caring commitments have ended.	On Target
42		S&A 29 - Provide active support to local community forums including Hillingdon Inter Faith Network (HIFN), Connecting Communities, Traveller Forum, Older People Assembly, People with a Physical or Sensory Disability (PPSD) Forum and Youth Council	Fiona Gibbs - DCE	31/03/10	S&A 29 - The Traveller Forum continues to meet with regular drop-in sessions held in partnership with LBH and Police to provide travellers with the opportunity to raise issues and concerns. 3 new community organisations have become members of the Connecting Communities Forum since Jun 09.	On Target
43		HCOP 26 - The Hillingdon Local Involvement Network (LINK) to become an integral part of the way service users and carers are involved in the planning, development and commissioning of services	Gary Collier - ASCHH / PCT	31/03/10	HCOP 26 - The LINK group has been established with respective roles and responsibilities defined and agreed. LINK representatives and the local LINK Manager have been included on the planning structures and have representatives on the Community Equipment Partnership Board (CEPB).	On Target
44	Continue enhancing the borough's cultural offer across the arts, leisure and libraries	S&A 18 - Invest in and develop our cultural facilities to develop learning and culture	Alan Dalton - PCS	31/03/10	S&A 18 - The Arts Service held 2 days of exhibitions and activities at Manor Farm for the West London Story. A celebration event, attended by the Arts Council was held in the evening. A business plan is currently being drafted up for the artist group	On Target

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APPENDIX A  
PRIORITY 2 - STRONG AND ACTIVE COMMUNITIES

SUSTAINABLE COMMUNITY STRATEGY 2008 – 2018

Green: Completed / On Target  
Amber: Some Slippage  
Red: Serious Slippage

Ref No.	Tasks	Sub Key Action	Lead Officer	Target Dates	Progress Comments	Task Status
45		S&A 19 - Extend opportunities for older people to participate in leisure, recreation and cultural activities	Sue Drummond - PCS	31/03/10	S&A 19 - A 50+ brochure for sport and leisure activities is now available across the borough for older people and is also available to download from the Council website. Free swimming for older residence is now in place, and additional courses for lessons are being provided to meet demand.	On Target
46	Continue enhancing the borough's cultural offer across the arts, leisure and libraries	S&A 20 - Enable our communities to engage with the arts through the provision of a comprehensive programme of events and services	Alan Dalton - PCS	31/03/10	S&A 20 - With effective marketing Hayes Carnival Medfest and Bigfest attracted a greater number of audiences as compared to last year.	On Target
47		S&A 21 - Use the arts to raise the confidence of the older and more vulnerable and to engage young people in positive activity.	Alan Dalton - PCS	31/03/10	S&A 21 - Worked in conjunction with Youth Services and Positive Activities for Young People (PAYP) to incorporate engagement of young people in Hillingdon Arts Music Project (AMP). A series of activities including monthly tea dances and coffee mornings has been established at Manor Farm for older people.	On Target
48	Further improve sports provision and increase the participation of residents in active recreation	S&A 22 - Work to extend community based sports development programmes offering new activities and opportunities to residents	Sue Drummond - PCS	31/03/10	S&A 22 - The Ruislip area Streets Ahead activities and Disability Sports Club are now in place. The Holiday activity programme has been completed. The London Youth Games 2009 event was completed with Hillingdon finishing 7th, an improvement of 9 places on 2008	On Target
49		S&A 23 - Complete work on the new Hillingdon Sport and Leisure Centre and Botwell Green Leisure Centre and Library in Hayes	Sue Drummond - PCS	31/03/10	S&A 23 - The construction of the building works is scheduled to be completed by the end of December 2009 and the opening taking place in Jan/Feb 2010.	On Target
50		S&A 24 - Launch new programmes for sport and leisure activities at the two new leisure centres	Sue Drummond - PCS	31/03/10	S&A 24 - Greenwich Leisure Limited (GLL) has been appointed to manage the new Botwell Green Leisure Centre and further meetings are being held with interested clubs and groups. Continued development is being undertaken on programming in preparation for the opening in 2010	On Target
51		S&A 25 - Provide free swimming for older residents including the provision of additional free swimming lessons	Sue Drummond - PCS	31/03/10	S&A 26 - Free swimming is continuing at Hillingdon Pools with lessons being extended to accommodate increased demand. An advertisement is in place to appoint a new active ageing co-ordinator to develop activities jointly between LBH and Age Concern.	On Target
52		S&A 26 - Deliver community based sport and physical activity projects in partnership with DASH, MIND and Age Concern to improve knowledge and range of activities for residents to maintain healthy, active lifestyles.	Sue Drummond - PCS	31/03/10	S&A 26 The Get Active, Stay Active programme is continuing with improved take-up and the Sports Unlimited initiatives re-commenced in Sept 09 following summer break. The Street Games project in Hayes area is currently underway.	On Target
53		HCFP 08 - Improve access and information for Children & Young People to a range of play and sporting opportunities	Mike Merva - ECS	31/03/10	HCFP 08 - The Play projects are being delivered and all outputs have been achieved and exceeded.	On Target

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SUSTAINABLE COMMUNITY STRATEGY 2008 – 2018

APPENDIX A  
 PRIORITY 2 - STRONG AND ACTIVE COMMUNITIES

Ref No.	Tasks	Sub Key Action	Lead Officer	Target Dates	Progress Comments	Task Status
54	Use the 2012 Olympics as a springboard to encourage the uptake of healthy lifestyles, exercise and sport, especially for children	S&A 27 - Develop a four year Sports and Cultural programme that will enable Hillingdon to engage residents with the opportunities offered by London 2012	Sue Drummond - PCS	31/03/10	S&A 27 - Activities in Hillingdon has been promoted as part of the 2012 Open weekend. Sports activities were included in the Hayes Carnival for the first time. A charity fun run was completed at Ruislip Lido with 450 competitors. The first round of grants to clubs and individuals for 2009/10 has been confirmed.	On Target
55	Use the 2012 Olympics as a springboard to encourage the uptake of healthy lifestyles, exercise and sport	S&A 28 - Actively seek to engage with a national team to use the facilities at Hillingdon Sport and Leisure Centre for the 2012 Olympic Games	Sue Drummond - PCS	31/03/10	S&A 28 - Joint work with Brunel is continuing to identify and secure Olympic Athletes to use Hillingdon facilities in advance of the London 2012 Games.	On Target
56	Engage with residents, including hard to reach groups, to ensure services are based on their needs and are accessible to all	S&A 13 - Investigate and implement merger of streets ahead and street champions via the new weeks of action system S&A 14 - Implement the next phase of street scene innovations – e.g. Junior Street Champs, newsletters	David Frost - ECP	31/03/10	S&A 13 - The 2nd Streets Ahead event was held in the Ruislip wards in September and preparatory work has begun for the third one which will take place in November. S&A 14 - The Junior Street Champions scheme (JETS) was successfully piloted in 4 schools across the borough in quarter 1 and it will be rolled out in October and November 09 to schools in those areas which show the most potential for improving recycling and enforcement rates.	On Target
58		S&A 30 - Develop Communications Strategy to promote Census 2011 and ensure wide participation.	Pam Nash - DCE	31/03/10	S&A 30 - A paper went to CMT on the 14th October. Full programme will be developed in mid-2010 as further detail is still coming out of ONS	On Target
59		S&A 31 - Work with partners to meet excellence standard for equalities	Vicky Trott - DCE	31/03/10	S&A 31 - Equalities statement was agreed at the LSP meeting with agreement to form an informal equalities working group.	On Target
60	Design services based on customer insight, providing high levels of choice and access	S&A 01 - Understand Hillingdon's Communities demographics to create understanding amongst partners of demographic churn including local impacts and challenges to community cohesion	Pam Nash - DCE	31/03/10	S&A 01 - Data gathering is complete for the Strong and Active theme group and analysis will begin at the end of October. Ward profiles have been created and are now available via the internet.	On Target
61		S&A 08 - Develop approach to enable new arrivals to the borough to be informed and able to access local support and services	Fiona Gibbs - DCE	31/03/10	S&A 08 - A 'Welcome to Hillingdon' pack is currently with Corporate Communications team for final design before circulation.	On Target

APPENDIX A

SUSTAINABLE COMMUNITY STRATEGY 2008 – 2018

PRIORITY 3 - PROTECTING AND ENHANCING THE ENVIRONMENT

Green: Completed / On Target  
 Amber: Some Slippage  
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Ref No.	Tasks	Sub Key Action	Lead Officer	Target Dates	Progress Comments	Task Status
62	Ensure Hillingdon remains a clean, green and attractive borough	CG 01 - Continue to improve street and highway cleaning	Colin Russell - ECP	31/03/10	CG 01 - Results of tranche 1 (with results of same tranche last year in brackets - nb. low score is good) Litter - 10 (11), Detritus - 28 (34), Combined - 19 (22) We are continuing to work in line with residents wishes to improve our litter score. This improvement has been borne out in the relevant Place Survey results in 2008.	On Target
63		CG 02 - Tackle graffiti, fly tips and fly posts in public places	Colin Russell - ECP	31/03/10	CG 02 - ENCAMS Results of tranche 1 (with results of same tranche last year in brackets - nb. low score is good) Graffiti - 5 (8), Fly posting - 2 (2) Graffiti for Q2 = 2510 reports (Q1 = 2281) Fly tips on housing land - 100% completed within 48 hours, the majority of which is actually completed within 24 hours.	On Target
64		CG 03 - Street scene and highways enforcement, including zero tolerance of litter	Bill Hickson - ECP	31/03/10	CG 03 - The Street Scene Enforcement Team issued 116 (117) enforcement actions against fly tipping including 31 (17) Fixed Penalty Notices and 8 (4) prosecutions in Q2 (Q1 figures in bracket). Enforcement actions being undertaken by Ranger Patrols. 218 Highways enforcement actions were carried out (Q1 = 297). Major publicity campaign against litter began in Q2	On Target
65	Act as community leaders on green issues	CG 04 - Develop a volunteering brokerage for 'green projects' targeting Hillingdon based businesses fulfilling their Corporate Social Responsibilities	Julia Fitzgerald - DCE	31/03/10	CG 04 - Working to develop Hillingdon Volunteering Brokerage model based on best practice models of Slough and Croydon. Further work underway with British Airways to develop database for opportunities.	On Target
66		CG 05 - Engage Brunel in developing a project of who to engage with young people in regards to environment issues	Sue Buckingham - ECP	31/03/10	CG 05 - Kathy Sparks and Sue Buckingham to coordinate a meeting in Q3 to start this off. Both Brunel and Uxbridge College have contributed to the current anti-littering campaign.	On Target
67		CG 06 - Implement the next phase of street scene innovations – e.g. Junior Street Champs, newsletters	David Frost - ECP	31/03/10	CG 06 - Junior Street Champion (JETs) scheme was trialled in 4 schools with a further scheme to start in Oct and Nov focussing on recycling and enforcement in schools in those areas of the borough has identified as having greatest potential to improve.	On Target
68		CG 07 - Investigate and implement merger of streets ahead and street champions via the new weeks of action system	David Frost - ECP	31/03/10	CG 07 & 08 - 2nd Street Ahead event held in Ruislip in Sept and was well attended and results are currently being evaluated.	On Target
69		CG 08 - Working with partners to strengthen streetscene locality working across the borough	David Frost - ECP	31/03/10		On Target
70		CG 09 - Support campaigns across the borough e.g. World Environment Day	Kathy Sparks - ECP	31/03/10	CG 09 - Cbeebies and Hillingdon in Bloom campaigns were carried out.	On Target
71		CG 012 - Launch a new locality initiative, scheme building upon the success of the street champions and streets ahead schemes	David Frost - ECP	31/03/10	CG 12 - The 2nd Streets Ahead was held in Ruislip in Sep with 3 more planned. Junior Street Champion (JETs) scheme to be rolled out in Oct and Nov to schools in parts of borough where recycling and environmental enforcement has the most capacity to improve	On Target

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**APPENDIX A SUSTAINABLE COMMUNITY STRATEGY 2008 – 2018**  
**PRIORITY 3 - PROTECTING AND ENHANCING THE ENVIRONMENT**

Green: Completed / On Target  
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Ref No.	Tasks	Sub Key Action	Lead Officer	Target Dates	Progress Comments	Task Status
72	Act as community leaders on green issues	CG 25 - Investigate the possibility of developing Green Business Awards for local businesses.	Val Beale - ECP	31/03/10	CG 25 - The Mayor's draft Air Quality Strategy released 5/10/09 and contains 2 schemes where businesses/organisations and individuals can sign up to commit to reduce emissions. Will look at publicising these schemes to local businesses and organisations.	On Target
73	Mitigate and adapt to climate change, reducing carbon emissions across the borough	CG 10 - Support Residents out of fuel poverty through ensuring homes are 'green / efficient' as possible	Mick May - Groundwork TV	31/03/10	CG 10 - The Low Carbon Bid was well received but not successful. The London wide housing retrofitting project has completed a technical trial of 250 properties for this project in Hayes (£100k). Hillingdon was one of the 3 boroughs chosen along with Southwark and Croydon. As a result of our strong Low Carbon Zones bid we were invited to enter the next phase of the retrofit programme to run a 'Demonstration Project'. This has been approved (another £125k) and will be in the same location as the low Carbon Zone proposal (Yeading) for up to 850 properties. Nine borough are in this category. Estate services standard achieved 89.4% and caretaking quality assurance inspections achieved 96% in Quarter 2.	On Target
74		CG 11 - Seek to ensure Carbon Reduction across the partners	Mick May - Groundwork TV	31/03/10	CG 11 - Groundwork to coordinate a meeting in Q3 of all relevant Energy Officers from the partners (including Police, PCT and Brunel) to share and agree elements of best practice.	On Target
75	Continue to increase recycling rates and reduce the amount of waste being sent to landfill.	CG 13 - Introduce recycling initiatives to help achieve our recycling target of 40% by 2010	Colin Russell - ECP	31/03/10	CG 13 - Recycling rate = 41.6% against a target of 37.5% (Same period last year = 36.8%) 321.4 kgs of waste collected per household against a target of 360 kgs (Same period last year = 388kgs) - Low figure is good Victoria Road flats in Ruislip now have recycling facilities with Portland Road in Hayes to receive facilities in Q3	On Target
76		CG 14 - Strengthen partner organisations recycling policies, and roll out into Business Community	Kathy Sparks - ECP	31/03/10	CG 14 & 15 - Included in the work plan for the new Recycling Officer who has been appointed in ECP's Waste Services and will take this on in Q3.	On Target
77		CG 15 - Seek to introduce recycling facilities to Stockley Park	Steve Kennedy - Stockley	31/03/10		On Target
78	Preserve and enhance Hillingdon's rich natural assets, including its parks, woodlands, waterways and its biodiversity	CG 016 - Maximise the benefits of the Grand Union Canal through the Borough	Jales Toppel - P&CS	31/03/10	CG 16 - Detailed scheme and costings for residential moorings are being prepared for the canal/playscheme development. Financial support for programme being sought, from Hillingdon Community Trust, the Council, and British Waterways. Overall improvements to the stretch of canal between Bulls Bridge and West Drayton will be developed via a Water space strategy to be produced by British Waterways in 2010.	On Target
79		CG 17 - Implement the Green Spaces strategy	Paul Richards - ECP	31/03/10	CG 17 - 4 new parks, Little Britain Lake, Minet Country Park, Cowley Recreation Ground and Warrender Park have now achieved green flag status, a total of 14 parks.	On Target

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**PRIORITY 3 - PROTECTING AND ENHANCING THE ENVIRONMENT**

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Ref No.	Tasks	Sub Key Action	Lead Officer	Target Dates	Progress Comments	Task Status
80	Balance new development against protecting the green belt	CG 18 - Robustly argue against inappropriate development, in particular in designated Green Belts	James Rodger - PCS	31/03/10	CG 18 - Trees and Landscape officers apply and refer to Unitary Development Plan (UDP) policies when providing advice and comments on all relevant applications. UDP policies are applied at Pre-application meetings and consultations on all relevant applications to resist inappropriate development.	On Target
81	Achieve a high quality built environment	CG 19 - Improve town centres - Northwood (phase 2) Yiewsley, West Drayton and Uxbridge Road Corridor. Implement de-cluttering guidelines	David Knowles - ECP	31/03/10	CG 19 - Work has begun on Northwood Phase 2. Work has started on the Uxbridge Road corridor including improvements in the town centre and Windsor Street.	On Target
82	Achieve a high quality built environment	CG 20 - Enhance and promote our district and smaller centres whilst ensuring that the metropolitan centre of Uxbridge continues to compete regionally	Nigel Cramb - DCE	31/03/10	CG 20 - Crossrail, Network Rail First group and the Council continue to meet on a six weekly basis. Initial scheme for Hayes station was presented by Crossrail and work will start in 2014. Short term improvements to passenger facilities at the station are being considered with work starting in 2010.	On Target
83		CG 021 - Increase entries to external planning and design awards and to create the council's own award scheme	James Rodger - PCS	31/03/10	CG 21 - 6 schemes (Heathrow Airport public realm, Stockley Business Park Phase 3, Uxbridge Lido, Brunel University, Southlands Art Centre and Eastcote House Gardens) have been submitted as part of the Mayor's Great Space initiative. Winners will be announced in November.	On Target
84	Continue to promote sustainable modes of transport	CG 22 - Investigate feasibility of using the Grand Union Canal for freight, waste and passengers.	Tav Kazmi - British Waterways	31/03/10	CG 22 - The task has slipped due to the reorganisation of British Waterways Board. Discussions and meetings have taken place in order to ensure that this task is back on track to be completed by the end of the year.	Some slippage
85		CG 23 - Map and publish electric car points in the borough and seek to find funding to increase the number where appropriate.	Val Beale - ECP	31/03/10	CG 23 - The Council's project team is now mapping existing users of electric vehicles in and around the borough and determining the most appropriate locations for charging points, identifying eligible residents for the trial based on specific requirements set by the Ford EV consortium and implement the supporting infrastructure i.e. parking bays for charging, signage and enforcement restrictions. The Battery Electric Vehicle (BEV) trial is set to be launched with a photo shoot in Hillingdon during Oct 2009.	On Target
86		CG 24 - Installation of bus and cycle measures	David Knowles - ECP	31/03/10	CG 24 - Phase 2 of Green Lane (Northwood) is progressing.	On Target

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Ref No.	Tasks	Sub Key Action	Lead Officer	Target Dates	Progress Comments	Task Status
87	Continue to substantially reduce crime, so Hillingdon is recognised by all as a safe borough	SHP 04 - To reduce the harm caused by alcohol and knives.	Jill Downey - DAAT	31/03/10	SHP 04 - The Safer Hillingdon Partnership endorsed the alcohol strategy in July 2009. The Joint Commissioning Board for Substance Misuse has accepted responsibility for implementation under the Drug and Alcohol Action Plan. 25 investigations against alcohol sales and 13 against other age restricted goods completed as at Q2.	On Target
88		SHP 06 - Reduce the number of domestic burglaries.	Mick Duncckley - PCS	31/10/10	SHP 06 - Range of multi agency projects took place under the following headings in the multi agency burglary action plan: market reduction, secure design, home security, education and work with offenders. In Q2 Operation Shark took place to identify stolen and counterfeit goods. Chrysalis installed 11 new alleygates throughout the borough, Neighbourhood Watch newsletter was distributed. A mini Operation Liberal was carried out as part of the Ruislip Area "Streets Ahead Week of Action". 4 sessions of Community Risk Management training will take place in next 6 months.	On Target
89		SHP 07 - Reduce robbery.	Maurice Hartnett - Police	31/03/10	SHP 07 - Police led Robbery Action Plan continues to be implemented. Actions include reassurance, intelligence, prevention, enforcement, forensics and finance.	On Target
90		SHP 08 - Reduce harm caused by illegal drugs.	Jill Downey - DAAT	31/03/10	SHP 08 - The Drug Treatment Plan being finalised. Drafting the Adult Needs Assessment continues. The Young People's Substance Misuse Review, the Young Persons Drug Reference group, and DAAT will be consulted to feed into this assessment. Day care provision for drug misusing offenders, treatment capacity and choice as well as multi agency working and referral systems will be reviewed following the Needs Assessments.	On Target
91		SHP 09 - Reduce adult re-offending	Charlie Wren - Police Mike Robertson - Probation	31/03/10	SHP 09 The Probation Service is now a formal member of Safer Hillingdon Partnership and this will strengthen strategic links between them and the other 5 responsible authorities. Blue Sky has employed a total of 32 offenders by the end of Q2. Target for 07/08 to 09/10= 30.	On Target
92		SHP 10 - Increase sanctioned detection rate for serious acquisitive crime.	Maurice Hartnett - Police	31/03/10	SHP 10 - The police plan to increase sanctioned detections includes, call management, crime action plans, targeted crime strategies, identification, case supervision and management, offences taken into consideration, use of fixed penalty notices, forensic conversion rates, dedicated detection officers, live-scan compliance, warrants, post charge management and witness/victim support.	On Target

APPENDIX A

PRIORITY 4 - MAKING HILLINGDON SAFER

SUSTAINABLE COMMUNITY STRATEGY 2008 – 2018

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Ref No.	Tasks	Sub Key Action	Lead Officer	Target Dates	Progress Comments	Task Status
93	Significantly reduce the fear of crime in the borough, especially amongst our most vulnerable residents.	SHP003 To improve services offered to victims of domestic violence.	Teresa Mckee - PCS	31/10/10	The Community Safety Team representative attends every session of the Specialist Domestic Violence Court (SDVC) to report court cases back to the Steering Group. 8 multi agency domestic violence training sessions have been delivered to give officers more information about services available to victims of domestic violence. 15 domestic violence advice sessions have been delivered mental health patients at Hillingdon Hospital. The Multi Agency Risk Assessment Conference (MARAC) has heard 64 serious domestic violence cases. To date there have been no repeat cases heard at MARAC which shows 100% success.	On Target
94	Significantly reduce the fear of crime in the borough, especially amongst our most vulnerable residents.	SHP 11 - Reduce anti social behaviour and nuisance behaviour	Ed Shaylor - PCS	31/03/10	SHP 11 - Analysis of police data has identified 25 ASB hotspots. Information from partners (including Council) is being mapped to identify top 10 joint hotspots. Problem solving action plans will then be developed to reduce ASB in these areas. Analysis of ASB data over Halloween period in 2008 will be produced to assist with tasking of resources over the coming Halloween period.	On Target
95		SHP 16 - Reduce fear of crime and increase confidence.	Ed Shaylor - PCS	31/03/10	SHP - 16The Communications Campaign was launched in July. The summer theme was "Summer Safety, lock your windows". There have been articles in Hillingdon People, local press and in residents newsletters. The campaign was also featured on the police website and in their Safer Neighbourhood newsletters. Crime prevention material around securing personal property was distributed on the crime prevention bus. The second theme of Citizenship began in August to encourage people to care for and respect their local area.	On Target
96	Boost the trust of residents in their local public service providers, building stronger united communities	SHP 05 - Increase resilience to violent extremism	Fiona Gibbs - DCE	31/10/10	SHP 05 - Action plan refreshed, needs assessment being conducted with local organisations with regards to working with young Muslims. Women's project action plan in place and progress report submitted to PVE subgroup. Working with Brunel University to develop programme with students for new academic year. Strong & Active community partnership meetings in place for the year. Review of action plan as part of agenda.	On Target
97		S&A 01 - Understand Hillingdon's Communities demographics to create understanding amongst partners of demographic churn including local impacts and challenges to community cohesion	Pam Nash - DCE	31/03/10	S&A 01 - Data gathering complete for the strong and active theme group, analysis will begin by the end of October. Ward profiles have been created and are now available via the internet.	On Target
98	Involve local people in keeping the community safe, building civic pride and respect	SHP 14 - Create a safe environment - road safety	Liz Jones - P&CS Jack Webster - ECP	31/03/10	SHP 14 - As at the end of quarter 2 - 500 children and 57 adults have received formal bike training as part of the road safety campaign.	On Target

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99		SHP 15 - Increase opportunities for residents to engage with community projects.	David Frost - ECP Ted Hills - HAVS	31/03/10	SHP 15 - The second "Streets Ahead Week of Action" completed in Ruislip. The Junior Street Champion's Scheme (JET's) pilot was trialled in 4 schools in Q1, to be rolled out across the borough commencing 10/09. Publicity in Hillingdon People to encourage recognition of volunteering. Publicity and nomination packs being produced regarding the launch of the 2010 Volunteer Achievement Awards. In partnership with Hillingdon Carers we have developed focused publicity to encourage carers to consider volunteering to enhance their wellbeing. The delivery of the DWP (Department of Work and Pension) Volunteering Option Project has commenced in partnership with Job Centre Plus	On Target
100	Reduce young people's involvement in offending and disorder, resulting in a reduction in anti social behaviour	SHP 02 - To reduce the victimisation of young people and to reduce the number of young offenders	Ed Shaylor - PCS Lyn Hawes - YOT	30/04/10	SHP 02 - The draft Hillingdon Youth Crime Strategy has been presented to the Youth Crime Prevention Group. In July the YOS and Police implemented the Triage programme in Hillingdon. Diverting young people through Triage enables a swift proportionate response to the incident plus the identification of needs and referrals on to appropriate preventative services. YOS is preparing for the implementation of the new Youth Rehabilitation Order on the 30th November 2009. It essentially creates one generic sentence for children and young people who offend, replacing nine existing sentences.	On Target
101		SHP 12 - Reduce ASB caused by young people.	Ed Shaylor - PCS	31/03/10	SHP 12 - In July the YOS and Police implemented the Triage programme in Hillingdon. Diverting young people through Triage enables a swift proportionate response to the incident plus the identification of needs and referrals on to appropriate preventative services.	On Target
102	Reduce the incidence and cost of fire to the borough	SHP 13 - Create a safe environment - fire safety.	Gerard Hollingworth - Fire Brigade	31/03/10	SHP 13 - The Firefighters on cycles scheme has been running since May, the scheme last year proved effective in reducing both arsons and secondary fires. 500 Home Fire Safety Visits have taken place in the borough with 39% of those being in priority postcodes (those most vulnerable to house fires). In addition the Fire Service are playing a major role in the Community Risk Training delivered to care staff and volunteers who come into daily contact with vulnerable adults living in the community (the elderly or those with learning/mental health difficulties) and advises them on making an initial assessment around trips and fall hazards, home security and fire safety.	On Target

APPENDIX A  
PRIORITY 5 - A THRIVING ECONOMY

SUSTAINABLE COMMUNITY STRATEGY 2008 – 2018

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Red: Serious Slippage

Ref No.	Tasks	Sub Key Action	Lead Officer	Target Dates	Progress Comments	Task Status
103	Improve pathways to employment for local people, with a focus on closing inequalities in the rates of worklessness	SET 01 - Update the Sustainable Economy Taskforce Strategy to produce new detailed three year action plan. SET 02 - Deliver European Social Fund Gateway Heathrow 2012	Ian Edwards - DCE	26/02/10	SET 01 - The framework, evidence and initial consultation are all in place. The 3 year action plan will be reviewed at the next Prosperous Borough Steering group meeting in Jan 2010 SET 02 - The bid has been submitted and successfully achieved. The contract was received from the London Development Agency (LDA) at the end of Sep 09 and is due for signing in Oct. The programme has commenced with a backdated 6 month claim being submitted to the LDA in Oct.	On Target
105		SET 06 - Support residents and businesses through the economic downturn	Helena Webster - DCE	31/03/10	SET 06 - The second programme of the Enterprising Attitudes programme starts on 14th Oct until 3rd Dec. In addition we are now running an event with Google on 10th Nov to support businesses in terms of online marketing.	On Target
106		SET 12 - Ensure engaged with West London Working, West London Alliance and West London Network to maximise the benefits of sub regional programmes and schemes such as Future Jobs Fund.	Helena Webster - DCE	31/03/10	SET 12 - SET is fully engaged in all West London Activities. The West London Working implementation group meet regularly to drive and design implementation of activities. Meetings have been scheduled for the remainder of the year.	On Target
107		SET 13 - Provide free careers guidance service for all residents to support them improving their career prospects and obtain further qualifications.	Uxbridge College -	31/03/10	SET 13 - Uxbridge College has delivered a one off event and is now providing regular drop-in service.	Completed
108		SET 14 - Host HMRC pilot to improve the take up of childcare tax credits	Phillip Ryan - ECS	31/03/10	SET 14 - HM Revenues & Custom have written directly to residents in the pilot boroughs, including those in Hillingdon, who are eligible for the 100% childcare subsidy confirming their eligibility and providing information on how to access the childcare subsidy.	Completed
109		SET 15 - Provide package of support for small businesses and unemployed graduates through use of the successful Economic Challenge Investment Fund bid.	Brunel University -	31/03/10	SET 15 - Brunel secured resources to provide 3-5 Hillingdon companies with support. Support started from 25th September.	Completed
110	Retain key employment sites and support enterprises of all sizes to ensure Hillingdon attracts investment and is a good place to start a business	SET 03 - Improving small business access to the Heathrow Economy and public sector supply chains.	Ian Edwards - DCE	31/03/10	SET 03 - On track for delivering targets. The European Regional Development Funding (ERDF) reporting year is from Jan-Dec and the end of year figures will be available next quarter. The final version of the Sustainable Economy Strategy report has been completed by Capital Ambition and a revised version of report will be used to inform the Council's Economic Assessment. The report will go to Cabinet early 2010.	On Target
111		SET 11 - Respond to results of West London Business Sentiments Survey 2009, and ensure any actions are fed into SET Strategy as relevant.	Helena Webster - DCE	31/10/09	SET 11 - Survey results were received on 25th June and were disseminated to the Credit Crunch group and the Hillingdon Chamber of Commerce.	Completed

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APPENDIX A  
PRIORITY 5 - A THRIVING ECONOMY

SUSTAINABLE COMMUNITY STRATEGY 2008 – 2018

Green: Completed / On Target  
Amber: Some Slippage  
Red: Serious Slippage

Ref No.	Tasks	Sub Key Action	Lead Officer	Target Dates	Progress Comments	Task Status
112	Enhance and promote our district and smaller centres whilst ensuring that the metropolitan centre of Uxbridge continues to compete regionally.	SET 04 - Enhance and promote our district and smaller centres whilst ensuring that the metropolitan centre of Uxbridge continues to compete regionally	Nigel Cramb - DCE	31/03/10	SET 04 - Work continues to develop retail associations in the district town centres, notably Hayes and Northwood Hills. Christmas 2009 festive lights promotion budget has been doubled to £60k. Council working with local Trade Association to maximise publicity from this investment. The Place West conference featured a full session on Hayes Town. Major improvements programme to West Drayton and Yiewsley now agreed. Town centres at heart of Council's Place West London exhibition 13th October 2009.	On Target
113	Enhance and promote our district and smaller centres whilst ensuring that the metropolitan centre of Uxbridge continues to compete regionally.	SET 05 - Improve town centres - Northwood (phase 2) Yiewsley, West Drayton and Uxbridge Road Corridor. Implement de-cluttering guidelines.	David Knowles - ECP	31/03/10	SET 05 - Work has begun on Northwood Phase 2. Work has started on the Uxbridge Road corridor including improvements in the town centre and Windsor Street.	On Target
114	centre of Uxbridge continues to compete regionally.	SET 08 - Coordinate Hillingdon's presence at the Place West London event	Nigel Cramb - DCE	31/10/09	SET 08 - The Place West London event is taking place on 13th October and all the work is in hand for exhibition stand and flyers.	On Target
115		SET 17 - Seek to attract people to Town Centre locations and boost the local economy in each area through the provision of Wi Fi in two pilot areas (Hayes and Ruislip)	Steve Palmer - F&R	31/03/10	SET 17 - Tenders have been invited and responses are currently being examined.	On Target
116	Explore new ways of engaging with local businesses to increase their positive impact on Hillingdon.	SET 09 - Develop memorandum of understanding with Business Link to support linking into local businesses	Helena Webster - DCE	31/03/10	SET 09 - The memorandum was agreed and signed on 24th August.	Completed
117		SET 10 - Update and verify contact details for Hillingdon Businesses through delivery of Business Directory 2010.	Helena Webster - DCE	31/03/10	SET 10 - The editorial material is due on 4th December. The contract was agreed with Burrows Communication and photos have been commissioned.	On Target
118		SET 11 - Respond to results of West London Business Sentiments Survey 2009, and ensure any actions are fed into SET Strategy as relevant.	Helena Webster - DCE	31/10/09	SET 11 - The survey results were received on 25th June and were disseminated to Policy to feed into Credit Crunch group. Copies of the report have been passed to the Hillingdon Chamber of Commerce.	Completed
119		SET 20 - Work with Local Businesses to encourage completion of train to gain and apprenticeship programmes to meet LAA 2007 target of increasing the skills levels of Hillingdon's working aged population.	Uxbridge College -	31/03/10	SET 20 - All activity were delivered in the academic year ending August 2009. Feedback from delivery partners shows that we are on track. Changes in terms of the London Skills Council (LSC) will be assessed at the Prosperous Borough Steering Group on 1st October.	On Target
120	To champion the need for technology infrastructure within the borough to be high quality, sustainable and available to all	SET 18 - Fully engage and horizon scan London regional technology developments to ensure that Hillingdon benefits from any opportunities.	Steve Palmer - F&R	31/03/10	SET 18 - Liaison with regional groups and carefully considered development plans are enabling us to deploy technology that promotes engagement with the community.	On Target

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PRIORITY 5 - A THRIVING ECONOMY

SUSTAINABLE COMMUNITY STRATEGY 2008 – 2018

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Red: Serious Slippage

Ref No.	Tasks	Sub Key Action	Lead Officer	Target Dates	Progress Comments	Task Status
121	To champion the need for technology infrastructure within the borough to be high quality, sustainable and available to all	SET 19 - Work with the Building Schools for the 21st Century project to ensure that the technology infrastructure in the south of the borough is the highest quality, sustainable and available to all students.	Steve Palmer - F&R	31/03/10	SET 19 - Discussions have continued with the BS21 team. An Official Journal of the European Union (OJEU) notice is being issued and the ICT service will support the implementation of this from Spring 2010 onwards.	On Target
122	Work in partnership to ensure investment in Hillingdon's transport infrastructure	SET 16 - Influence and lobby through WLA the Outer London Commission, London Plan, and London Transport Strategy	Nigel Cramb - DCE	31/03/10	SET 16 - Council's submissions to Outer London Commission was well received. London Plan and Transport Strategy was published on 12/09/09. Joint response on implications are being co-ordinated by Policy, Partnerships and Planning.	On Target

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**APPENDIX A SUSTAINABLE COMMUNITY STRATEGY 2008 – 2018**  
**PRIORITY 6 - IMPROVING ASPIRATION THROUGH EDUCATION AND LEARNING**

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Ref No.	Tasks	Sub Key Action	Lead Officer	Target Dates	Progress Comments	Task Status
123	Ensure that our residents have the skills to compete in the local jobs market, especially the growing sectors	HCOP 27 - Work collaboratively to increase the numbers of vulnerable adults who can access and maintain supported /paid employment	Gary Collier - ASCHH / PCT	31/03/10	HCOP 27 - The Gateway Heathrow and Heathrow area supply chains projects is helping people gain access to paid employment. The Gateway Heathrow is intended to apply to 30 disabled people over 2 years and the Heathrow Area Supply Chains Project to support 8 businesses led by disabled people. Provisional figures have been provided that show 30 confirmed job starts in paid employment and there has been 30 further job offers. These are due to start in October 2009. The Heathrow Area Supply Chain project provides support to businesses and is scheduled to commence in quarter 4. Figures will be available in January 2010. An employment strategy for people with learning disabilities is being developed in response to the publication of Valuing Employment Now, Department of Health's (DH) employment strategy for people with learning disabilities.	On Target
124		HCOP 28 - Increase the numbers of adults with mental health needs in paid employment	Gareth Jones - ASCHH	31/03/10	HCOP 28 - A review of mental health and employment is underway as part of the process to agree a model for improving support into employment. A draft report was presented to the Mental Health Local Implementation Team on the 15th Oct 2009 to inform the development of an action plan for implementation in quarter 3 & 4.	On Target
125		SET 07 - Maximise opportunities to improve skills levels so that local residents can compete for local employment.	Helena Webster - DCE	31/03/10	SET 07 - Range of ongoing programmes in place including Workmates, Accelerate and Construction Apprenticeship schemes. Seeking opportunities to develop further programmes of which the European Social Fund Gateway Heathrow 2012 project will be a major contributor to ensure people have the skills to find employment in airport and hospitality sectors.	On Target
126	Raise the educational aspirations, attainment and levels of qualifications for all age groups	HCFP 13 - Continue to develop and improve education in our schools and raise exam results	Mike Merva - ECS	31/03/10	HCFP 13 - KS4 GCSE results improved significantly in 2009 for the 4th year in a row. There are no secondary schools in adverse OFSTED categories. The number of secondary schools below National Challenge benchmark of 30% 5+ A*-C incl Eng/Maths has reduced from 3 to 1.	On Target
127		HCFP 16 - Improve the transition at key stages	Alison Moore - ECS	31/03/10	HCFP 16 - Not in Education, Employment or Training (NEET) Strategy Implementation Plan being actioned by NEET Operations Group. External Audit of Information, Advice and Guidance (IAG) provision against national standards commissioned. Outcomes will inform revised IAG Strategy and Implementation Plan. There are 4 diploma lines of learning at KS4 and post 16 with a total 102 learners.	On Target
128		HCFP17 - Increase the range of vocational courses at GCSE and post 16.	Alison Moore - ECS	31/03/10	HCFP 17 - Development ongoing with apprenticeships and other programmes. KS4 engagement programme now has 140 students. Raising the Participation Age (RPA) to 18 years old charter in the process of being developed.	On Target

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**PRIORITY 6 - IMPROVING ASPIRATION THROUGH EDUCATION AND LEARNING**

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Ref No.	Tasks	Sub Key Action	Lead Officer	Target Dates	Progress Comments	Task Status
129		HCFP 19 - Improve the educational prospects of looked after children	Debbie Haith - ECS	31/03/10	HCFP 19 - Completed training to social workers in Children in Care (CIC) 1&2 on new PAN London Personal Educational Plan. Asylum/Schools/Foster Carers/Independent Reviewing Officers (IROs) and other relevant professionals to be trained throughout 2009/10 Virtual School staff review completed with new roles identified. Key staff officers now in place with use of existing staff.	On Target
130	Raise the educational aspirations, attainment and levels of qualifications for all age groups	HCFP 21 - Improve the educational standards of Children with disabilities and additional needs	Mike Merva - ECS	30/09/10	HCFP 21 - Draft Inclusion Strategy out for consultation and Disabled Children's Strategy being implemented.	On Target
131	Improve the transition of young people through childhood and beyond in schools that are of 21st century standard	HCFP 12 - Improve standards in the early years  HCFP 14 Promote social inclusion and good standards of behaviour & attendance	Alison Booth - ECS  Pauline Nixon - ECS	31/03/10	HCFP 12 - Baby Effective Early Learning Programme (BEEL) Phase 1 near completion. 1 setting received accreditation for BEEL, 2 submitted for accreditation. Phase 2 - all early years settings are being supported through BEEL accreditation.  <b>SEAD</b> has been rolled out to the Private Voluntary Institutes (PVI) sector in a variety of ways: 1) universal training events 2) purchase and dissemination of resources to PVI settings that support children's SEAD development 3) Attention Hillingdon project (now being rolled out in schools due to the impressive impact on children) 4) The helicopter project (this supports children's participation in small group leadership and participation) 5) Peter Eifer worked in a number of settings to support practitioners in meeting the SEAD needs of very young children 70.6% of Secondaries and 89.7% of Primaries undertaking the Social Emotional Aspects of Learning (SEAL) programme.	On Target
133		HCFP 18 - Improve the financial literacy of children and young people	Sarah Harty - ECS	31/03/10	HCFP 18 - Working with our 'My Money' consultant to pilot the project in an extended schools collaborative this term, prior to implementing wider roll out next year.	On Target

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Ref No.	Tasks	Sub Key Action	Lead Officer	Target Dates	Progress Comments	Task Status
134		HCFP 23 - Reducing the number of first time youth offenders and re-offending	Lynn Hawes - YOT	31/03/10	HCFP 23 - Specialist sessional worker role is working with those young people identified as at risk of becoming a Persistent and Prolific Offenders (PPO) in order to facilitate access to Education, Employment and Training (EET). Youth Offending Service Management Board membership reviewed. Relevant staff trained in Dyslexia Action Basic Skills Programme. From 1.7.09 dyslexia screening will form part of all basic skills assessments. Development of an information system that monitors referral levels and take up of Black and Minority Ethnic (BME) groups to preventative services and reviews re-offending rates across ethnicity in place. Targeted Youth Support Team (TYST) steering group have developed a financial plan based on a review of existing services and projected reduction in demand for expensive higher Tier services.	Complete
135	Improve the transition of young people through childhood and beyond in schools that are of 21st century standard	HCFP 24 - Progress BS21 Programme	Sarah Harty - ECS	30/03/10	HCFP 24 - Submission of Strategy for Change 1 was submitted to partnerships for schools on programme on the 23rd April 2009, following approval by Cabinet on the 16th April. Submission of Strategy for Change 2 is due to be submitted to Partnerships for Schools on 26 November 2009. Submission of Outline Business Case is due to be submitted to Partnerships for Schools on 25 March 2010	On Target
136		HCFP 25 - Progress the Primary Capital Programme	Venetia Rogers - ECS	31/07/09	HCFP 25 - The investment programme proposed originally was based upon the needs analysis set out in the "Primary Strategy for Change" in 2008. At that time, it was expected that a limited number of new primary school places would be needed. However, new population forecasts (in particular, reflecting the impact of a high 2008 birth rate) mean that many more new school places will be needed and there has been a need to assess the impact of this upon investment plans. A report on primary school place issues is proposed for December Cabinet.	Some Slippage
137		HCFP 09 - Improve positive activities for Children & Young People	Tom Murphy - ECS	31/03/11	HCFP 09 - Summer Positive Activities Programme successfully delivered. Positive Activities for Young People (PAYP) delivery infra-structure established to enable operational management of extended offer. Your Shout Survey findings being considered, outcomes to inform future offer. Work in progress to secure additional resource to expand programme. Terms of reference for multi-agency strategic and operational groups reviewed. Mobile and Detached Team expanded through securing of second youth bus. Vehicle now operational.	On Target
138		HCFP10 - Improve the participation of Children & Young People	Paul Kennedy -	31/03/10	HCFP 10 - Here By Rights (HBR) action plan developed. Funding secured for hard to reach groups. Active Involvement Group (AIG) representation	On Target
139		HCFP11 - We will progress the delivery of three new youth centres / Develop 3 new youth centres	Tom Murphy - ECS	31/03/10	HCFP 11 - Detailed design work and planning and tendering process for Northwood and Charville complete. Revised timescale for South Ruislip approved with design and planning work now being progressed to revised timeline.	On Target

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Ref No.	Tasks	Sub Key Action	Lead Officer	Target Dates	Progress Comments	Task Status
140	Increase and improve the access to positive activities for young people and enable them to contribute to their communities	HCFP 15 - Developing an integrated youth support service including Targeted Youth Service	Tom Murphy - ECS	31/03/10	HCFP 15 - Arrangements for the strategic leadership and operational management of integrated youth support, including associated workstream steering groups currently under review. Individual work-stream activity continues to be delivered successfully. Awaiting revised guidance from Department for Children, Families and Schools (DCFS) re: Integrated Youth Support Services (YSS) delivery requirements. Guidance will inform YSS development actions Q3 - Q4	<b>On Target</b>
141	Increase the number of local businesses providing opportunities for local people to develop their skill levels.	SET 20 - Work with Local Businesses to encourage completion of train to gain and apprenticeship programmes to meet Local Area Agreement (LAA) 2007 target of increasing the skills levels of Hillingdon's working aged population.	Uxbridge College -	31/03/10	SET 20 - All activity delivered in academic year ending August 2009. Feedback from delivery partners shows that we are on track. Changes in terms of the Learning Skills Council (LSC) mean that there are likely to be issues in evidencing this target. Briefing provided to Prosperous Borough Steering Group on 1st October.	<b>On Target</b>

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## PLANNING OBLIGATIONS - QUARTERLY FINANCIAL MONITORING REPORT

<b>Cabinet Member</b>	Cllr Keith Burrows
<b>Cabinet Portfolio</b>	Planning and Transportation
<b>Report Author</b>	Nicola Wyatt
<b>Papers with report</b>	Appendix 1 - attached

### HEADLINE INFORMATION

<b>Purpose of report</b>	This report provides financial information on s106 and s278 agreements up to 30th September 2009 against respective portfolio areas.
<b>Contribution to our plans and strategies</b>	Planning obligations are a delivery mechanism for the Local Development Framework, which is in turn a key delivery document for the Community Strategy and other strategic documents.
<b>Financial Cost</b>	The Council currently holds £13,339,218 relating to s106 and s278 agreements. Of this £7,153,575 is allocated/earmarked for projects and £3,467,127 relates to funds that the Council holds but is unable to spend directly, leaving a residual balance of funds that the Council holds of £2,718,515 that is currently spendable and not yet allocated/earmarked towards specific projects. In Quarter 2, the Council has received additional income of £2,665,316 and spent £89,162.
<b>Relevant Policy Overview Committee</b>	Residents' and Environmental Services
<b>Ward(s) affected</b>	All

### RECOMMENDATION

**That the Cabinet notes the updated financial information attached at Appendix 1.**

### INFORMATION

#### Reasons for recommendation

Circular 05/05 and the accompanying best practice guidance requires local planning authorities to consider how they can inform members and the public of progress in the allocation, provision and implementation of obligations whether they are provided by the developer in kind or through a financial contribution. This report details out the financial planning obligations held by the Council and what progress has and is being made.

## **Alternative options considered**

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

## **Comments of Policy Overview Committee(s)**

The Committee did not ask to comment on the report.

## **Supporting Information**

1. Appendix 1 provides a schedule of all agreements on which the Council holds funds. The agreements are listed under Cabinet portfolio headings. The appendix shows the movement of income and expenditure taking place during the financial year; including information at 30 June 2009 (which was subject of the report in September 2009) as well as up to 30 September 2009. Text that is highlighted in bold indicates key changes since the Cabinet report of 24 September 2009. Figures indicated in bold under the column headed 'Total income as at 30/09/09' indicate new income received. (Shaded cells indicate where funds are held in an interest bearing account) The table shows expenditure between 1 July and 30 September 2009 of £89,162 (compared to £151,324 during the previous quarter) and income of £2,665,316 (compared to £543,778 during the previous quarter) within the same period.

2. The balance of s278/106 funds that the Council held at 30 September 2009 is £13,339,218. It should be noted that the 'balance of funds' listed, i.e. the difference between income received and expenditure, is not a surplus. Included in the balance at 30 September 2009 are those s278/106 funds that the Council holds but is unable to spend for a number of reasons, such as cases where the funds are held as a returnable security deposit for works to be undertaken by the developer and those where the expenditure is dependant on other bodies such as transport operators. The column labelled "balance spendable not allocated" shows the residual balance of funds after taking into account funds that the Council is unable to spend and those that it has allocated to projects. The 'balance of funds' at 30 September 2009 also includes funds that relate to projects that are already underway or programmed, but where costs have not been drawn down against the relevant s106 (or s.278) cost centre.

3. In summary, of the 'total balance of funds' that the Council held at 30 September 2009 (£13,339,218), £3,467,127 relates to funds that the Council is unable to spend and £7,153,575 is allocated/earmarked for projects, leaving a residual balance of funds that the Council holds of £2,718,515 that is currently spendable and not yet allocated towards specific projects.

4. It was not possible to report this information to the Cabinet at any earlier meeting because the reporting deadlines were prior to the receipt of reconciled financial information.

## **Financial Implications**

5. This report provides information on the financial status of s106 and s278 agreements up to 30 September 2009. The recommendation to note has no financial implications.

## EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

### What will be the effect of the recommendation?

6. The recommendation ensures transparency and assures probity in the area of planning obligations, thereby promoting public confidence.

### Consultation Carried Out or Required

7. There are no external consultations required on the contents of this report.

## CORPORATE IMPLICATIONS

### Corporate Finance

8. A corporate finance officer has reviewed this report and the financial implications contained within it. As shown in the table below over the last quarter the balance of funds has increased by £2,576k to £13,339k.

#### Analysis of Movement in income and expenditure Quarter 2

	30-Sep-09	30-Jun-09	Movement In Quarter 2	Cumulative Movement
	£	£	£	£
Total Income	-22,985,015	-20,319,699	-2,665,316	-3,209,095
Total Expenditure	9,645,797	9,556,634	89,163	240,487
<b>Balance of Funds</b>	<b>-13,339,218</b>	<b>-10,763,065</b>	<b>-2,576,153</b>	<b>-2,968,608</b>

The increase in the income of £2,576,153 for Quarter 2 relates to adjustments for new income received, and adjustments for the return of security bonds, where works have been satisfactorily completed by the developer. This is analysed in more detail in the following table (where applicable, funds have been consolidated based on the relevant site):

#### Analysis of Movement in Income Quarter 2

Scheme	Additional Income Received £
<b>Additional Income Received</b>	
Mount Vernon Hospital Car Park	5,200
Grand Union Village Southall	11,447
RAF Eastcote	2,459,118
RAF West Ruislip	18,000
The Harefield Academy	3,000
Windmill Hill Public House	24,000
106 Oxford Road, Uxbridge	70,000
Dairy Farm, Breakspear Road	28,187
111 – 117, High Street, Yiewsley	46,364
<b>Total Movement in Income Quarter 2</b>	<b>2,665,316</b>

The increase in the expenditure of £89,163 for Quarter 2 relates to the schemes as analysed in the following table:

### Analysis of Movement in Expenditure Quarter 2

Scheme	Expenditure £
PT/278/49/117*23 – Grand Union Village Southall	11,447
PT/278/57/140 A – MOD Records Office, Stockley Road	304
PT/278/63/175A*49 – BFPO, RAF Northolt	3,500
PT/278/64/173 – RAF Eastcote	7,500
PT/278/71 – Hillingdon House Farm Site E	3,150
PT/278/73/197*62 - Windmill Hill Public House	1,000
PT/71/99 – UB1 Vine Street, Uxbridge	2,018
PT/97/169A – Colham House Taxi Rank Relocation	4,448
PPR/49/174C – Terminal 2 Heathrow	14,000
PPR/7/15A – Land at Barnsfield Place	1,719
E/17/26D – Trident Site, Phase 3 Stockley Park	92
E/24/62 – Land at Lyon Industrial Estate	3,838
E/36/140E – MOD Records Office, Stockley Road	2,458
E/54/194D – Frays Adult Education Centre	33,689
<b>Total Movement in Expenditure Quarter 2</b>	<b>89,163</b>

## Legal

9. It is a requirement of the District Auditor report into planning obligations and the Monitoring Officer's report that regular financial statements are prepared. Finance Officers are responsible for ensuring that where funds are deposited with the Council, the income generated is held in accordance with the terms of each individual legal agreement on a contractual and fiduciary basis and expenditure is in accordance with those terms. In cases where clarification is required, officers should refer to the individual agreement, and where necessary seek advice with Planning Directorate and Legal Services.

## Corporate Property

10. The Head of Corporate Property Services has reviewed this report and confirms that there are no direct property implications arising from the recommendation.

## BACKGROUND PAPERS

ODPM Circular 05/2005 'Planning Obligations'

District Auditor's "The Management of Planning Obligations" Action Plan May 1999

Monitoring Officers Report January 2001

Cabinet Report December 2002 / March 2003 / October 2003 / January 2004 / June 2004 / September 2004 / November 2004 / March 2005 / July 2005 / October 2005 / December 2005 / March 2006 / July 2006 / September 2006 / November 2006 / March 2007 / July 2007 / September 2007 / December 2007 / March 2008 / June 2008 / September 2008/ December 2008/ March 2009/June 2009/ September 2009.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME AS AT 30/9/09	TOTAL INCOME AS AT 30/6/09	TOTAL EXPENDITURE AS AT 30/9/09	TOTAL EXPENDITURE AS AT 30/6/09	2009 / 2010 EXPENDITURE To 30/9/09	BALANCE OF FUNDS AS AT 30/9/09	BALANCE SPENDABLE NOT ALLOCATED AS AT 30/9/09	COMMENTS (as at mid November 2009)
<b>SECTION 278</b>										
<b>PORTFOLIO: PLANNING AND TRANSPORTATION</b>										
PT27827/09 (Includes Former PT29)*16	Botwell	Stockley Park Phase 3 "Trident Site" 3/9/77/W/86/1447	591,156.68	591,156.68	14,500.00	14,500.00	0.00	576,656.68	0.00	Spend is engineering fees. Development not yet implemented and highways works not started. Funds currently held are for security deposit and fully refundable subject to the due and proper implementation of the Highway works. £2,500 engineering fees transferred from PT27827. A further £12,500 of Engineering fees needs to be claimed from developer should works commence. Interest added.
PT27830/115 *22	Heathrow Villages	Terminal 5, Land at Longford Roundabout, Heathrow s278 10 Jan 02 4/7853/93246	10,500.00	10,500.00	0.00	0.00	0.00	10,500.00	0.00	Fees & security (£5,000) associated with Highway Works to be undertaken by developer. Works consisted of temporary access works from Longford Roundabout to Western Perimeter Road. Access installed & will be removed following completion of Terminal 5. Security to be retained pending outcome of BAA proposals to make this access two-way and permanent for buses and emergency services, vehicles as well as cyclists. Two way access implemented. Officers investigating whether all required works have been completed. Works completed, security to be refunded after maintenance period
PT27834/86A *18	Brunel	Brunel site3 632/SPP/2001/1858 - Highways Works at Junction Hillingdon Hill / Kingston Lane & Pelican Crossing on Kingston Lane	392,356.87	392,356.87	197,448.22	197,448.22	0.00	194,910.65	0.00	Highway Works - £150k refundable security, £124,637.12 received for highway works at junction of Hillingdon Hill and Kingston Lane, £65,271.32 - received for Kingston Lane Pedestrian Crossing, £20,500 supervision fees. If the supervision fee following final completion exceeds 10% of the costs of the works plus statutory undertakers costs and TTS payment then the excess is to be refunded. Works complete and signals switched on. Officers continue to chase Brunel to perform remedial works to grass verges and are investigating options for the use of some of the security for the Council to perform the remedial works if necessary. Final certificate sent 30/4/09.
PT27844/87A *20	Brunel	Brunel s278 16 April 04 532/SPP/2002/2237 - Traffic Calming on Cleveland Road & New Entrance on Kingston Lane	114,819.85	114,819.85	81,080.74	81,080.74	0.00	33,739.11	0.00	Traffic Calming on Cleveland Road & roundabout on Kingston Lane. £30,900 spent on engineering fees. £150k Refundable security deposit. £3,200 for Traffic DC project management costs. £58,962.38 TTS estimate for Pedestrian Crossing on Cleveland Road. Further payments received following receipt of estimate of works to cover security/costs. £10,000 received for improvements to a footpath on the site to be retained a security for Brunel to implement the works and to be transferred to PT84/87B-D once interest statement has been prepared by finance officers. Traffic Calming on Cleveland Road (including new signalised crossing) & roundabout on Kingston Lane at new entrance to Brunel University now complete. TfL invoice paid. Residual on TfL payment due to VAT not claimed - funds to be held on as contingency for extra TfL costs. Interest Accrued. Remedial work completed and signed off in December 2007.

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CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2009 / 2010 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2009)
			AS AT 30/9/09	AS AT 30/6/09	AS AT 30/9/09	AS AT 30/6/09	To 30/9/09	AS AT 30/9/09	AS AT 30/9/09	
PT278/46/135 *32	Northwood	10A Sandy Lodge Way Northwood 54671/APP/2002/64	7,458.07	7,458.07	2,458.00	2,458.00	0.00	5,000.07	0.00	Improvement of visibility for junction of Sandy Lodge Way & Woodridge Way. ECU fees have been claimed and £5,000 security remains. Works substantially complete 12 month maintenance period, ended 16 September 2006. Final certificate has been prepared. Security held to part offset outstanding education contribution which is being sought via legal proceedings.
PT278/47	Various	Refunds Various	37,804.67	37,804.67	15,938.10	15,938.10	0.00	21,866.57	0.00	Funds transferred to here as refunds related to the Heinz, Hayes Park and former BT site, Glencoe Road, Yeading developments, not yet taken up by developer or owners. Also £10,79 from Wimpey Site Beaconsfield Road and £232.58 from Former Magnatex Site Bath Road which is residual interest omitted from refunds related to those schemes. Officers looking into appropriate recipients for refunds.
PT278/48	Various	No Legal Agreement Various	83,520.60	78,320.60	38,131.60	38,131.60	20,554.60	45,389.00	0.00	No Legal Agreement - consultancy fees. £14,000 to be transferred to a PPR/reference for 1st quarter 09/09 report as these funds are for construction training secured from the s106 agreement for Buggdens Site, South Ruislip. Expenditure due to ECU fees claimed in relation to Bishop Ramsey school S278 works. <b>£5,200 security deposit received for car park at Mount Vernon Hospital.</b>
PT278/49/117 *23	Yeading	Grand Union Village Southhall 327/APP/2000/2106	77,331.55	65,884.55	11,447.00	0.00	11,447.00	65,884.55	0.00	Security deposit (£5K + interest) for highways works involving traffic calming to the junction with Glencoe Rd and a cycleway/footway on Broadmead Rd to Hayes Bypass. £52,363.10 for TIL costs for Broadmead Road Toucan Crossing proposed as part of works. Additional income is £1K of engineering fees. Detailed plans of works and design agreed. Consultation undertaken during February 2007 for traffic calming and toucan crossing. Officers chasing TIL for implementation. Following consultation Cabinet Member agreed to works to be carried out. <b>Works completed Aug 09. Further £11,447 received for LBH fees.</b>
PT278/55/10A *14 (Formerly PT/31)	Uxbridge North	Land at Sanderson Site and Braybourn / 35347/APP/2000/1294 & 1296	166,491.05	166,491.05	463.10	463.10	0.00	166,027.95	0.00	Funds held (£140,070 plus interest) as a deposit sum - fully refundable subject to the due and proper execution of the Highways Works by developer (road widening, the provision of a mini-roundabout, two new bus stops, extension of a right hand turn lane on Oxford Rd into Sanderson Road, and removal of existing parking bays). Engineering fees were paid direct to HEC and did not pass through s106/278 accounts. Works complete. Some outstanding remedial items, which are subject of on-going discussions with the developer. Funds to be returned following issue of final certificate. £463,10 additional engineering fees received - claimed by HEC. Interest accrued.

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PT278/57/140 A	Pinkwell	MOD Records Office Stockley Road Hayes 18399/APP/2004/2284	419,128.68	419,128.68	303,017.55	302,714.05	303.50	116,111.13	0.00	£188,737.70 (including £170,027.34 for Transport For London signals unit) for installation of two sets of traffic signals, one at the entrance to the site the other at Lavender Rise on Stockley Road and £190,686.91 received in respect of the Council's costs for supervision of the works (to be carried out by the owner). Works complete. Stage 3 road safety audit now agreed await completion of remedial works. Remedial works completed. Additional item of works being sought by officers who are chasing the developer for this. Council's costs of £205,686.71 claimed, TTS invoice for signals at Lavender Rise paid. Funding for additional items of works (removal of right turn lane) and BT cabling received. Design work completed. Public consultation completed, removal of right turn lane completed Sept 09.
PT278/60/147A *42	West Drayton	Former DERA site, Kingston Lane West Drayton 45658/APP/2002/3012	1,568.98	1,568.98	0.00	0.00	0.00	1,568.98	0.00	The Council's costs for the design, administration and supervision of the works to the public highways surrounding the site to be performed by the developer. £15,000 held as security for the due and proper execution of the works. Await progress on site before commencement of these off-site highways works. Highway works started on site and were due to be substantially complete in September, 2007. Maintenance period complete. Bond plus interest returned. Remaining balance LBH fees due.
PT278/60/147B	West Drayton	DERA Site, Kingston Lane, West Drayton - Highways 45658/APP/2002/3012	56,816.26	56,816.26	0.00	0.00	0.00	56,816.26	0.00	£55,000 was received towards the total cost of highway works for the purchase and installation of traffic signals at Station Road Porters Way Junction and any such other incidental work as identified by the Council to support the development. Funds not spent by 19 February 2014 are to be refunded together with interest accrued. £125,85 interest accrued. These works to be performed by developer of RAF Porters Way (see PT278/62/148A). Funds to be retained as a contingency for these works.
PT278/62/149A *51	Botwell	Hayes Goods Yard 10057/APP/2004/2996&2999	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.00	The Council's costs due upon lodgement of documents by the developer for the design, administration and supervision of the works to the public highways surrounding the site to be performed by the developer. £5,000 received as a security deposit for the due and proper execution of the highways works by the developer.
PT278/63/145A *49	South Ruislip	BFPO, R.A.F Northolt 189/APP/2006/2091	5,000.00	5,000.00	3,500.00	0.00	3,500.00	1,500.00	0.00	£5k received as the security deposit for the due and proper implementation of junction works at the White House Gate entrance to the development. Signals complete and in operation. Currently within 12 month maintenance period. Date of final completion to be confirmed. Spend to be transferred to PT278/48 in next quarter.
PT278/64/173	Eastcote & East Ruislip	R.A.F. Eastcote 10189/APP/2004/1781	14,200.00	2,000.00	7,500.00	0.00	7,500.00	6,700.00	0.00	Engineers fees paid prior to the execution of an agreement to secure access works associated with this application. Waiting restriction in Lime Grove undertaken. Elm Ave/Lime Grove junction improvement pending. Elm Ave Pedestrian crossing technical approval pending. (£5,500) design fees received plus further £6,700 for temporary footpath works carried out by LBH. £7,500 engineering fees received.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2009 / 2010 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2009)
			AS AT 30/9/09	AS AT 30/6/09	AS AT 30/9/09	AS AT 30/6/09	To 30/9/09	AS AT 30/9/09	AS AT 30/9/09	
PT/278/65/182 *52	Heathrow Villages	Longford Roundabout - Fifth Arm, 63369/APP/2007/2294	9,521.00	9,521.00	4,521.00	4,521.00	0.00	5,000.00	0.00	Remaining balance is a security deposit for developer implementation of bus only access to Terminal 5 Heathrow. Spend on supervision costs. Works complete, security to be refunded following maintenance period.
PT/278/66/183	Pinkwell	Sheplston Lane - Petrol Station Development	32,000.00	32,000.00	16,000.00	16,000.00	-16,000.00	16,000.00	0.00	Funds received as security for highways improvements being performed by the developer in lieu of a banker's bond. Works completed and part of the monies has been refunded. Remaining balance to be refunded following satisfactory completion of the maintenance period. Further £16,000 security returned to developer. Remaining balance to be returned following final completion of works.
PT/278/71	Uxbridge North	Hillingdon House Farm Site E Eng. Cons. Fees (North Way)	3,150.00	3,150.00	3,150.00	0.00	3,150.00	0.00	0.00	Fees received for design checks. Alteration to access road, traffic signals and advanced warning signs. S278 agreement and technical approval pending. <b>£3,150 engineering fees claimed.</b>
PT/278/72	West Ruislip	R.A.F West Ruislip Design check on S278 Designs 38402/APP/2007/1072	30,500.00	12,500.00	0.00	0.00	0.00	30,500.00	0.00	Fees received for design checks. Pelican crossing and signals on Long Lane. S278 agreement and technical approval pending. <b>£18,000 returnable deposit received to ensure reinstatement of temporary crossover on Alueham Drive</b>
PT/278/73	South Ruislip	R.A.F Northolt., South Ruislip/Main Gate 189/APP/2007/1321	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00	Fees received for design checks. Junction improvements at West End Road/ Bridgewater Road. S278 agreement and technical approval pending.
PT/278/74	Yiewsley	Proposed Tesco development, Trout Road, Yiewsley 609/APP/2007/2744	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00	Fees received for design checks for proposed junction works and carriageway widening at Trout Road. S278 agreement and technical approval pending.
PT/278/75	Harefield	The Harefield Academy, Harfield 1109/APP/2008/825	4,000.00	1,000.00	0.00	0.00	0.00	4,000.00	0.00	Fees received for design checks. Alteration to Academy entrance and proposed zebra crossing.S278 agreement and technical approval pending. <b>Further fees received for design checks for pedestrian crossing.</b>
PT/278/76/198A *60	Uxbridge	Former Gas Works site (Kier Park), Cowley Mill Road, Uxbridge 3114/APP/2008/2497	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	Funds received as a security deposit for due and proper execution of highways improvements. S278 agreement.
PT/278/73/197 *62	Ruislip Manor	Windmill Hill Public House, Pembroke Road, Ruislip 11924/APP/2632	24,000.00	0.00	1,000.00	0.00	1,000.00	23,000.00	0.00	Fees received for design checks (£1,000). £23,000 received as a security deposit to ensure works are carried at to a satisfactory standard. <b>£1,000 engineering fees claimed.</b>
		<b>SECTION 278 SUB - TOTAL</b>	<b>2,098,326.26</b>	<b>2,024,479.26</b>	<b>700,155.31</b>	<b>673,254.81</b>	<b>31,455.10</b>	<b>1,398,170.95</b>	<b>0.00</b>	
		<b>SECTION 106</b>								
		<b>PORTFOLIO: PLANNING AND TRANSPORTATION</b>								

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2009 / 2010 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2009)
			AS AT 30/9/09	AS AT 30/6/09	AS AT 30/9/09	AS AT 30/6/09	To 30/9/09	AS AT 30/9/09	AS AT 30/9/09	
PT/05/04a *2	Heathrow Villages	BA World Cargo / 50045A/95/1043	339,111.08	339,111.08	0.00	0.00	0.00	339,111.08	0.00	The balance is for improvements to public transport serving the south side of London Heathrow. Any scheme supported by these funds should provide a significant benefit to BA employees in the vicinity of Heathrow and the views of the Heathrow Transport Forum are to be sought in determining any scheme to be funded. No time limits. BAA led proposal for upgrade of bus services serving the south side of Heathrow being discussed. S106 funding (from this case and PT/05/4b) would be used to pump prime these services with TfL taking on the costs once the available funding has been used. <b>£210,000 allocated to enhancements to 350 and 423 bus services ( Cabinet Member decision 21/10/09).</b>
PT/05/04b *2	Heathrow Villages	BA World Cargo / 50045A/95/1043	406,331.57	406,331.57	173,645.35	173,645.35	0.00	232,686.22	0.00	The balance is for improvements to public transport serving London Heathrow. Any scheme supported by these funds should provide a significant benefit to BA employees in the vicinity of Heathrow and the views of the Heathrow Transport Forum are to be sought in determining any scheme to be funded. See update to PT/05/04a above regarding the remainder of the balance. No time limits.
PT/11/45	Harefield	Springwell Lane - Cycle Way / 6679/AZ/98/0897	3,283.20	3,283.20	2,121.57	2,121.57	0.00	1,161.63	0.00	Towards traffic calming in Springwell Lane. Funds earmarked/ committed towards traffic calming to benefit a cycle way. Delegated authority granted to advertise for 20m/hr speed zone. Works complete. Officers chasing confirmation of final s106 expenditure amount. Interest accrued. Unexpended funds at January 2011 to be returned to the owner.
PT/18/36B (See also E/25/38A) *33	Heathrow Villages	Former Airspeed House, Stanwell Road, Heathrow / 50395A/97/1297	138,068.30	138,068.30	62,912.71	62,912.71	0.00	75,155.59	0.00	For Public Transport Improvements (2 bus shelters & pedestrian crossing) Bus shelters and pedestrian crossing installed & funded by another authority/agency. Two alternative bus shelters provided by London Buses and LB Hounslow. S106 funds are not required. No other schemes required in accordance with terms for spend. Officers investigating options to pursue possible deed of gift for alternative scheme. Decision being sought as to way forward. Interest accrued. There are no time constraints upon the expenditure of the funds.
PT/21/39A	Uxbridge North	The Chimes - Supervision & TTS / 42966/AH/96/1862	112,591.63	112,591.63	110,426.22	110,426.22	0.00	2,165.41	0.00	£63,484.80 received for traffic signals - £62,591.63 has been paid, leaving £893.17 unspent for this purpose. £2,165.41 for engineering fees. Trees planted in the High Street near the Sony Shop but wrong species planted by developer's contractor. This issue prevented the Final Certificate being issued. The remaining supervision funds (£2,165.41) are earmarked for final inspection/ supervision. Trees planted and establishment period expired Spring 2008. £893.17 has been refunded and any remaining supervision and administration fee to be transferred to PT/44/03.

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PT/24/55 (see E/08) *28	Pinkwell	Former Arlington Hotel, Shepiston Lane, Harrington - Highway Works 382/BH/97/0714	23,639.34	23,639.34	0.00	0.00	0.00	23,639.34	0.00	Highway improvement works according to the 3rd Schedule of the agreement (13.141K). Excess funds are to be refunded to the developer following the date of the Final Account. Conflict between works specified in agreement and works required in association with application for Harrington Community School Sports Centre (see P1278/51). Works (to right hand turn lane) have been carried out as part of the Harrington Community School development. Reasonable time for spend has elapsed. Officers investigating options to pursue possible deed of gift for alternative scheme.
PT/25/56 *24	South Ruislip	J Sainsbury, 11 Long Drive, Ruislip 33667/T/97/0684	37,425.09	37,425.09	0.00	0.00	0.00	37,425.09	0.00	Highway improvements adjacent to the site. Legal advice stated that because of time that has elapsed, it would not be reasonable to proceed without Sainsbury's agreement. Officers investigating the potential to utilise these funds for traffic congestion mitigation at that junction to complement current works that have been commissioned for that location. A portion of land owned by Sainsbury's would need to be dedicated as public highway for the scheme to be feasible. Traffic congestion mitigation scheme is fully funded. Officers investigating whether improvements could be tied into 114 bus route project. Excess funds are to be refunded to the developer following the date of the Final Account.
PT/37/40B-C *53 (see: PPR/29)	Botwell	Land at Thorn EMI Complex - Highways Works & Environmental Improvements 51588/APP/2000/366&1418	559,443.43	559,443.43	372,015.36	372,015.36	0.00	187,428.07	0.00	Project 40B- Environmental improvements in Blyth Road. Funds committed to highways works on Blyth Road and subway CCTV. Unspent funds at 6 months of occupation to be refunded. Ongoing discussions with developers. Project 40C- Council's costs in the implementation, and supervision & administration fees related to the highway works. Unspent funds following final account to be refunded. Awaiting developer regarding implementation of phase 3 highways works.
PT/37/40E *47	Botwell	Land at Thorn EMI Complex - Parking 51588/APP/2000/366&1418	32,805.42	32,805.42	0.00	0.00	0.00	32,805.42	0.00	Project 40E - £30,000 received for controlled parking in Blyth Road area. There are no immediate plans to consult with the residents of the area around Blyth Road on the introduction of a residents parking scheme. These funds may be required to address additional parking pressure on the surrounding residential roads once the development has been completed and is fully occupied. Officers continue to monitor the parking situation. Unspent to be refunded 5 years following implementation (date yet to be confirmed).
PT/37/40F	Botwell	Land at Thorn EMI Complex. 51588/APP/2000/366&1418	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.00	Funds received towards the funding of environmental improvements in Dawley Road (to include pedestrian safety). Unspent funds to be returned within 5 years of implementation (Jan 2013). Officers investigating alternatives.
PT/41/94A (See also E/29) *19	Yiewsley	Land to the West of Stone Cross, Horton Road, Yiewsley / 54022/APP/2000/424 (outline)	9,794.97	9,794.97	0.00	0.00	0.00	9,794.97	0.00	£8,333.34 received on 17 February 2003 as a capital contribution towards improved public transportation in the area of Yiewsley. £334.14 is interest accrued. If planning permission is implemented within 5 years of the grant there are no time constraints on the spend. Planning permission yet to be implemented. Officers investigating whether funds should be returned considering planning permission has expired.

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PT/41/94B *19	Yewlsley	Land to the West of Stone Close, Horton Road, Yewlsley 54822/APP/2003/718 (full)	4,922.23	4,922.23	0.00	0.00	0.00	4,922.23	0.00	Received as a contribution towards public transport initiatives in the Borough. Officers have investigated findings of a freight study in Horton Road but are unable to use funds. TfL have been notified of availability of funds. Unspent funds by 17 February 2010 to be returned. Funds now earmarked for transport initiatives associated with Yewlsley/ West Drayton Town Centre improvements (see PPR 26/84).
PT/41/94C *19	Yewlsley	Land to the West of Stone Close, Horton Road, Yewlsley / 54822/APP/2000/424 (outline)	5,883.03	5,883.03	0.00	0.00	0.00	5,883.03	0.00	Received as a contribution towards planting and offsite maintenance of landscaping on the 'Landscaping Land'. If planning permission is implemented within 5 years of the grant there are no time constraints on the expenditure of funds. Planning permission yet to be implemented. Officers investigating whether funds should be returned considering planning permission has expired.
PT/42/41	Heathrow Villages	Temp Stockpiling at Bedfont Court, 47853/SPP/2003/113	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00	£50,000 for landscape enhancement on specified land around the development. Unexpended funds at 19 June 2006 were to be repaid to the developer. Following consultations with BAA it has been agreed to spend the funds as part of the Colne Valley project. Deed of variation has been secured to remove time limits.
PT/44/03	Various	S278 Surplus	157,291.81	157,291.81	85,933.82	85,933.82	0.00	71,357.99	0.00	Income is from underspends on s278 projects where surplus funds do not have to be refunded. First priority for use of funds is to address otherwise irretrievable deficits from overspent projects. £322.14 income from PT278/26/127 has been transferred back. A further £1,391.64 transferred to reconcile overspend on PT278/26/127 - £1,945.35 used towards zebra crossing scheme at PT/105/175B.
PT/54/21C	Botwell	Former EMI Site, Dawley Road - Landscaping 6198/BS/98/1343	57,000.00	57,000.00	0.00	0.00	0.00	57,000.00	0.00	£50,000 for Landscaping on adjacent land and £7,000 for maintenance of the landscaping works. Funds to be held for landscaping in accordance with the agreement subject to Crossrail. No time constraints.
PT/54/21D	Botwell	Former EMI Site, Dawley Road - HGV Signage 6198/BS/98/1343	39,738.91	39,738.91	33,670.04	33,670.04	0.00	6,068.87	0.00	£15,000 for HGV signage in the area - officers working towards developing a scheme. Officers have carried out a Freight Audit of the area and secured funding from TfL for HGV route signs. Subject to Cabinet Member approval, the £15,000 to be pooled with TfL funding to implement a comprehensive HGV route signage scheme. Directional signage scheme approved and officers implementing the scheme in accordance with the £15k allocation. Spend towards detailed designs. No time constraints.
PT/57/27C (see: EYL/35 & E18)	South Ruislip	Carmichael Close, Ruislip - Highway Works / 55898/APP/2000/2736	1,371.00	1,371.00	1,371.00	1,371.00	0.00	0.00	0.00	For highway improvements including a temporary waiting scheme. Designs received from HEC - currently looking at feasibility. Unexpended funds after 5 years of the sale/renting of the last housing unit (30 July 2008) to be repaid to the developer. No progress due to uncertainties associated with proposed development at RAF Northolt. RAF Northolt application approved which if implemented will include these highways works enabling these funds to be returned. Interest accrued. Expenditure is on HEC designs. TfL have requested revisions. Revised detailed design for the new signalised junction agreed. Officers to seek an alternative scheme to be the basis for a gift funding request if appropriate. Request declined, funds including interest returned.

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PT/61/89B (see: E/25)	West Drayton	LHR Training Centre, Stockley Close / 51458/97/1537	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.00	\$25,000 for improvements at the junction of Stockley Road & Stockley Close / Lavender Rise, West Drayton. Scheme provided using TL funding. Further improvements to area have been implemented as part of the MOD development. Funds to be held as contingency for any works required to the junction arising out of the MOD development. No time constraints.
PT/65/74A (see EYL/40, E/20 & E/21)	Uxbridge North	Land at Johnson's Yard (former garage site), Redford Way, Uxbridge - Street Lighting 53936/APP/2002/1357	18,893.88	18,893.88	17,871.38	17,871.38	0.00	1,022.50	0.00	Street lighting according to the agreement drawing. No time constraints. Expenditure due to commencement of project for street lighting on Redford Way at Johnson's Yard. Columns & lanterns installed and working. Unable to install column in footpath leading to the high Street. Last column installed. Connection by Southern Electric were programmed for July 07. Columns all connected but require painting. Officers chasing painting contractor to progress. Painting completed - final invoices paid. Final balance to be confirmed after closure of 08/09 financial year accounts.
PT/68/96A	Uxbridge North	Land at Sanderson Site and Braydourm - Tramway feasibility, resident parking scheme / 35347/APP/2000/1294 & 1296	43,481.32	43,481.32	24,991.85	24,991.85	0.00	18,489.47	0.00	\$80k received for feasibility work to be carried out into the possible provision of a tramway. Increased restrictions in favour of residential car parking, other relevant transport initiatives, and associated training initiatives (40k transferred to PPR/30 for Stockley Academy Adult Training Scheme). Funds were spent on the extension of Uxbridge North Parking Management Area which has been completed. Balance allocated towards Uxbridge Station access improvements. No time constraints. Funds now earmarked towards improvements to Bakers Yard, pending a review by TL.
PT/71/99	Uxbridge South	UB1 Vine Street Uxbridge 11005/AG/97/360	250,000.00	250,000.00	167,952.23	165,933.73	8,035.50	82,047.77	0.00	To facilitate enhancements of the Old Uxbridge Conservation Area and the Town Centre - committed to Windsor Street scheme. Consultations undertaken. High St works programmed to be implemented late 2006 - complete. Further consultations for Windsor Street, Granges Yard and Market Square completed and Cabinet Member approval received for scheme to include resurfacing, plaques, signage and parking. - Works programmed for summer 09/10 financial year to spend this balance and the balance at P/7/96/164. No time constraints. <b>Scheme in progress; phase 1 completed November 09. Phase 2 to be completed by March 2010.</b>
PT/76/119	Northwood	Land at 64 Ducks Hill Road Northwood/ 26900/99/1077	35,253.56	35,253.56	537.00	537.00	0.00	34,716.56	0.00	To provide a speed camera, anti-skid surface and associated road markings in Ducks Hill Road. Speed camera cannot be installed in this location, as the accident rate in this location is below the threshold established by TL. Deed of variation not required. Site included in vehicle activated sign (VAS) forward programme. Officers looking into feasibility of 'Driver Feedback Sign'. Implementation due Spring 2007. Subject to feasibility. Quotes being sought with the view to possible purchase of signs. Interest accrued. No time constraints. Utilities works completed Nov 08. Anti-skid can be implemented following 3 months after completion of utilities works. Scheme programmed for implementation April/May 09.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2009 / 2010 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2009)
			AS AT 30/9/09	AS AT 30/9/09	AS AT 30/6/09	To 30/9/09	AS AT 30/9/09	AS AT 30/9/09	
PT/77/123	Yeading	Grand Union Village, Ruislip Road, Southall 327/A/PP/2000/2106	51,036.05	11,770.75	11,770.75	0.00	39,265.30	0.00	Public transport or highways improvements which relate to the development in the surrounding area. Allocated for improvements in the area (priority to Teardrop Roundabout and local residents, some amended proposals have been tabled by residents and further investigations were undertaken. A scheme has been agreed in principle with the Ward Councilors and the Residents' Association and this will be reviewed with the Cabinet Member to seek his approval. Work completed July 2008. Scheme complete, remaining funds allocated to programme of highway improvements in vicinity of Broadmead Road. Funds unspent as at 13 October 2009 to be refunded. <b>Scheme completed</b>
PT/78/10B (See also PT/78/55)	Uxbridge North	Land at Sanderson Site and Braybourn / 35347/A/PP/2000/1294 & 1296	27,986.49	1,855.00	1,855.00	0.00	26,131.49	0.00	<b>September 09. Awaiting financial completion.</b> £22K received November 2004 for Part B Highways Works to be undertaken by Council and consisting of improvements at Junction of Sanderson and Oxford Roads. Preliminary designs have been drawn. Preliminary estimates have been provided. TfL have appointed a consultant through their bus route flagship programme to investigate the system of nodes at Mathjacks, Cedars and Sanderson Road & Oxford Road. Draft report received. Still await final report. TfL to programme implementation following receipt of the final report. Due to the approaching deadline for spend officers looking into any elements that could be addressed at an early stage. Discussions with TfL continuing. Interest accrued. Funds not spent by November 2009 to be returned to developer. <b>Works completed October 09. Awaiting</b>
PT/80/112 (formerly PT/78/05)	Uxbridge South	Grand Union Park, Packet Boat Lane, site ref: 1197 (various applications)	47,774.85	2,228.56	47,774.85	0.00	45,546.29	0.00	No time constraints. Officers looking into project for spend of balance at junction of Packet Boat Lane & Cowley High Street. Cabinet Member for P&T concerned with affect of proposal and blind road bend heading towards Uxbridge. Funds to be held until sight lines are resolved.
PT/82/114 (formerly PT/78/23)	Uxbridge South	Waterloo Road, Uxbridge - Highway Works / 332BD/99/2069	13,169.44	11,577.00	11,577.00	0.00	1,592.44	0.00	Highway Works for alternative traffic management on Waterloo Road. No time limits. Cabinet Member for Planning & Transportation has approved use of funds to extend the Uxbridge South Parking Management Scheme approved. Implementation occurred in the Autumn. £11k spend on Waterloo Road from the Parking Revenue Account to be recharged to this case for next quarter. Recharge completed.
PT/84/87B-D (Formerly part of PT/78/44)	Brunel	Brunel s106 16 April 04 532/S/PP/2002/2237	14,795.29	1,760.00	1,760.00	0.00	13,035.29	0.00	£3,000 + interest for monitoring of landscape management plan (87B), £10,000 + interest for monitoring of green travel and public transport obligations (87D), and £200 + interest initial payment associated with footpath works to be undertaken by Council (87C). Engineers inspected site to ascertain whether works are required & whether further payments are due late Jan 2006. Officers chasing Brunel to provide a disabled ramp from the back of the privately owned footway at Hillingdon Hill. Interest accrued: £10k plus interest received for improvements (including lighting) to the footpath alongside the River Pinn linking 'Site 2' to Uxbridge Road to be transferred from PT/278/44 and held as security for Brunel to implement the footpath works as above. £1,760 spend towards monitoring Landscape management Plan.

FINANCIAL UPDATE ON SECTION 106 AND 278 AGREEMENTS AT 30 SEPTEMBER 2009

APPENDIX 1

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2009 / 2010 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2009)
			AS AT 30/9/09	AS AT 30/6/09	AS AT 30/9/09	AS AT 30/6/09	To 30/9/09	AS AT 30/9/09	AS AT 30/9/09	
PT/88/140 B	Pinkwell	MOD Records Office, Stockley Road, Hayes - Offsite Footpath 18399/APP/2004/2284	3,207.23	3,207.23	0.00	0.00	0.00	3,207.23	0.00	£3,000 is the of-site public footpath contribution for the provision of a footpath in the location specified in the legal agreement. Work to commence following completion of construction phase of the development which is underway. Unspent funds to be repaid following 7 years of receipt (i.e. 14 October 2012).
PT/88/140C *38	Pinkwell	MOD Records Office, Stockley Road, Hayes - Public Transport 18399/APP/2004/2284	754,743.82	754,743.82	2,392.75	2,392.75	0.00	752,351.07	0.00	Funds received as first and second instalments (plus indexation payment) of the public transport contribution to enhance the level of public transport to and from the area of the development site. Discussions with TfL expected in Spring regarding bus route funding. TfL has been approached with regard to extending the U4 bus route. TfL has advised that if feasible a scheme could be implemented once development of the housing units are complete and estate roads are adopted expected in 9 months time. Double yellow lines required for bus route through site. TMO approved. TfL in consultation with developer regarding location of bus shelter. Unspent funds to be repaid following 7 years of receipt (i.e. 14 October 2012 for 1st instalment, 19 March 2014 for the 2nd instalment and 30 April 2015 for the 3rd instalment). All funds now received. Spend this quarter towards fees and executing TMO.
PT/88/140F *46	Pinkwell	MOD Records Office, Stockley Road, Hayes - Parking 18399/APP/2004/2284	73,774.40	73,774.40	0.00	0.00	0.00	73,774.40	0.00	Funds received for parking management system in Bourne Avenue and surrounding streets of the new and existing estate roads utilised within the residential part of the development. There are currently no plans to consult with residents of the area on a Parking Management Scheme. However, any resident objections to increases in commuter parking on residential roads generated by the MOD development may give reason to spend these funds. Officers continue to monitor the parking situation. Funds must be spent within 7 years following date of receipt i.e. 11/12/2013.
PT/91/142A	Northwood	3 Reginald Road, Northwood 58866/APP/2005/1087	1,049.35	1,049.35	0.00	0.00	0.00	1,049.35	0.00	For the introduction and maintenance of white lines on the highway adjacent to the development. Funds not spent within 7 years of receipt of POI Form to be refunded. Scheme completed and final invoices received. Expenditure charged to non-s106 code. Officers investigating whether spend can be recharged.
PT/92/154	Pinkwell	5, 7, 7a & 10 Westlands Industrial Estate 1902/APP/2005/2370	41,527.00	41,527.00	0.00	0.00	0.00	41,527.00	0.00	Funds received for cycle network improvements. Cycleway and local safety scheme identified for the junction of Station Road and North Hyde Road. Entire scheme now to be funded TfL. Officers looking into alternative options. Interest bearing account, funds must be spent within 7 years following date of receipt i.e. 06/12/2013.
PT/93/147C	West Drayton	DERA Site, Kingston Lane, West Drayton - Traffic Calming 45658/APP/2002/3012	20,660.46	20,660.46	0.00	0.00	0.00	20,660.46	0.00	To be applied towards traffic calming measures in Kingston Lane. Traffic calming measures are already in place in Kingston Lane. Officers are investigating options for spend within the terms of the legal agreement in combination with funds at PT/93/147D. Funds not spent by 19 February 2014 are to be refunded.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2009 / 2010 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2009)
			AS AT 30/9/09	AS AT 30/6/09	AS AT 30/9/09	AS AT 30/6/09	To 30/9/09	AS AT 30/9/09	AS AT 30/9/09	
PT/93/147D	West Drayton	DERA Site, Kingston Lane, West Drayton - Cycle Network 45658/APP/2002/3012	33,056.72	33,056.72	0.00	0.00	0.00	33,056.72	0.00	To be applied towards the cycle improvements for the London Cycle Network including such works for the Heathrow to Hillingdon Hill cycle way adjacent to the Land. Officers are investigating options for spend within the terms of the legal agreement in combination with funds at PT/93/147C. Funds not spent by 19 February 2014 are to be refunded.
PT/95/161A	West Drayton	Former Honeywell Site, Trout Road, West Drayton - Footpath 335/APP/2002/2754	18,155.95	18,155.95	0.00	0.00	0.00	18,155.95	0.00	To be applied towards the provision of a footpath from the site crossing over the Grand Union Canal along Trout Road to the High Street. Unexpended funds after 7 years of receipt (31 January 2014) are to be refunded including interest. Funds to be held until outcome of Tesco site determined.
PT/96/164	Uxbridge South	36-38 Windsor Street (Westcombe House), Uxbridge 13544/APP/2005/31	10,516.65	10,516.65	3,753.58	3,753.58	0.00	6,763.07	0.00	For environmental enhancement on Windsor Street and the surrounding area. Funds not spent by 1 April 2014 are to be refunded. See updates on PT/17/99. Spend towards purchase of benches and information boards.
PT/97/169A	Uxbridge South	Colham House Taxi Rank Relocation 27298/APP/2006/875	15,000.00	15,000.00	5,182.65	735.00	5,182.65	9,817.35	0.00	Funds received for the relocation of the black cab taxi rank from Bakers Yard. Alternative taxi rank proposal advertised in the London Gazette. Cabinet Member report prepared to consider merits of implementing proposal. Taxi rank relocation agreed for implementation (Cabinet Member approval received July 2008). <b>Taxi rank changes implemented July 09.</b> Funds not spent by July 2012 are to be returned.
PT/98/169B	Uxbridge South	Colham House Footpath Re-paving 27298/APP/2006/875	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	0.00	Funds received for footpath repaving within the immediate vicinity of the site. Funds not spent by July 2012 are to be returned. Officers looking into scheme of improvements for Bakers Yard.
PT/99/169C	Uxbridge South	Colham House Kerb Alignment 27298/APP/2006/875	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	Funds received for the kerb realignment within the immediate vicinity of the site. Funds not spent by July 2012 are to be returned. Officers looking into a scheme of improvements in Bakers Yard.
PT/100/169D	Uxbridge South	Colham House Side Alley Resurfacing 27298/APP/2006/875	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	Funds received for the resurfacing of the side alley located immediately adjoining the site. Funds not spent by July 2012 are to be returned. Officers looking to include funding as part of a scheme of improvements for Bakers Yard.
PT/101/170A	Uxbridge South	11 - 21 Clayton Road, Hayes 56840/APP/2004/630	30,527.21	30,527.21	0.00	0.00	0.00	30,527.21	0.00	Funds received for parking management in the area. Funds held to be used in combination with those at case ref. PT/37/40E should any scheme be required. Funds not spent by 31 August 2014 are to be refunded.
PT/102/161D	Yiewsley	Honeywell Site, Trout Road Yiewsley 335/APP/2002/2754	154,302.99	154,302.99	0.00	0.00	0.00	154,302.99	154,302.99	Funds received for public transport and community facilities initiatives. Funds not spent by 20 September 2014 are to be repaid.
PT/103/174A	Heathrow Villages	Terminal 2, Heathrow 62360/APP/2006/2942	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.00	Funds received for the West Drayton to Heathrow Cycle Scheme. Funds not spent by 16 November 2015 are to be repaid.
PT/104/147H	West Drayton	DERA Site, Kingston Lane, West Drayton 45658/APP/2002/3012	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	Funds received for the installation and maintenance of CCTV cameras on the site as specified in the relevant planning permission. Cameras to be installed by the developer. Funds to be retained as security. No time constraints.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2009 / 2010 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2009)
			AS AT 30/9/09	AS AT 30/6/09	AS AT 30/9/09	AS AT 30/6/09	To 30/9/09	AS AT 30/9/09	AS AT 30/9/09	
PT/106/149E	Hayes	Hayes Goods Yard 10057/APP/2005/2996 & 2999	119,402.15	119,402.15	0.00	0.00	0.00	119,402.15	0.00	Funds received towards enhancements to the London Cycle Network, route 88A or any other cycle route that is likely to be used by the occupiers of the development. Funds to be spent by Oct 2015.
PT/107/149F	Hayes	Hayes Goods Yard 10057/APP/2005/2996 & 2999	132,209.06	132,209.06	0.00	0.00	0.00	132,209.06	0.00	Funds received for improvements to pedestrian & cycleway linkages between the site & Botwell Green, or environmental improvements to Botwell Green as agreed with the owner. Funds must be spent or returned by Oct 2015. Officers looking into whether any schemes at Botwell Green can utilise these funds in conjunction with funds held at CSL/3/1401. Funds allocated to the construction of a new footpath link at Botwell Green (Cabinet Member decision).
PT/108/155E	West Drayton	Former RAF Porters, West Drayton. 5107/APP/2005/2082	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	Funds received to provide a local walking bus scheme. Funds to be spent within 3 years of receipt (Jan 2012)
PT/109/194A	Uxbridge	Frays Adult Education Centre, Herefield Road, Uxbridge. 18732/APP/2006/1217	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	Funds received towards street lighting in the vicinity of the site. No time limits. Funds earmarked towards a lighting scheme for the public footpath which runs adjacent to the site.
PT/110/198B *61	Uxbridge	Former Gas Works Site (Kier Park) at Cowley Mill Road, Uxbridge 3114/APP/2008/2497	14,240.00	14,240.00	0.00	0.00	0.00	14,240.00	0.00	Travel Plan Bond received to ensure compliance by the owner for monitoring and reporting in accordance with the travel plan. To be refunded after 10 years.
PT/111/204A *63	Uxbridge	106, Oxford Road, Uxbridge. 26198/APP/2008/2338	20,000.00	0.00	0.00	0.00	0.00	20,000.00	0.00	Travel Plan Bond received to ensure compliance by the tenant of its monitoring and reporting obligations in accordance with the travel plan. Returnable.
PT/112/204A	Eastcote	RAF Eastcote, Lime Grove, Ruislip. 10189/APP/2004/1781	7,502.15	0.00	0.00	0.00	0.00	7,502.15	0.00	Contribution towards improvements to the London cycle network within a radius of 1500m of the site. Funds to be spent by September 2013
		<b>PLANNING &amp; TRANSPORTATION SUB - TOTAL</b>	<b>4,231,967.03</b>	<b>4,204,464.88</b>	<b>1,087,502.67</b>	<b>1,087,502.67</b>	<b>13,218.15</b>	<b>3,137,998.21</b>	<b>154,302.99</b>	
		<b>PLANNING &amp; TRANSPORTATION TOTAL</b>	<b>6,330,293.29</b>	<b>6,228,944.14</b>	<b>1,794,124.13</b>	<b>1,760,757.48</b>	<b>44,673.25</b>	<b>4,536,169.16</b>	<b>154,302.99</b>	
<b>PORTFOLIO: CULTURE, SPORT AND LEISURE</b>										
CSL/11/13 (formerly EYL/15/13)	Townfield	Sainsbury-Minet D. / 4060/HI/91/1970	1,432,000.00	1,432,000.00	1,432,700.15	1,432,700.15	0.00	299.85	0.00	The balance is committed to providing secure parking and perimeter fencing at Minet Country Park in accordance with the agreement. Work undertaken in parallel with Goals 5 a side development. Funds allocated to gating on perimeter fencing. There are no time constraints for expenditure. Remaining funds spent towards movable barriers. Awaiting financial completion.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2009 / 2010 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2009)
			AS AT 30/9/09	AS AT 30/6/09	AS AT 30/9/09	AS AT 30/6/09	To 30/9/09	AS AT 30/9/09	AS AT 30/9/09	
CSL/2/147E	West Drayton	DERA Site, Kingston Lane, West Drayton - Community Facility 46568/APP/2002/3012	94,015.15	94,015.15	0.00	0.00	0.00	94,015.15	0.00	To be applied towards communal facility improvements in the West Drayton area and which will benefit the occupiers of the Development. £151,786.77 transferred to EYL/77/147F as they were received for school places and were originally allocated to this case reference erroneously. Funds not spent by 19 February 2014 are to be refunded. Officers looking to commit these funds to the West Drayton Youth Centre expansion. Funds allocated to the "Skidz " project at West Drayton Young People's Centre (Cabinet Member decision 21/10/09).
CSL/3/140I	Pinkwell	MOD Records Office Stockley Road/Bourne Avenue, Hayes 18399/APP/2004/2284	69,189.85	69,189.85	0.00	0.00	0.00	69,189.85	0.00	To be applied towards the provision or improvement of community facilities (but not including open space and recreation facilities) at Botwell Green and/or any other location within the area of the Development. Officers looking into whether any schemes at Botwell Green could potentially draw upon these funds. Unspent funds to be repaid following 7 years of receipt (i.e. 3 January 2014) including interest. Funds allocated to the construction of the new Community Leisure Centre at Botwell Green. (Cabinet Member decision 21/10/09).
CSL/4/152A (Formerly: PPR/35)	Brunel	Middlesex Lodge, 189 Harrington Road, Hillingdon 12484/APP/2005/1791	20,629.80	20,629.80	0.00	0.00	0.00	20,629.80	20,629.80	Funds received to provide for Community Facilities that are likely to be used by residents of the development. No time constraints on the expenditure of funds.
CSL/5/184A	West Ruislip	31-46, Pembroke Road, Ruislip 59816/APP/2006/2896	49,601.53	49,601.53	0.00	0.00	0.00	49,601.53	0.00	Funds have been allocated to the dining centre for Northwood and Ruislip elderly persons association. Funds not spent by 10/7/2015 to be returned.
CSL/6/189A	Ruislip	30 Kings End, Ruislip 46299/APP/2006/2165	7,674.48	7,674.48	0.00	0.00	0.00	7,674.48	7,674.48	Towards the provision of community facilities in the immediate vicinity of the land. No time limits
CSL/7/195A	Ruislip	Highgrove House, Eastcote Road, Ruislip. 10622/APP/2006/2494	9,578.00	9,578.00	0.00	0.00	0.00	9,578.00	9,578.00	Funds received towards the improvement of community facilities in the vicinity of the site. No time constraints on the expenditure of funds.
CSL/8/194B	Uxbridge	Frays Adult Education Centre, Herefield Road, Uxbridge. 18732/APP/2006/1217	24,050.00	24,050.00	0.00	0.00	0.00	24,050.00	24,059.00	Funds received towards the provision of community facilities in the Borough. No time constraints.
CSL/9/199A	Ruislip	41, Kingsend, Ruislip. 2792/APP/2006/3451	9,338.43	9,338.43	0.00	0.00	0.00	9,338.43	9,338.43	Funds received towards the provision of community facilities in the Borough. No time constraints.
CSL/10/200B	Manor	Former Ruislip Manor Library, Victoria Road, Ruislip. 14539/APP/2008/2102	5,200.00	5,200.00	0.00	0.00	0.00	5,200.00	0.00	Funds received towards improvements to nearby by community facilities. Earmarked for Library Expansion Programme.
CSL/11/205B	Eastcote	RAF Eastcote, Lime Grove, Ruislip. 10189/APP/2004/1781	277,131.54	0.00	0.00	0.00	0.00	277,131.54	0.00	Contribution towards the provision or improvement of leisure, youth and/or cultural services within Eastcote and East Ruislip ward boundary. Funds to be spent by September 2014
		<b>CULTURE, SPORT AND LEISURE SUB - TOTAL</b>	<b>1,999,408.78</b>	<b>1,722,277.24</b>	<b>1,432,700.15</b>	<b>1,432,700.15</b>	<b>0.00</b>	<b>566,708.63</b>	<b>71,279.71</b>	
<b>PORTFOLIO: EDUCATION AND CHILDREN'S SERVICES</b>										

FINANCIAL UPDATE ON SECTION 106 AND 278 AGREEMENTS AT 30 SEPTEMBER 2009

APPENDIX 1

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2009 / 2010 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2009)
			AS AT 30/9/09	AS AT 30/6/09	AS AT 30/9/09	AS AT 30/6/09	To 30/9/09	AS AT 30/9/09	AS AT 30/9/09	
EYL14/75	Heathrow Villages	Land at 78-84 The Crescent, Harlington / 46970/A/PP1999/2169	21,972.07	21,972.07	21,639.90	21,639.90	0.00	332.17	0.00	Interest accrued. Allocated to Pinkwell Primary School expansion; feasibility study commissioned. No time constraints. Expenditure of £21,639.90 will be recharged out of s106 for closure of 08/09 Financial Year as these project costs should have been met from school modernisation funds.
EYL19/44	Harefield	The Springs, Springwell Lane, Rickmansworth / 6679/AZ/98/0897	32,595.93	32,595.93	0.00	0.00	0.00	32,595.93	0.00	Towards the provision of primary school places in Harefield. Earmarked for a nursery scheme at Harefield Infants School. Interest accrued. Unexpended funds by January 2011 to be repaid to the developer.
EYL29/54	Pinkwell	Hyde House, Newhaven Close, Hillingdon 2306/SPP/2002/238	37,257.94	37,257.94	36,836.02	36,836.02	0.00	421.92	0.00	For primary school places in the Hayes/Harlington area. Interest accrued. Allocated to Pinkwell Primary School expansion; feasibility study commissioned. Expenditure of £27,486.48 will be recharged out of s106 for closure of 08/09 Financial Year as these project costs should have been met from school modernisation funds. No time constraints.
EYL30/30	Yewlsley	Former Bridge Works, Bentinck Road W/D/ 20610/A/PP2002/2407	161,898.00	161,898.00	0.00	0.00	0.00	161,898.00	0.00	161,898.00 contribution for the provision of secondary school places in the West Drayton/Yewlsley area. No LEA Secondary school in West Drayton. Now allocated to primary school expansion in West Drayton by way of re-imbursement - i.e. it can be demonstrated that equivalent funding from the Council had been spent to provide sufficient secondary school places at Stockley Academy (the nearest secondary school). Time constraint no longer applicable.
EYL38/104 see: PT27822	West Drayton	Defence Research Agency, West Drayton - New Nursery & W Drayton Primary School Improvements / 49542F/98/1509	394,890.45	394,890.45	389,607.96	389,607.96	0.00	5,282.49	0.00	Nursery construction and school improvements at West Drayton Primary School. Earmarked for West Drayton area primary expansion. No time constraints.
EYL39/65A	Harefield	Land at North Works, Summerhouse Lane, Harefield 207A/J/98/2472	121,675.43	121,675.43	102,605.08	102,605.08	0.00	19,070.35	0.00	Primary School places in Harefield (103K). Funds spent on the Hillingdon Rising Fives Programme at Harefield Infant and Junior School. 5K spent towards CCTV at Harefield Primary with additional match funding of £10,000 from the £250,000 capital funds (see Cabinet Lead Member report March 2004). No time constraints. Balance allocated to proposed refurbishment of Harefield Nursery.
EYL43/67	Townfield	Heme House, Church Walk, Hayes 15405/A/PP2003/188	67,843.93	67,843.93	46,354.68	46,354.68	0.00	21,489.25	0.00	Educational places and facilities in the area. Unspent funds 7 years from notice of implementation (not received) to be refunded. Notice of implementation requested from the developer. Interest accrued. Allocated to the Pinkwell Primary School expansion project. Expenditure of £46,354.68 will be recharged out of s106 for closure of 08/09 Financial Year as these project costs should have been met from school modernisation funds.
EYL44/81	Heathrow Villages	339-353 High Street, Harlington 53740/A/PP99/310	19,253.00	19,253.00	0.00	0.00	0.00	19,253.00	0.00	For primary school places in the Hayes & Harlington area. No time constraints. Interest accrued. Allocated to Pinkwell Primary School; feasibility study commissioned.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2009 / 2010 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2009)
			AS AT 30/9/09	AS AT 30/6/09	AS AT 30/9/09	AS AT 30/6/09	To 30/9/09	AS AT 30/9/09	AS AT 30/9/09	AS AT 30/9/09	
EYL66/144	Northwood	68 Ducks Hill Road 11900/APP/2005/1087	183,044.65	183,044.65	99,819.57	99,819.57	0.00	83,225.08	0.00	0.00	Towards the costs of providing primary and secondary school places in the Borough. No time constraints. £16,400 spent on Ruislip High School. £75,852.85 spent towards Ruislip High School costs. Earmarked for Primary School expansions in north Ruislip/Northwood areas. Further £1,423 spent towards Ruislip High School. £5,000 spent towards Sacred Heart Primary School modernisation.
EYL67/145	West Drayton	6A Swan Road West Drayton 9037/APP/2005/2945	21,928.87	21,928.87	0.00	0.00	0.00	21,928.87	0.00	0.00	Towards the costs of providing primary and secondary school places in the Borough. Earmarked for West Drayton area primary expansion. No time constraints.
EYL71/55B	West Drayton	Fmr RAF West Drayton, Porters Way, West Drayton 5107/APP/2005/2082	485,861.35	485,861.35	485,861.35	485,861.35	0.00	0.00	0.00	0.00	Funds received as a third of the total education contribution. To be used solely for the purpose of funding additional places at primary and/or secondary schools within a three mile radius of the site. Earmarked for West Drayton area primary expansion. Funds to be spent within three years of receipt i.e. first contribution spent by 05/12/2009. £465,861.35 spent towards Uxbridge High School construction project. £20,000 spent towards Longmead Primary School expansion.
EYL74/158	Botwell	29 Dawley Road, Hayes 11280/APP/2005/678	14,543.00	14,543.00	0.00	0.00	0.00	14,543.00	0.00	0.00	Towards the costs of providing primary and secondary school places in the Borough. Earmarked for Pinkwell classrooms. No time constraints.
EYL76/163	West Drayton	18a Colham Ave, West Drayton 29679/APP/2006/1048	18,939.00	18,939.00	8,826.00	8,826.00	0.00	10,113.00	0.00	0.00	To be applied towards primary and secondary school places within 3 miles of the development. £10,113.43 is earmarked for West Drayton area primary expansion. No time limits. Remainder to be used at Uxbridge High School modernisation. £8,826 spent towards Uxbridge High School construction project.
EYL78/161B (see also: EYL86/161B)	West Drayton	Former Honeywell Site, Trout Road, West Drayton 335/APP/2002/2754	243,320.37	243,320.37	186,447.40	186,447.40	0.00	56,872.97	0.00	0.00	25% of the total education contribution to be applied towards the provision of new school places and the improvement of existing education facilities at all primary schools within the Yiewsley, West Drayton and Cowley area and secondary schools within 3 miles of the site. Funds earmarked for West Drayton area primary expansion. Unexpended funds after 7 years of receipt are to be refunded (31 January 2014) including interest. £186,447.40 spent towards Longmead Primary School expansion.
EYL79/140G	Pinkwell	MOD Records Office Stockley Road/Bourne Avenue, Hayes (Kings) Oak/18399/APP/2004/2284	791,811.37	791,811.37	0.00	0.00	0.00	791,811.37	0.00	0.00	To be applied towards the costs of providing educational places at any local educational facilities within a 2 mile radius of the development for primary and a 3 mile radius in relation to secondary. Earmarked for Pinkwell classrooms. Funds not spent by 1 February 2014 are to be repaid.
EYL80/165	Yiewsley	Land Rear of 4-20 Acadia Avenue, Yiewsley 39054/APP/2004/2894	78,701.05	78,701.05	39,350.50	39,350.50	0.00	39,350.55	0.00	0.00	To be applied to the provision of additional and improved educational facilities within a three mile radius of the Land to accommodate the child yield arising from the Development. Earmarked for West Drayton area primary expansion. Funds not spent by 1 May 2014 are to be repaid. £39,350.50 spent towards Longmead Primary School expansion project.
EYL84/149B	Botwell	Hayes Goods Yard 10057/APP/2005/ 2996 & 2999	550,559.37	550,559.37	0.00	0.00	0.00	550,559.37	0.00	0.00	For the provision of educational places in the Borough as necessitated by the development. Funds not spent by 1 August 2012 are to be repaid. Second contribution (£240,000) and additional contribution (£44,314) received towards the same purpose. Second contribution to be spent by June 2016. Earmarked for Pinkwell expansion.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2009 / 2010 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2009)
			AS AT 30/9/09	AS AT 30/6/09	AS AT 30/9/09	AS AT 30/6/09	To 30/9/09	AS AT 30/9/09	AS AT 30/9/09	
EYL85/170B	Botwell	11-21, Clayton Rd, Hayes 56940/APP/2004/630	100,370.26	100,370.26	0.00	0.00	0.00	100,370.26	0.00	For the provision of educational places within the area. Funds not spent by 31 August 2014 are to be repaid. Earmarked for Hayes area Primary School expansions.
EYL86/161B (See also: EYL78/161B)	Yiewsley	Honeywell Site, Trout Rd., Yiewsley 335/APP/2002/2754	777,504.14	777,504.14	527,504.00	527,504.00	0.00	250,000.14	0.00	For the provision of new school places and the improvement of existing education facilities at all primary schools within the Yiewsley, West Drayton and Cowley area and secondary schools within 3 miles of the land. Funds not spent by 20 September 2014 are to be repaid. 57% of the total Honeywell education contributions of £1m were sought for Primary school places within the Yiewsley, West Drayton and Cowley. The remaining unallocated can be earmarked for the Uxbridge High School project. £527,504 spent towards Uxbridge High School construction project.
EYL87/143B	Harefield	Dairy Farm, Breakspear Rd, Harefield 27314/APP/2005/844	103,122.52	74,935.52	74,935.52	74,935.52	0.00	28,187.00	28,187.00	For the provision of educational places in the Borough. Funds not spent by 25 August 2014 are to be repaid. Earmarked for primary School expansions in north Ruislip/Northwood areas. Funds spent towards Sacred Heart Primary School modernisation. Further £28,187 received as an additional contribution for provision of educational places in the borough. No time limits on spend.
EYL90/178A	Botwell	89-95, Botwell Crescent, planning ref. 33623/APP/2004/2343	26,294.63	26,294.63	0.00	0.00	0.00	26,294.63	0.00	Monies received to works at Rosedale College, Hayes. No time limit on spend.
EYL91/179A	Botwell	555-559 & r/o 51-553 Uxbridge Road, Hayes planning ref. 41390/APP/2006/1346	77,928.00	77,928.00	0.00	0.00	0.00	77,928.00	0.00	Funds received towards the costs of providing educational places within the borough. To be used for primary school expansions in the Hayes area. No time limit. Earmarked for Hayes area primary school expansions.
EYL94/188A	Yiewsley	92-104, High St., Yiewsley 59189/APP/2005/3476	79,722.27	79,722.27	0.00	0.00	0.00	79,722.27	0.00	Funds received towards the cost of providing additional education facilities within the borough. Funds not spent by 20/04/2015 must be returned. Allocated to Longmead Primary School expansion West Drayton.
EYL100/191	Uxbridge	15, Fairfield Road, Uxbridge 59469/APP/2007/1756	7,721.62	7,721.62	3,559.06	3,559.06	0.00	4,162.56	4,162.56	Towards the provision of primary school places (£4,122.56) and secondary school places (£3,559.06) in the borough. No time limits. £3,559.06 spent towards Uxbridge High School construction project.
EYL102/196	Harefield	19, Vernon Drive, Harefield. 57498/APP/2008/3031	739.00	739.00	0.00	0.00	0.00	739.00	739.00	Funds received towards the provision of nursery school places in the Borough. No time limits.
EYL103/197A	Ruislip Manor	Windmill Public House, Pembroke Road, Ruislip. 11924/APP/2632	68,689.00	68,689.00	0.00	0.00	0.00	68,689.00	68,689.00	Funds received towards the provision of education facilities within the locality. Funds to be spent within 5 years of receipt (Feb 2014).
EYL104/194C	Uxbridge	Frays Adult Education Centre, Harefield Road, Uxbridge. 18732/APP/2006/1217	146,131.00	146,131.00	0.00	0.00	0.00	146,131.00	146,131.00	Funds received towards the cost of providing nursery school place (£34,160), Primary school places (£59,781), Secondary school places (£52,190) in the Borough of Hillingdon. No time limits.
EYL105/199B	Ruislip	41, Kingsend, Ruislip. 2792/APP/2006/3451	37,459.20	37,459.20	0.00	0.00	0.00	37,459.20	37,459.00	Funds received towards the cost of providing education places within the Borough. No time limits on spend.
EYL106/200A	Manor	Former Ruislip Manor Library, Victoria Road, Ruislip. 14539/APP/2008/2102	3,519.00	3,519.00	0.00	0.00	0.00	3,519.00	3,519.00	Funds received towards improvements to nearby educational facilities arising from the needs of the development. No time limit on spend.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2009 / 2010 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2009)
			AS AT 30/9/09	AS AT 30/6/09	AS AT 30/9/09	AS AT 30/6/09	To 30/9/09	AS AT 30/9/09	AS AT 30/9/09	
EYL107/201A	Hayes	360, Uxbridge Road, Hayes. 7517/APP/2007/188	77,414.00	77,414.00	0.00	0.00	0.00	77,414.00	77,414.00	Funds received towards nursery places (£2,291), primary school places (£40, 108), and secondary school places (£35,015) within a 3 mile radius of the development. Funds not spent by June 2016 must be returned.
EYL108/202	Ickenham	179, Swakeleys Road, Ickenham. 52293/APP/2006/2360	8,037.00	8,037.00	0.00	0.00	0.00	8,037.00	8,037.00	Funds received towards the provision of additional or improved education facilities within a 3 mile radius of the site. No time limit on spend.
EYL109/206A	Yiewsley	111-117, High St, Yiewsley. 6948/APP/2007/1326	25,000.00	0.00	0.00	0.00	0.00	25,000.00	25,000.00	Funds received for primary and secondary education facilities within the London Borough of Hillingdon in order to meet increased demand as a result of the development. Funds to be spent within 5 years of receipt (August 2014).
EYL110/205C	Eastcote	RAF Eastcote, Lime Grove, Ruislip. 10189/APP/2004/1781	1,830,551.09	0.00	0.00	0.00	0.00	1,830,551.09	1,830,551.09	First and second instalments towards the cost of providing educational places in or improvements to nursery, primary or secondary schools in the North Secondary Planning Area. Nursery (£421,026.76), primary (£750,525.95) and secondary (£658,998.39). Funds to be spent within 7 years of receipt of the first contribution (September 2016).
		<b>EDUCATION, YOUTH AND LEISURE SUB - TOTAL</b>	<b>6,616,298.51</b>	<b>4,732,560.42</b>	<b>2,023,347.04</b>	<b>2,023,347.04</b>	<b>0.00</b>	<b>4,592,951.47</b>	<b>2,229,888.65</b>	
<b>PORTFOLIO: FINANCE AND CORPORATE SERVICES</b>										
		<b>FINANCE &amp; CORPORATE SERVICES SUB - TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>PORTFOLIO: IMPROVEMENT, PARTNERSHIPS AND COMMUNITY SAFETY</b>										
PPR05/03	Heathrow Villages	Blunts Field Training Programme, Bath Road / 45486/G/98/2296	67,268.95	67,268.95	67,042.69	67,042.69	0.00	226.26	0.00	Hotel Training Centre, Uxbridge College - pilot scheme successful. Ongoing programme being delivered. No time limit. Hotel & Hospitality training at Thames Valley University ongoing. Final payments to be recorded by the end of the financial year. Remaining balance is interest accrued. Invoice for £388.89 paid April 08. Invoice paid £264.60.
PPR07/15A	Uxbridge South	Land at Barnsfield Place, Uxbridge - Small Business Units /43562/F/99/2018	155,237.58	155,237.58	50,404.68	108,901.99	49,229.69	104,832.90	0.00	To provide small business units throughout the Borough. Balance fully committed to provide match funding to create 16 affordable business studios for young entrepreneurs in Hayes. Hillingdon submitted a business plan to the London Development Agency (as part of Heathrow City programme) and has secured Stage 2 approval for £750,000 capital funding for the project. The planning application for the small business start-ups approved. Work started on-site 7th Jan 08 and due to complete early August 08. Final balance will be used towards revenue costs in first 5-years of operation. To be used by March 2011 or repaid to the developer. Business Units opened Nov 08. Spend of £60,216.56 from last quarter transferred to PPR10 to close account.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2009 / 2010 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2009)
			AS AT 30/9/09	AS AT 30/6/09	AS AT 30/9/09	AS AT 30/6/09	To 30/9/09	AS AT 30/9/09	AS AT 30/9/09	
PPR/09/42	Townfield	Abbess Warehouse, Hayes / 49614B/96/110	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00	Employment training support associated with the Hayes Opportunity Centre. No time limit. Balance allocated for Hayes Partnership but not committed to a specific project. Officers looking into potential schemes. The Hayes Opportunity Centre did not materialise. A deed of variation required following agreement from owner before funds can be committed. A deed of variation is being sought with the view to allocating the funds to construction training. Awaiting confirmation from developer. No time constraints.
PPR/10/16	Botwell	Land At Masterdrive Unit, Printing House Lane, Hayes / 45736/APP/2000/2577	88,166.56	88,166.56	88,166.56	27,950.00	60,216.56	0.00	0.00	The funds are intended for the accommodation of small business units in the Hayes area. Funds unspent seven years from the date of payment (October 2009) are to be refunded. Balance fully committed to provide match funding to create 16 affordable business studios for young entrepreneurs in Hayes. <b>Funds fully spent towards this scheme. See PPR/07/15A for the update on this project.</b>
PPR/26/84	Yiewsley	Land at Former Sadia Works, High St, Yiewsley / 41515/B/93/606	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	Economic Development / Regeneration for industrial purposes of land in the Yiewsley, West Drayton and Heathrow area. No time limit. Officers have been working with West Drayton Town Centre Action group to identify options. Funds allocated as part of an environmental improvement package for West Drayton and Yiewsley Town centres and form part of the Council's new Town Centres initiative. Project targeted for 09/10 financial year.
PPR/34/140D	Pinkwell	MOD Records Office Stockley Road, Hayes 18399/APP/2004/2284	80,180.72	80,180.72	62,016.42	62,016.42	0.00	18,164.30	0.00	For construction training in the Borough. Unspent funds to be repaid including interest following 7 years of receipt (i.e. 14 October 2012). Partly allocated for construction training at Uxbridge College. Launched in January 2008. The remaining balance is allocated towards "Young Achievers in Construction" training programme for secondary school children. Construction training underway at Uxbridge College. Payments to be recorded during 08/09 Financial Year.
PPR/36/153A	Heathrow Villages	Polar Park, Bath Road, Harmondsworth 2964/APP/2002/1436 & 1437	26,750.00	26,750.00	3,250.00	3,250.00	0.00	23,500.00	23,500.00	For local employment training initiatives in the vicinity of the property. There are no time constraints upon the expenditure of the monies. £3,250 spent towards a Brunel run training course at Hayes titled 'Business skills for self employed Women'. Remaining balances earmarked for training initiatives delivered through children's centres. Second and final instalment (£13,500) received 21/10/08.
PPR/40/147G	West Drayton	DERA Site, Kingston Lane, West Drayton - Town Centre 45658/APP/2002/3012	69,212.52	69,212.52	0.00	0.00	0.00	69,212.52	0.00	To be applied towards the provision of town centre improvements within the West Drayton Town Centre. Funds not spent by 19 February 2014 are to be refunded. Funds allocated as part of an environmental improvement package for West Drayton and Yiewsley Town centres and form part of the Council's new Town Centres initiative. Project targeted for 09/10 financial year.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2009 / 2010 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2009)
			AS AT 30/9/09	AS AT 30/6/09	AS AT 30/9/09	AS AT 30/6/09	To 30/9/09	AS AT 30/9/09	AS AT 30/9/09	
PPR/42/149C	Botwell	Hayes Goods Yard 10057/APP/2004/2996 & 2999	80,162.75	80,162.75	15,000.00	15,000.00	0.00	65,162.75	0.00	Funds received for Construction Training in relation to the development. Funds allocated to a Junior Construction programme running from April 2008 to Sept 09. The Learning Skills Council have confirmed their match funding. Balance of £28,939.20 earmarked to pump-prime Construction Workplace Co-ordinator post (further funding for this post from PPR/43/169E £10K). Funds not spent by 1 August 2012 are to be repaid.
PPR/44/161E	Yiewsley	Honeywell Site, Trout Rd., Yiewsley 335/APP/2002/2754	18,512.00	18,512.00	0.00	0.00	0.00	18,512.00	0.00	Funds received as the Town Centre Improvement contribution. Allocated to West Drayton & Yiewsley town centre initiatives to be implemented in the 09/10 financial year. Funds not spent by 20 September 2014 are to be repaid.
PPR/45/186B	Yiewsley	92-104, High St., Yiewsley 59189/APP/2005/3476	10,557.47	10,557.47	0.00	0.00	0.00	10,557.47	0.00	Funds received towards enhancements to the town centre of Yiewsley. Funds not spent by 20/04/2015 are to be returned. Funds allocated to the West Drayton & Yiewsley Town Centre Initiative. To be implemented in 09/10 financial year.
PPR/45/186E	Yiewsley	92-104, High St., Yiewsley/59189/APP/2005/3476	15,836.21	15,836.21	15,836.00	15,836.00	0.00	0.21	0.00	Towards construction training in the borough. Funds not spent by 20/4/2015 are to be returned to the developer. Funds spent towards Apprenticeship Training Programme.
PPR/47/26A (formerly PT156/26A)	Botwell	Trident Site, Phase 3 Stockley Park - Hayes Hub/H50 & Botwell Common Road Zebra Crossing 37977/P/94/335	2,601,600.00	2,601,600.00	1,808,071.42	1,808,071.42	0.00	793,528.58	0.00	See Cabinet report 18 December 2003. Balance allocated to Hayes & Harlington Station Improvements and associated interchange initiatives. Project on-hold due to design issues. Officers investigating alternative improvements to area around the station. No time limits.
PPR/48/190c	Uxbridge	Armstrong House & The Pavilions 43742/APP/2006/252	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00	Towards improvements to Uxbridge town centre. Funds not spent by 29/7/2015 are to be returned to the developer. Programme of works is currently being put together. Funds allocated towards footway and environmental improvements between The Pavilions and Belmont Road (Cabinet Member decision 9/11/09). Scheme in progress.
PPR/49/174C	Heathrow Villages	Terminal 2, Heathrow 62360/APP/2006/2942	100,000.00	100,000.00	38,000.00	24,000.00	14,000.00	62,000.00	0.00	Contribution towards the Local Labour Strategy, as defined in the agreement. No time limits. £24,000 spent towards skills programme to help long term unemployed as defined in agreement. Further spend towards rolling skills programme provided in conjunction with Uxbridge College.
PPR/50/193	Heathrow Villages	Hammondsworth Detention Centre 8190/APP/2008/1050	39,375.00	39,375.00	0.00	0.00	0.00	39,375.00	39,375.00	Towards construction training initiatives in the Borough. No time limits.
PPR/51/194F	Uxbridge	Frays Adult Education Centre, Harefield Road, Uxbridge. 18752/APP/2006/1217	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	5,000.00	Funds received towards the cost of providing construction training in the Borough. No time limits.
PPR/52/149G	Hayes	Former Hayes Goodyard site. 10057/APP/2005/2996&299	75,360.00	75,360.00	0.00	0.00	0.00	75,360.00	0.00	Funds received towards improvements to open space to the canal towpath opposite the site. Any remainder to be expended towards purchasing new equipment for the YMCA Youth Centre as necessitated as a result of the development. Funds not spent within 7 years (May 2016) to be returned.
PPR/53/149H	Hayes	Former Hayes Goodyard site. 10057/APP/2005/2996&299	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00	Funds received towards the maintenance and operation by the Council of the station approach cameras.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2009 / 2010 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2009)
			AS AT 30/9/09	AS AT 30/9/09	AS AT 30/6/09	To 30/9/09	AS AT 30/9/09	AS AT 30/9/09	
PPR/54/204B	Uxbridge	106, Oxford Road, Uxbridge. 26198/APP/2008/2339	50,000.00	0.00	0.00	0.00	50,000.00	50,000.00	Funds received towards street scene improvements within the vicinity of the site. Funds to be spent by July 2014
PPR/55/206B	Yiewsley	111-117 High St, Yiewsley. 6948/APP/2007/1326	10,713.00	0.00	0.00	0.00	10,713.00	10,713.00	Funds received for the provision of economic development training and employment facilities within London Borough of Hillingdon. Funds to be spent by August 2014.
		<b>PERFORMANCE, PARTNERSHIPS &amp; REGENERATION SUB - TOTAL</b>	<b>3,585,932.76</b>	<b>2,147,787.77</b>	<b>2,132,068.52</b>	<b>123,446.25</b>	<b>1,438,144.99</b>	<b>128,588.00</b>	
<b>PORTFOLIO: ENVIRONMENT</b>									
E/02/18	West Drayton	Old Mill House, Thorney Mill Road, West Drayton 41706C/91/1904	59,556.42	38,118.45	38,118.45	20,810.52	21,437.97	0.00	Revenue cost (12K) spent. The balance is required for the establishment and management of a nature reserve on nearby land. Works identified and now awaiting quotations from contractors. Officers have liaised with London Wildlife Trust and contractors with regards to phasing of the works (access and conservation improvements) required to improve the nature reserve. Works have now been scheduled by the area officer. Spend towards tree works. There are no time constraints upon the expenditure of the funds.
E/10/85 (see: PT/36)	Heathrow Villages	A4 Heathrow Corridor scheme - Match Funding for Heathrow Villages Chrysalis Projects	25,000.00	3,017.00	3,017.00	0.00	21,983.00	0.00	For Environmental Improvements on A4/M4 corridor. Balance allocated to improvements scheme at Berkeley Meadows also using funds at E/26/93. Trees are being scheduled for planting during the upcoming planting season. Officers chasing prices for other works. Spend reduced due to rectification of miscoding. No time constraints. A programme of works has been drawn up for this site. Works to start imminently. Spend in previous quarter transferred to the funds.
E/13/21A (formerly PT/54/21A)	Botwell	Former EMI Site, Dawley Road / 6198/BS/98/1343	25,000.00	25,000.00	25,000.00	0.00	0.00	0.00	For environmental enhancement or town centre studies within the Hayes SRB Corridor, and/or occupier related training and recruitment within the same area. Funds were committed to the Botwell Green Bowling Club. Works completed, all invoices paid. Balance earmarked to Pinkwell Park improvements - see update on E/42/140J. No time constraints for expenditure.
E/17/26D (see: PT/56 & PPR/18 )	Botwell	Trident Site, Phase 3 Stockley Park - Lake Farm & Botwell Green Play Area 3797/P/94/335	1,323,400.00	1,187,301.83	1,187,209.83	276.00	136,098.17	0.00	Balance for Lake Farm. Friends of Lake Farm now agreed scope of works. Engineering Consultancy have been commissioned to commence works to enhancing slope of BMX track. Botwell Green Play area complete. See Cabinet report 18 December 2003. Spend due to engineering consultancy fees and drawings. Planning permission for skate park granted. Spend for consultancy fees preparing the tender document and CDM (Construction and demolition management preparation). No time limits.
E/21/74C (see: PT/65, EYL/40 & E/20)	Uxbridge North	Land at Johnson's Yard - Uxbridge TC CCTV 53936/APP/2002/1357	5,389.15	5,180.57	5,180.57	0.00	208.58	0.00	Funds received for the Uxbridge Town Centre CCTV Initiative. No time constraints. Improvement works completed April 2005. No additional works have been identified to date that would be in accordance with the terms of the legal agreement. Interest accrued.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	TOTAL INCOME	TOTAL EXPENDITURE	2009 / 2010 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2009)
			AS AT 30/9/09	AS AT 30/9/09	AS AT 30/6/09	AS AT 30/9/09	AS AT 30/9/09	To 30/9/09	AS AT 30/9/09	AS AT 30/9/09	
E/22/97B (see: PT/69)	Botwell	Land at West Drayton Depot, Stockley Road West Drayton - Monitoring of Noise & Dust Emissions 2760/APP/2003/2816	5,622.02	354.45	5,622.02	354.45	0.00	0.00	5,267.57	0.00	Monitoring of Noise and Dust emissions. Interest accrued. Funds spent on noise and dust emissions monitoring. Unspent funds at 4 May 2011 to be refunded.
E/24/62 (See also PT/60 & PPR/23)	Brunel	Land at Lyon Industrial Estate, High Rd, Cowley - Uxbridge Cowley Initiative (Employment Training, Air Quality & Highway Works) 51095/APP/2000/1004	14,368.39	5,276.45	14,368.39	1,438.70	5,276.45	9,091.94	0.00	0.00	Towards Uxbridge/Cowley Initiative. Allocated to Air Quality Action Plan projects. This is a portion of a £30k contribution to be applied towards all or some of 4 different project areas. £1K income transferred to PPR/23. Interest accrued. No time constraints. <b>Spend towards operation of air quality monitoring stations in the borough.</b>
E/26/93 (Formerly PT/33)	Heathrow Villages	H.S.A Land, Bath Road 41687/S/98/16	12,396.46	8,441.07	12,396.46	8,441.07	0.00	0.00	3,955.39	0.00	Available for Environmental Improvements in Bath Rd area. Balance allocated to improvements scheme at Berkeley Meadows also using funds at E/10/65. See update at E/10/65. Interest accrued. No time constraints. Spend towards tree planting.
E/28/71 (Formerly PT/40)	Botwell	Land at Hendrick Lovell, S.W of Dawley Road, Hayes 43554/C/92/787	12,692.00	267.81	12,692.00	267.81	0.00	0.00	12,424.19	0.00	Landscaping works (12.69K). Limited to specific area of land. Delays caused by land being in Stockley Park Consortium ownership. Green Spaces team is looking into the potential for a scheme within the parameters of the legal agreement. Site overgrown preventing planting trees in preferred location. The trees officer has suggested two locations on the site where they could be planted instead. Officers currently considering feasibility. No time constraints.
E/29/94D	Yiewsley	Land to the West of Stone Close, Horton Road, Yiewsley / 54822/APP/2000/424 (outline) & 54822/APP/2003/718 (full)	2,938.47	0.00	2,938.47	0.00	0.00	0.00	2,938.47	0.00	Unspent funds at 06/07/09 to be refunded. Funds transferred from PT/41. For landscaping a strip of land adjoining the site. Officers investigating options. Interest accrued. Any money not spent within 7 years of receipt of funds (i.e. by 17 February 2010) must be returned to the developer.
E/32/01 (Formerly PT/43/01)	Townfield	Sainsbury Minet Site - Grapes Junction / 40601/H/91/1970	1,008,500.00	830,798.57	1,008,500.00	830,798.57	0.00	0.00	177,701.43	0.00	The balance has been included in s106 dated 10 May 2004 for Lombardy Retail Park, Coldharbour Lane for the Council to use the funds for the following specified improvements: (i) provision of CCTV coverage on the land (ii) provision of safety enhancements (iii) provision of environmental improvements to Uxbridge Rd (iv) provision of either CCTV within the wider area of the land, junction improvements at Springfield Road/Uxbridge Road, or installation of bollards and lighting along Springfield Road, or other similar schemes in the vicinity of the site to be agreed in writing by the developer. Sainsbury has given approval for a scheme in Lombardy Park. Playground works are complete. Officers are currently chasing quotes on CCTV systems. Further play equipment installed. Unspent funds to be repaid by 12 January 2011.
E/36/140E	Pinkwell	MOD Records Office, Stockley Road, Hayes 18399/APP/2004/2284	53,279.31	53,281.08	53,279.31	49,384.75	7,096.33	-1.77	0.00	0.00	Air Quality contribution received. To be used towards the implementation measures identified in the Council's Air Quality Action Plan. Interest accrued. Funds to be spent within 7 years (i.e. by 14 October 2012). <b>Spend on the Council's Air Quality monitoring programme.</b>
E/38/153B	Heathrow Villages	Polar Park, Bath Road, Harmondsworth 2964/APP/2002/1436 & 1437	10,000.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00	10,000.00	Funds received towards Air Quality initiatives in the borough. No time constraints.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2009 / 2010 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2009)
			AS AT 30/9/09	AS AT 30/6/09	AS AT 30/9/09	AS AT 30/6/09	To 30/9/09	AS AT 30/9/09	AS AT 30/9/09	
E/40/155C	West Drayton	Fmr RAF West Drayton, Porters Way, West Drayton 5107/APP/2005/2082	20,771.85	20,771.85	0.00	0.00	0.00	20,771.85	0.00	Funds received towards Air Quality initiatives in the borough. Interest bearing account, time limit on spend 3 years following receipt i.e. 05/12/2009. Funds allocated to air quality monitoring station in local area.-Commissioned April 09.
E/42/140J	Pinkwell	MOD Records Office Stockley Road/Bourne Avenue, Hayes 18399/APP/2004/2284	104,308.09	104,308.09	25,156.76	27,152.76	-1,996.00	79,151.33	0.00	To be applied towards the provision and maintenance of open space and recreational facilities within the area of the site. £25,000 allocated to Bourne Park Playing Fields. Balance allocated to Pinkwell Park. Drainage works to the Bourne Park Playing Fields are now complete. Funds not spent including interest within 7 years of receipt (i.e. 3 January 2014) are to be repaid. A programme of works is being drawn up by the area officer, including path works and play equipment. Awaiting result of Mayor of London Funding before further works. <b>£1,996 spend towards play equipment transferred to E/45 due to miscoding.</b>
E/43/1B	Townfield	Lombardy Retail Park, Coldharbour Lane, Hayes 4060/1/APP/2002/1710	11,898.12	11,898.12	8,176.08	9,614.78	2,506.68	3,722.04	0.00	To be applied for the purposes of monitoring air quality within the Borough and carrying out projects or promoting initiatives to raise public awareness of air pollution issues within the Borough. Unspent funds as at 5 years of receipt (12 January 2011) are to be repaid. <b>Spend towards Borough's air quality monitoring programme.</b>
E/44/174B	Heathrow Villages	Terminal 2, Heathrow 62360/APP/2006/2942	25,000.00	25,000.00	2,712.00	2,712.00	2,712.00	22,288.00	0.00	Funds received towards the implementation and monitoring of the Council's Air Quality Action Plan. Funds not spent by 16 November 2015 are to be repaid. Spend towards operation of air quality monitoring stations in the borough.
E/45/155D	West Drayton	Former RAF - Porters Way, West Drayton 5107/APP/2005/2082	126,918.75	126,918.75	1,996.00	0.00	1,996.00	124,922.75	0.00	Funds received for sports/recreation facilities or upgrading existing facilities for older children/teenagers at Stockley Recreation Ground (Mulberry Parade) Funds not spent by 10 December 2010 are to be repaid. Plans for new play area are being drawn up. <b>Spend towards new play equipment.</b>
E/46/176B	Northwood	Former True Lovers' Knot Public House, Rickmansworth Road, Northwood 27717/APP/2007/1440	21,195.00	21,195.00	0.00	0.00	0.00	21,195.00	0.00	Funds received towards the costs of providing environmental improvements at "The Gravel Pits" within the vicinity of the Development or other green space within the Borough. No time constraints. Area officer is drawing up a programme of works to be implemented at this site.
E/47/177B	Manor	41-55, Windmill Hill, Ruislip planning ref.48283/APP/2006/2353	38,258.39	38,258.39	0.00	0.00	0.00	38,258.39	0.00	Funds received towards open green space and recreational open space within a 3 mile radius of the land. This sum includes approximately £8k for bins and benches, and £30k for children's play space. Funds not spent within 5 years of receipt (24 December 2012) are to be refunded. Officers currently drawing up a programme of works for Wairrender Park.

FINANCIAL UPDATE ON SECTION 106 AND 278 AGREEMENTS AT 30 SEPTEMBER 2009

APPENDIX 1

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2009 / 2010 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2009)
			AS AT 30/9/09	AS AT 30/6/09	AS AT 30/9/09	AS AT 30/6/09	To 30/9/09	AS AT 30/9/09	AS AT 30/9/09	
E/48/181A	West Ruislip	Bury Wharf, Bury Street Ruislip. Planning ref. 19033/APP/2007/3269	2,030.70	2,030.70	1,315.31	1,315.31	0.00	715.39	0.00	Funds received for an interpretation sign to be located in the nearby plot of land known as Murphy's field, more particularly described as Public Open Space to the south of the development site immediately adjoining Ducks Hill Road. Funds not spent prior to 8 February 2013 are to be refunded. Project complete, awaiting invoices. Spend against revenue account, costs to be journalled to show for March quarter. Journal completed.
E/49/179B	Botwell	555-559 & r/o 51-553 Uxbridge Road. Hayes planning ref. 41390/APP/2006/1346	33,912.00	33,912.00	17,755.00	17,755.00	0.00	16,157.00	0.00	Funds received towards improvement to the open space facilities at Rosedale Park adjoining the land. No time limits. Spend towards improvements to Park Pavilion.
E/50/180B	Northwood Hills	16, Watford Rd and 36, Brookend Drive, Northwood planning ref. 62535/APP/2007/2726	20,253.00	20,253.00	0.00	0.00	0.00	20,253.00	0.00	Funds received towards the costs of providing local open space facilities at Firthwood Park within the vicinity of the development or other green spaces within the borough of Hillingdon. No time limits. Officers looking at programme of improvements for Firthwood Park.
E/51/186C	Yiewsley	92-104, High St., Yiewsley 59/189/APP/2005/3476	60,616.20	60,616.20	0.00	0.00	0.00	60,616.20	0.00	Funds received towards open space improvements at Yiewsley Recreation Ground. Funds unspent at 20/04/2015 to be returned.
E/52/190B	Uxbridge	Armstrong House & The Pavilions 43742/APP/2006/252	104,000.00	104,000.00	0.00	0.00	0.00	104,000.00	0.00	Funds received towards improvements to open space /recreation facilities at Fasnidge Park and/or cycle links to the park. Funds unspent as at 29/7/2015 must be returned. Funds allocated towards a scheme of improvements at Fasnidge Park (Cabinet Member decision 21/10/09).
E/53/192B	Uxbridge	128/127, Waterloo Road Uxbridge 2325/APP/2006/3452	20,913.64	20,913.64	0.00	0.00	0.00	20,913.64	0.00	Funds received towards provision of public open space in the locality of the site. Officers looking at a programme of improvements to Rockingham Recreation Ground. No time limits.
E/54/194D	Uxbridge	Frays Adult Education Centre, Harefield Road, Uxbridge. 18732/APP/2006/1217	44,509.05	44,509.05	33,689.05	0.00	33,689.05	10,820.00	0.00	Funds received towards the provision of open space facilities within the Borough of Hillingdon. No time limits. Funds allocated to Hillingdon Court Park (reconstruction of the bowling green). Cabinet Member decision 20/7/09. Scheme completed October 09.
E/55/203	Hayes	Tarmac Site, Pump Lane Hayes. 19377/APP/2007/3089 & 2008/693	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00	Funds received towards an air quality management study in the surrounding land (to be conducted only after the planning permission has been implemented).
E/56/200C	Manor	Former Ruislip Manor Library, Victoria Road, Ruislip. 14539/APP/2008/2102	5,652.00	5,652.00	0.00	0.00	0.00	5,652.00	5,652.00	Funds received towards improvements to nearby open space facilities. No time limits for spend.
E/57/205D	Eastcote	RAF Eastcote, Lime Grove, Ruislip. 10189/APP/2004/1781	118,803.95	0.00	0.00	0.00	0.00	118,803.95	118,803.95	Contribution received towards the provision or improvement of sports facilities within a 3000m radius of the land. Funds to be spent by September 2014.
E/58/205E	Eastcote	RAF Eastcote, Lime Grove, Ruislip. 10189/APP/2004/1781	28,275.50	0.00	0.00	0.00	0.00	28,275.50	0.00	Contribution received to improve the High Grove Nature Reserve and upgrade the path network. Works are specified in the agreement. Funds to be spent by 2011.
		ENVIRONMENT SUB - TOTAL	3,375,458.46	3,228,379.01	2,247,837.48	2,207,761.05	72,366.93	1,127,620.98	134,455.95	
<b>PORTFOLIO: SOCIAL SERVICES, HEALTH AND HOUSING</b>										

FINANCIAL UPDATE ON SECTION 106 AND 278 AGREEMENTS AT 30 SEPTEMBER 2009

APPENDIX 1

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2009 / 2010 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2009)
			AS AT 30/9/09	AS AT 30/6/09	AS AT 30/9/09	AS AT 30/6/09	To 30/9/09	AS AT 30/9/09	AS AT 30/9/09	
H1/152C *40	Brunel	Middlesex Lodge, 189 Harrington Road, Hillingdon 12484/APP/2005/1791	8,903.60	8,903.60	0.00	0.00	0.00	8,903.60	0.00	Funds received to provide for healthcare facilities and places. The PCT has started work on moving a GP to a new site that will allow them to increase the provision of services. PCT to send details to allow a decision to be made as to whether allocation of these s106 funds is appropriate. No time limit on expenditure.
H2/160B	Uxbridge North	9-15 Harefield Rd, Uxbridge 59532/APP/2005/2401	300,000.00	300,000.00	0.00	0.00	0.00	300,000.00	0.00	Funds received as a contribution towards the provision of off site Affordable housing in the borough. Funds allocated towards HRA Pipeline sites project currently being implemented. Spend anticipated during this financial year. Not an interest bearing account, time limit on spend 5 years following receipt i.e. 04/12/2011.
H3/155A *41	West Drayton	Fmr RAF West Drayton, Porters Way, West Drayton 5107/APP/2005/2082	149,836.62	149,836.62	0.00	0.00	0.00	149,836.62	0.00	Funds received as half of the contribution. To be used solely for the provision of general practitioner services within a 2 mile radius of the Site. The PCT has identified potential use of the funds to expand an existing GP surgery within walking distance of Porters Way. PCT to send details to allow a decision to be made as to whether allocation of these s106 funds is appropriate. Time limit on expenditure 3 years following receipt i.e. 05/12/2009. Second half of contribution received 9/12/08. Funds to be spent by Dec 2011.
H4/140H *43	Pinkwell	MCD Records Office Stockley Road/Bourne Avenue, Hayes 18389/APP/2004/2284	53,495.95	53,495.95	0.00	0.00	0.00	53,495.95	0.00	To be applied towards the costs of providing primary health care facilities within the Borough. Funds not spent including interest within 7 years of receipt (3 January 2014) are to be repaid.
H5/161C *44	West Drayton	Former Honeywell Site, Trout Road, West Drayton 335/APP/2002/2754	51,117.73	51,117.73	0.00	0.00	0.00	51,117.73	0.00	To be applied only towards the provision of new health care facilities within premises to be constructed at the corner of High Street and St Stephens Road, Yiewsley. The PCT is working on a project to re-house 3 GP practices in the Yiewsley High Street area to allow for additional GP services to be provided and capacity expanded. New community nursing services will also be available. PCT to send details to allow a decision to be made as to whether allocation of these s106 funds is appropriate. Unexpended funds after 7 years of receipt (7 March 2014) are to be refunded including interest.
H6/170C *48	Botwell	11-21, Clayton Rd., Hayes 56840/APP/2004/630	30,527.21	30,527.21	0.00	0.00	0.00	30,527.21	0.00	To be applied towards the costs of providing primary health care facilities within the Borough. Funds not spent by 31 August 2012 are to be repaid.
H7/149D *50	Botwell	Hayes Goods Yard 10057/APP/2004/2996 & 2999	180,795.00	180,795.00	0.00	0.00	0.00	180,795.00	0.00	£2,953.08 received for primary health care facilities in the Borough as necessitated by the development. Unspent funds at 29 November 2014 are to be repaid. Further £156,801.92 received (Oct 08) towards same purpose. Unspent funds as at Oct 2015 are to be repaid. Further additional funds received (Jun 09) towards the same purpose (£21,040). Unspent funds as at Jun 2016 are to be repaid.
H8/186D *54	Yiewsley	92-105, High St, Yiewsley 59189/APP/2005/3476	15,549.05	15,549.05	0.00	0.00	0.00	15,549.05	0.00	Funds received towards the cost of providing additional primary health facilities in the Borough. Funds not spent by 20/04/2015 must be returned.
H9/184C *55	West Ruislip	31-46, Pembroke Rd, Ruislip 59816/APP/2006/2896	21,675.10	21,675.10	0.00	0.00	0.00	21,675.10	0.00	Funds received towards primary health care facilities within a 3 mile radius of the development. Funds not spent by 01/07/2015 must be returned to the developer.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2009 / 2010 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2009)
			AS AT 30/9/09	AS AT 30/6/09	AS AT 30/9/09	AS AT 30/6/09	To 30/9/09	AS AT 30/9/09	AS AT 30/9/09	
H/10/190D *56	Uxbridge	Armstrong House & The Pavilions. 43742/APP/2006/252	43,395.00	43,395.00	0.00	0.00	0.00	43,395.00	0.00	Funds received towards primary health care facilities in the borough. Funds not spent by 29/7/2015 are to be returned to the developer.
H/11/195B *57	Ruislip	Highgrove House, Eastcote Road, Ruislip. 10622/APP/2006/2494	3,156.00	3,156.00	0.00	0.00	0.00	3,156.00	0.00	Funds received towards the provision of local health care facilities in the vicinity of the site. No time limits.
H/12/197B *58	Ruislip	Windmill Public House, Pembroke Road, Ruislip. 11924/APP/2006/2632	11,440.00	11,440.00	0.00	0.00	0.00	11,440.00	0.00	Funds received for the provision of health care facilities in the Uxbridge area. Funds to be spent within 5 years of receipt (Feb 2014).
H/13/194E *59	Uxbridge	Frays Adult Education Centre, Herefield Road, Uxbridge. 18732/APP/2006/1217	12,426.75	12,426.75	0.00	0.00	0.00	12,426.75	0.00	Funds received towards the provision of healthcare facilities in the Borough. No time limits.
H/14/206C *64	Uxbridge	111 to 117 High St, Uxbridge. 6948/APP/2007/1326.	10,651.50	0.00	0.00	0.00	0.00	10,651.50	0.00	Funds received towards the provision of health care facilities in the borough. Funds to be spent by 2014.
H/15/205F *65	Eastcote	RAF Eastcote, Lime Grove, Ruislip. 10189/APP/2004/1781	184,653.23	0.00	0.00	0.00	0.00	184,653.23	0.00	Funds received towards the cost of providing primary health care facilities within the Eastcote and East Ruislip ward boundary. Funds to be spent by September 2014.
		<b>HOUSING SUB-TOTAL</b>	<b>1,077,622.74</b>	<b>882,318.01</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,077,622.74</b>	<b>0.00</b>	
		<b>SECTION 106 SUB - TOTAL</b>	<b>20,886,688.28</b>	<b>18,295,219.32</b>	<b>8,945,641.26</b>	<b>8,883,379.43</b>	<b>209,031.33</b>	<b>11,941,047.02</b>	<b>2,718,515.30</b>	
		<b>GRAND TOTAL ALL SCHEMES</b>	<b>22,985,014.54</b>	<b>20,319,698.58</b>	<b>9,645,796.57</b>	<b>9,556,634.24</b>	<b>240,486.43</b>	<b>13,339,217.97</b>	<b>2,718,515.30</b>	
<b>NOTES</b>										
The balance of funds remaining must be spent on works as set out in each individual agreement.										
Bold and strike-through text indicates key changes since the Cabinet report for the previous quarter's figures.										
Income figures for schemes within shaded cells indicate where funds are held in interest bearing accounts.										
* Denotes funds the Council is unable to spend currently (totals £3,467,127.17):										
*2: PT/05 £361,797.30 is restricted to public transport serving London Heathrow and subject to approval from BAA and bus operators.										
*14: PT/278/55 £166,027.95 is to be held as a returnable security deposit for the highway works (to be later refunded)										
*16: PT/278/27 £576,656.68 is to be held as a returnable security deposit for the highway works (to be later refunded).										
*18: PT/278/34 £194,910.65 includes a returnable security deposit for the highway works (to be later refunded) plus interest.										
*19: PT/41 £20,600.23 currently unspendable of which £15,209.04 relates to an unimplemented permission and £4,776.88 for public transport in Uxbridge.										
*20: PT/278/44 £33,739.11 includes a returnable security deposit for the highway works (to be later refunded) plus interest.										
*22: PT/278/30 £5,000.00 is to be held as a returnable security deposit for the highway works (to be later refunded)										
*23: PT/278/49 £65,584.55 includes a returnable security deposit for the highway works (to be later refunded) plus interest and funds for TTL costs.										
*24: PT/25 £37,425.09 reasonable period' for expenditure without owner's agreement has lapsed										

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2009 / 2010 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2009)
			AS AT 30/ 9/09	AS AT 30/6/09	AS AT 30/9/09	AS AT 30/6/09	To 30/ 9/09	AS AT 30/ 9/09	AS AT 30/ 9/09	
*28: PT/24			£23,639.34							
*32: PT/278/46			£5,000.00							
*33: PT/18			£75,155.59							
*38: PT/888/140C			£752,351.07							
*40: H/1			£8,903.60							
*41: H/3			£149,836.62							
*42: PT/278/60/147I			£68.98							
*43: H/4			£53,495.95							
*44: H/5			£51,117.73							
*46: PT/888/140F			£73,174.40							
*47: PT/37/40E			£32,805.42							
*48: H/6			£30,527.21							
*49: PT/278/63			£5,000.00							
*50: H/7/149D			£180,795.00							
*51: PT/278/62/149)			£5,000.00							
*52: PT/278/65			£5,000.00							
*53: PT/37/40B-C			£187,428.07							
*54: H/8/186D			15,549.05							
*55: H/9/184C			£21,675.10							
*56: H/10/190D			£43,395.00							
*57: H/11/195B			£3,156.00							
*58: H/12/197B			£11,440.00							
*59: H/13/194E			£12,426.75							
*60: PT/278/76			£5,000.00							
*61: PT/11/10/198B			£14,240.00							
*62: PT/278/197			£23,000.00							
*63: PT/11/12/205A			£20,000.00							
*64: H/14/206C			£10,651.50							
*65: H/15/205F			£184,653.23							
			£3,467,127.17							

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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