



HILLINGDON  
LONDON



# Corporate Services and Partnerships Policy Overview Committee

## Councillors on the Committee

Richard Lewis (Chairman)  
Michael White (Vice-Chairman)  
Robin Sansarpuri (Labour Lead)  
Raymond Graham  
Anita MacDonald  
Carol Melvin

**Date:** THURSDAY, 11  
NOVEMBER 2010

**Time:** 7.30 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

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

Published: 3 November 2010

Contact: Khalid Ahmed  
Tel: 01895 250833  
Fax: 01895 277373  
Email: [kahmed@hillington.gov.uk](mailto:kahmed@hillington.gov.uk)

This Agenda is available online at:

<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=243&MId=669&Ver=4>

Lloyd White  
Head of Democratic Services  
London Borough of Hillingdon,  
3E/05, Civic Centre, High Street, Uxbridge, UB8 1UW  
[www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)



INVESTOR IN PEOPLE

# Useful information

Bus routes 427, U1, U3, U4 and U7 all stop at the Civic Centre. Uxbridge underground station, with the Piccadilly and Metropolitan lines, is a short walk away. Limited parking is available at the Civic Centre. For details on availability and how to book a parking space, please contact Democratic Services

Please enter from the Council's main reception where you will be directed to the Committee Room. An Induction Loop System is available for use in the various meeting rooms. Please contact us for further information.

Please switch off any mobile telephones and BlackBerries™ before the meeting. Any recording of the meeting is not allowed, either using electronic, mobile or visual devices.

If there is a FIRE in the building the alarm will sound continuously. If there is a BOMB ALERT the alarm sounds intermittently. Please make your way to the nearest FIRE EXIT.



# **Policy Overview**

## **About this Committee**

This Policy Overview Committee (POC) will undertake reviews in the areas covered by the Deputy Chief Executive's Office and Finance and Resources Directorate and can establish a working party (with another POC if desired) to undertake reviews if, for example, a topic is cross-cutting.

This Policy Overview Committee will consider performance reports and comment on budget and service plan proposals for the Deputy Chief Executive's Office and Finance and Resources Directorate.

The Cabinet Forward Plan is a standing item on the Committee's agenda.

The Committee will not consider call-ins of Executive decisions or investigate individual complaints about the Council's services.

## Terms of Reference

The Constitution defines the terms of reference for Policy Overview Committees as:

1. To conduct reviews of policy, services or aspects of service which have either been referred by Cabinet, relate to the Cabinet Forward Plan, or have been chosen by the Committee according to the agreed criteria for selecting such reviews;
2. To monitor the performance of the Council services within their remit (including the management of finances and risk);
3. To comment on the proposed annual service and budget plans for the Council services within their remit before final approval by Cabinet and Council;
4. To consider the Forward Plan and comment as appropriate to the decision-maker on key decisions which relate to services within their remit (before they are taken by the Cabinet);

Policy Overview Committees will not investigate individual complaints.

This Committee performs the Policy Overview role in relation to the following services:

1. human resources and personnel service;
2. e-Government and ICT;
3. democratic services;
4. legal services;
5. the Council's property portfolio, including property and asset acquisition and disposal, and capital programme;
6. corporate finance, including:
  - a. development of a medium term budget strategy;
  - b. scrutiny of the Council's management of its resources;
  - c. reviewing the operation of the Council's financial rules making proposals to the Cabinet and/or Council for their development
7. the Council's overall performance and corporate improvement work particularly in relation to the Comprehensive Performance Assessment and Corporate Assessment;
8. economic development and single regeneration budget;
9. the Local Strategic Partnership and Community Strategy;
10. Local Area Agreement;

11. community partnerships and the Council's voluntary sector strategy;
12. corporate aspects of diversity & equalities policy;
13. Best Value;
14. any other cross-cutting portfolios that might be created and any functions not included within the remit of the other Policy Overview Committees.

# Agenda

- 1 Apologies
- 2 Declarations of Interest
- 3 Minutes of meeting held on 13 October 2010 (**Pages 1-7**)
- 4 Exclusion of Press and Public  
To confirm the items of business marked Part I will be considered in public and that the items marked Part II will be considered in private.
- 5 Major Review - Census 2011 - To Look at How This Council can contribute to Improving the Population Data For the Borough (**Pages 9-19**)
- 6 Progress on Implementation of Recommendations made by the POC on Recent Reviews (**Pages 21-32**)
- 7 Work Programme 2010/11 (**Pages 33-36**)
- 8 Cabinet Forward Plan (**Pages 37-43**)

## Minutes

**Corporate Services and Partnerships Policy  
Overview Committee  
Wednesday, 13 October 2010  
Meeting held at Committee Room 6 - Civic Centre,  
High Street, Uxbridge UB8 1UW**



	<p><b>Members Present:</b> Councillors Richard Lewis (Chairman), Raymond Graham, Shirley Harper-O'Neill, Anita MacDonald, Robin Sansarpuri and Michael White.</p> <p><b>Apologies:</b> Councillor Carol Melvin (Councillor Shirley Harper-O'Neill substituting)</p> <p><b>Officers:</b> Ben Lea (Schools Resource Manager – Finance and Resources), Pam Nash (Strategic Information Officer, Deputy Chief Executive's Office) and Khalid Ahmed (Democratic Services Manager).</p> <p><b>Witnesses:</b> Mohamud Ali (Community Adviser – Office for National Statistics), Amanda King (Area Manager for Office for National Statistics) and Nick O'Donnell (Head of Stakeholder Management for Office for National Statistics)</p>		
23.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>None.</p>		
24.	<p><b>MINUTES OF THE MEETING HELD ON 7 SEPTEMBER 2010</b></p> <p>Agreed as an accurate record.</p>		
25.	<p><b>EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>It was agreed that all items of business were considered in public.</p>		
26.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;"> <p><b>MAJOR REVIEW – CENSUS 2011 – TO LOOK AT HOW THIS COUNCIL CAN CONTRIBUTE TO IMPROVING THE POPULATION DATA FOR THE BOROUGH</b></p> <p>Members were provided with a report which provided details of progress made on the review so far, together with details of information which had been requested at the last meeting.</p> <p>Nick O'Donnell, Head of Stakeholder Management and Amanda King, Area Manager for Office for National Statistics (ONS) attended the meeting and provided the review with an update on progress so far in relation to the preparation of the Census.</p> <p>Members were informed that for across Hillingdon, the Census</p> </td> <td style="width: 20%; padding: 5px; vertical-align: top;"> <p><b>Action By:</b></p> </td> </tr> </table>	<p><b>MAJOR REVIEW – CENSUS 2011 – TO LOOK AT HOW THIS COUNCIL CAN CONTRIBUTE TO IMPROVING THE POPULATION DATA FOR THE BOROUGH</b></p> <p>Members were provided with a report which provided details of progress made on the review so far, together with details of information which had been requested at the last meeting.</p> <p>Nick O'Donnell, Head of Stakeholder Management and Amanda King, Area Manager for Office for National Statistics (ONS) attended the meeting and provided the review with an update on progress so far in relation to the preparation of the Census.</p> <p>Members were informed that for across Hillingdon, the Census</p>	<p><b>Action By:</b></p>
<p><b>MAJOR REVIEW – CENSUS 2011 – TO LOOK AT HOW THIS COUNCIL CAN CONTRIBUTE TO IMPROVING THE POPULATION DATA FOR THE BOROUGH</b></p> <p>Members were provided with a report which provided details of progress made on the review so far, together with details of information which had been requested at the last meeting.</p> <p>Nick O'Donnell, Head of Stakeholder Management and Amanda King, Area Manager for Office for National Statistics (ONS) attended the meeting and provided the review with an update on progress so far in relation to the preparation of the Census.</p> <p>Members were informed that for across Hillingdon, the Census</p>	<p><b>Action By:</b></p>		

	<p>field operation consisted of an Area Manager, 15 Coordinators and 1 shared Community Advisor. In addition, there would be approximately 140 collectors and special enumerators,. Exact numbers would be decided and communicated in early November. The Community Advisor, Mohamud Ali introduced himself to Members and explained that he was a representative of the Somali community and would be working across Hillingdon, Hounslow and Ealing.</p> <p>A number of issues were raised and these included:</p> <ul style="list-style-type: none"> <li>• Members were reminded that this Council's Communications Strategy for the Census was drafted. However ONS had yet to release details of the national publicity / communications strategy as this has been delayed pending Government restrictions on marketing spend. ONS hopes to share its plans with local authorities in late November. Members expressed some concern at this as this authority had to co-ordinate its communications and publicity with that of ONS</li> <li>• Members were assured that there would be a national advertising campaign in February and this would involve TV and radio commercials to raise awareness of the 2011 Census and highlight to the public the importance of filling in the Census questionnaire. In addition technology such as Facebook, Twitter etc would be used to engage with younger people</li> <li>• The Council's Communication's Team, pending finalisation of the national communication's strategy, planned to utilise all existing communications channels to help encourage returns of the Census questionnaire including the Council magazine, Hillingdon People, the Council's website, social media, news media and resident engagement</li> <li>• The emphasis of engagement should not just be to focus on minority ethnic groups, but should be to focus on all of the general public. This was because there was evidence to suggest that there were particular groups of the general public as a whole who needed to be aware of the importance of participation in the Census</li> <li>• The Census Local Partnership Group would focus on the general public as a whole where maximum engagement would take place</li> <li>• The Community Advisor would be working with all religious and community groups for the Somali population at community events across the Borough. Reference was made to a community event which would be taking place with the West London Somaliland community in Hayes on 15 October 2010</li> <li>• Regarding the use of data obtained from the Council, the public would be assured that the data would not be</li> </ul>	<p><b>Action By:</b></p>
--	--	--------------------------



	<p>of a personal nature or at individual level, but would be at an aggregate level to enable data quality assurance. This would be publicised to ensure the public were assured of confidentiality.</p> <ul style="list-style-type: none"> <li>• Reference was made to data on maternity rates and ONS said they would check on this to see if this information could be used for the Census</li> <li>• Voluntary organisations had also been contacted as they held useful data</li> <li>• Radio was being used to promote the Census and reference was made to the Area Manager for ONS presenting a Census launch on Hayes FM radio on 18 October. The use of Hospital Radio would also be investigated as a source of publicity for the Census</li> <li>• Brunel University and other further and higher education establishments within the Borough would be targeted for engagement as there had to be a strong message conveyed to students and the youth population in general. Engagement with relevant university managers would also be carried out by the Area Manager later this year to agree arrangements for enumerating students.</li> <li>• Reference was made to future housing developments such as the proposals for RAF Uxbridge and it was reported that for the purpose of the Census, population projections from future housing developments would be used</li> <li>• In relation to the issue of refugees and asylum seekers, ONS confirmed that it had been in contact with the Borders Agency and the immigration and detention centres to capture information about the number of refugees and asylum seekers within the Borough.</li> <li>• Reference was made to a scrutiny review into the Census which Crawley Borough Council plans to undertake and Members felt it would be useful to make contact with them as Gatwick airport falls within the LA boundary.</li> <li>• ONS was working closely with both London Councils and the Greater London Authority to develop a plan London partnership plan. This would capture the marketing and communication activities across London and would look to set out what actions the Mayor might undertake.</li> </ul> <p>The Schools Resource Manager for Finance and Resources attended the meeting and provided the review with information relating to the financial impact on the Council of undercounting the Census, specifically in relation to the Government Grant the Council received. The points he made were as follows:</p> <ul style="list-style-type: none"> <li>• Census data was more critical to the long term financial planning of the Council than the short term. There was</li> </ul>	<p><b>Action By:</b></p> <p><b>Amanda King</b> / <b>Nick O'Donnell</b></p>
--	--	--

	<p>no short term gain to this Council from the data produced from the Census</p> <ul style="list-style-type: none"> <li>• The data provided was used for the Sustainable Community Strategy which set out Hillingdon's Local Strategic Partnerships aims and ambitions for the Borough over the next 10 years</li> <li>• Census population data would not immediately impact on Government grant allocations to this Council. Formula grant distribution for 2011/12 would be based on ONS 2008 based Sub-National Population Projections which were released in May 2010</li> <li>• The earliest time that the population data from the 2011 Census would filter through and impact on the Council in terms of grants, would be around 2014/2015. However, once in the funding system, Census population data stayed in the population estimates for a long time, since all ONS population estimates and projections were ultimately based on adjustments to the fixed Census count</li> <li>• One of the main groups believed to be undercounted were recent migrants. Concerns over undercounting of migrants in ONS population estimates peaked in 2007 and had generally receded since then, based on three key factors:- the impact of the recession, a tightening of visa restrictions and an improvement in ONS methodologies for identifying the impact of migrants on population estimates</li> <li>• A significant demographic issue currently impacting on the Council was the increase in live births in the Borough and the impact of this on the future demand for primary school places. The Census would provide a key barometer of this trend and the opportunity to compare the Census population count with other local data generated through the annual school census and early years census and Primary Care Trust data. Schools funding for the Borough was not dependent on ONS Census data but rather on the education censuses</li> <li>• Members were provided with an illustration of the impact of population changes within the Government's distribution model for Formula Grant</li> <li>• In the current year the Council received £84.4m in Government grants which was based on 2008 sub national projections. If the only change to the model was to increase Hillingdon's population by 5,000, then the Council's formula grant would increase by £78,000, or after floor damping by £23,000. However, if the only change to this model was to increase Hull's population by 5,000, then Hillingdon's formula grant would increase by £1.5m, or after floor damping by £326,000</li> <li>• Allocations to authorities within the formula were made relative to the authorities with the most extreme</li> </ul>	<p><b>Action By:</b></p>
--	---	--------------------------

	<p>characteristics, e.g the lowest levels of need, the lowest ability to raise resources from Council Tax etc. Hull has a similar ONS estimated population to this Borough and has the lowest ability to raise resources from Council Tax in England, due to the low value of its housing stock relative to its population. Hence a change in Hull's population has a redistributive effect far in excess of the proportion of its share of the population of the country as a whole.</p> <ul style="list-style-type: none"> <li>• In the short term and under the current funding model it would be around 15 times more effective for the Council to be assisting ONS to count the population of Hull than Hillingdon's own population</li> <li>• This underlines the instability contained in the current formula grant distribution rather than any reason not to ensure that the Census count in Hillingdon was as accurate as possible</li> <li>• Although there were no immediate plans to do so, it was possible that funding distribution systems could change significantly over the medium to long term.</li> </ul> <p><b>Community Engagement meeting</b></p> <p>Reference was made to a meeting which took place with community groups, interfaith networks and residents associations on 29 September when the Strategic Information Officer (Assistant Census Liaison Officer) and the Area Manager for ONS gave a presentation on the purpose and aims of the Census. A wide cross section of groups attended the session and proved important as a first step to engaging with people of the Borough. Part of the meeting was aimed at recruiting to the 140 vacancies which were available for Census work within Hillingdon.</p> <p><b>Homes in Back Gardens</b></p> <p>Members were provided with details on the issue raised at the last meeting which related to the problem of people who lived in dwellings in back gardens. The review was informed that the erection of structures in gardens without Planning or Building Control regulation was a particularly challenging issue and was a London wide matter and reflected demand for rented accommodation and gaps in current Planning legislation.</p> <p>Members were informed that based on observations during the Houses in Multiple Occupation (HMO) survey, and counts in a number of streets in Hayes, officers estimated there were between 2000 and 3000 such structures, numbers of which were privately rented, either singly or in multiple- occupation. These structures did not tend to show up in HMO counts or censuses and, where occupied, were likely to be on cash basis.</p>	<p><b>Action By:</b></p>
--	--	--------------------------



	<p>importance of all Members of the Council using their community champion role to promote the Census to all their constituents.</p> <p>Members expressed concern at the delay of the national communications strategy which was delaying this Council's community strategy. Members asked that officers from ONS be invited to the next meeting of this Committee to update the review on the national strategy. In relation to publicising the Census, Members asked that consideration be given to using the many public notice boards within the Borough and that officers be asked to progress this when the Council's communication strategy was finalised.</p> <p>Lastly officers were asked to contact the London Borough of Hounslow, Crawley Borough Council and Dover District Council to ascertain their approaches to the promotion and engagement processes being used for the Census 2011.</p> <p><b>Resolved –</b></p> <ol style="list-style-type: none"> <li>1. That the information provided from the witnesses form part of the evidence for the review.</li> <li>2. That approval be given to the actions outlined above.</li> </ol>	<p><b>Action By:</b></p> <p><b>Emma Marsh</b></p> <p><b>Khalid Ahmed</b></p>
27.	<p><b>WORK PROGRAMME 2010/11</b></p> <p>The report was noted.</p>	
28.	<p><b>CABINET FORWARD PLAN</b></p> <p>The report was noted.</p>	
	<p><b>Meeting closed at 9.00pm</b>  <b>Next meeting: 11 November 2010 at 7.30pm.</b></p>	

These are the minutes of the above meeting. For more information on any of the resolutions please contact Khalid Ahmed on 01895 250833. Circulation of these minutes are to Councillors, Officers, the Press and Members of the Public.

This page is intentionally left blank

## **Major Review - Census 2011 – To look at how this Council can contribute to improving the population data for the Borough**

### **Third Witness session**

**Contact Officer:** Khalid Ahmed  
**Telephone:** 01895 250833

### **REASON FOR ITEM**

To enable the Committee to gather evidence as part of their major review into how this Council can contribute to improving the population data for the Borough. Information is provided in the report which provides the review with details of what other local authorities are doing in terms of promotion and engagement.

### **OPTIONS AVAILABLE TO THE COMMITTEE**

1. Question the witnesses from the Office for National Statistics (ONS)
2. Highlight issues for further clarification and investigation
3. To make a note of possible recommendations for the review

### **INFORMATION**

1. At this Committee's last meeting held on 13 October, Members were given further information from ONS on progress to date in terms of preparations for the Census. Discussion took place on the national publicity and communications strategy for the Census and Members were informed that this had been delayed because of the new Coalition Government's restrictions on marketing spend.
2. Details were given by ONS of the intended national advertising campaign which would be taking place which would involve TV and radio commercials to raise awareness of the 2011 Census. However, this Council's own Communication Strategy could not be finalised until final details of the national strategy were released. Nick O'Donnell and Amanda King of ONS will be in attendance at the meeting to update Members on progress on this.
3. Also at the meeting Members were provided with a copy of a report which had been prepared by Lambeth Council and which looked at the reasons why participation rates in the Census differed amongst different groups of the Community. Members asked that for this meeting details of the measures which the report had proposed to be introduced be provided.

## Lambeth Council – Census Focus Groups

4. Lambeth Council's corporate research and consultation team ran a series of focus groups in May this year with residents from those groups that are known to be less likely to respond to the Census. Four groups were held with young private renters, Black Caribbean, Black American and Polish residents.
5. The research consolidated the findings that these groups were less likely to respond to the Census with the majority of participants stating that they would not complete and return the Census form.
6. The research consolidated the findings that the four above groups are less likely to respond to the Census with the majority of participants stating that they would not complete and return the census form. Reasons given for this were:
  - Lack of awareness of what the purpose of the Census is, and what is it for
  - Not having English as their first language puts people off as well as the length and complexity of the form
  - There was a belief that the Census questionnaire was unimportant as it was addressed 'to the occupier' whereas anything that they should fill in and return would be addressed to them personally
  - There are misconceptions with the Census such as the belief that completion of the Census is optional and that the Council and the government already know the information about them through previous contact with Council services
  - Young private renters expressed the view that they generally do not use Council services and therefore they do not see the improved government funding the Council would get from improved Census responses, as being of any benefit to them
7. The findings of the research emphasised the importance of effective communications in maximising the response rate to the Census in 2011. Suggestions which came out of the research and which could possibly be used for Hillingdon in terms of publicity were:
  - Early implementation of a Census awareness raising campaign
  - A clear explanation of what the Census is, what it is used for and why it is important for residents to participate
  - Localise the message, help people to see it as important to the borough, rather than a national initiative
  - It is important to focus the message around the increased funding the Council would receive from central government and the positive impact this would have on service delivery



- Include some case studies of potential improved service delivery which are relevant to the groups which are least likely to complete the Census
- Emphasise that the money will be spent on better quality services to combat cynicism about Council ineptitude
- Publicise the translation sheet at the back of the envelope and that people can phone a free helpline number or download an information pack in their language
- Give an explanation that the Census questionnaire will only be addressed to the occupier but that it is still an important document
- The targeting of places of worship through engaging with priests and pastors etc
- Targeting foreign newspapers. For example in relation to Polish newspapers; Panorama, Cooltura, Polish Express and websites
- Reference was made to the Census in Poland which is known as Spis Ludnosci. This or other foreign equivalents to the Census could be used in publicity
- Information posters and leaflets about the Census could be left in nurseries, schools, churches, pubs etc. Also in shops selling foreign cuisine.

#### 8. In terms of practical help

- Attending tenants association meetings to explain the importance of the Census, engage with prominent figures on estates to explain and encourage their tenants to complete the Census form
- Run Census sessions in schools to explain to children the importance of the Census and to encourage them to explain to their parents why they should fill the Census forms in
- Front line Council and partnership staff to ask residents that they encounter whether they have completed their census form
- Engage all community faith leaders to pass on information about the Census to their congregations

#### **London Borough of Hounslow**

9. At the last meeting Members asked that officers contact other authorities, including a Port Authority to look at their approaches to promoting the Census and engagement tools which were being used.
10. Hounslow's draft communication strategy is still a work in progress and like Hillingdon's, is dependent on the national campaign. However at this stage Hounslow does have a webpage on the Council's Council and democracy website, which provides residents with information on what the Census is about, why completing the Census questionnaire is important and details on the recruitment of Census staff. Particular reference is made to ONS asking for volunteers from groups of residents who may be

less likely to fill in their Census forms, who would help those people from these groups to fill in their forms.

11. In addition Hounslow has an explanation leaflet for residents which provides key points on the Census and provides easy to understand instructions on how to complete the Census questionnaire.
12. The main points of Hounslow's communications and engagement strategy in support of ONS is to:
  - To Identify those groups who are classified as 'hard to count' groups who had significantly low response rates during the last Census
  - To also identify from local intelligence those groups of people who have a low level of engagement with the Council i.e. private tenants, hard to reach white working class residents, residents with learning difficulties etc
  - Using ONS population estimates, and local intelligence to identify the main cluster areas where these 'hard to count' groups are located
  - Planned communication and engagement activities divided by Council Department and Partner Organisation and working with a Census Stakeholder Group
  - A wide range of activities such as front line staff talking to clients about the importance of the Census, public notices, use of local media, websites, use of youth centres, schools, community centres and voluntary groups and so on

### **Dover District Council**

13. In relation to Dover District Council, contact has been made with the Area Manager of ONS for Dover and the surrounding areas. He has been very active with the migrant communities, being in close contact with all the organisations that offer help and support to recent and longer term migrants within the East Kent area.
14. In summary, promoting the Census completion is being carried out through these organisations who provide support to migrants and all promotional materials are being provided in a variety of languages. It was noted, however that many of these communities were very hesitant to provide official sources with information on themselves. The Roma community which forms a large percentage of the local migrant communities is very difficult to contact as they do not have strong links with churches and do not have identified community leaders. In addition this group have an inherited resistance to giving out information due to the years of persecution they have suffered.
15. Many of the recent and longer terms migrants tend to settle in small geographical areas and ONS tend to use this information. ONS will be linking in with local shops and using these as information hubs. Local

Gateways would be used to promote the Census, links would be developed with local letting agents who would be asked to promote the Census completion by having posters up in their offices and by passing on messages in any written communication they had with their clients.

16. The Hillingdon Area Manager for ONS will provide Members with further information on engagement measures which would be used in Dover at the meeting. Also at the last meeting of the Committee Members were informed that Crawley Borough Council had undertaken a scrutiny review into the Census, and that information from their review could be useful as Gatwick airport was within the Borough. Officers from ONS would update Members on this.

## **BACKGROUND**

### **PAPERS WITH THE REPORT**

Scoping Report (Appendix A).

## **APPENDIX A**

### **CORPORATE SERVICES & PARTNERSHIPS POLICY OVERVIEW COMMITTEE**

**2010/11**

#### **REVIEW SCOPING REPORT**

##### **Proposed review title:**

**Census 2011 – to look at how this Council can contribute to improving the population data for the Borough**

##### **Aim of the review**

To make a positive contribution to improving local population estimates and to maximise the data which is gathered for the 2011 Census for the Borough. There are a number of implications of undercounting the population of the Borough and the review would focus on how the Council could promote the importance of residents of the Borough filling in the Census forms.

##### **Proposed outcome**

A report summarising the Committee's findings would be completed and presented to the Council's Cabinet. The report will explore proposals for the improvement of the gathering of data for the 2011 Census, the Council's engagement in preparations for the Census and opportunities for the generating of improved population counts for the Borough. Improved information on population figures will help the Council in terms of its strategic planning and service delivery and also ensure that the Council receives appropriate funding from Government based on accurate population statistics

##### **Terms of reference**

1. To look at the preparations and methods used for the 2011 Census and to support and add value through engagement with the area manager for the Office for National Statistics (ONS).
2. To look at measures which could be used to improve the accuracy of local population information to help the Council in its service planning.
3. To examine the role the Council has in promoting and encouraging residents of the Borough in conjunction with the ONS, to actively participate in the Census to ensure the best results for the Council and its residents.

4. To look at the plans the Council has to communicate the purpose of the Census and to see how the Council can work with community groups to maximise the response to the Census questionnaire.
5. To look at the measures which will be used to capture data from those hard to reach groups within the Borough.
6. To examine the implications of undercounting the Borough's population in relation to the grant funding the Council received from Government.
7. To consider measures which could be used with the Council's Strategic Partners to ensure population figures are accurate.
8. To look at the methods other local authorities use to improve the accuracy of Census data
9. To make recommendations to Cabinet on what the Council can do in relation to the promotion of the Census to residents of the Borough to ensure the Census questionnaire is widely completed.

### **Reasons for the review**

The Census is the definitive source of population and household information and takes place every 10 years. The ONS is responsible for carrying out the Census and the information provided forms essential information from national to neighbourhood level for government, business and the community.

The next Census will take place on 27 March 2011 and the population data obtained underpins the amount of funding each local authority receives from central government.

The last Census in 2001 saw response rates in local authority areas vary between 64% and 99%. Hillingdon achieved a response rate of 91.5%. In certain areas of London and among some population groups, significant numbers of people failed to complete the Census questionnaire. This has serious consequences for Councils, as population is one of the main factors in determining how much funding various public services including local authorities, primary care trusts and the Probation Service receive from government.

Hillingdon births have risen for several consecutive years with births in 2008 being exceptionally high at 4,126 children, which was several hundred more than the previous record high.

Demographic professionals at the Greater London Authority (GLA) have indicated a prolonged period of births at around the high 2008 level. This

demographic pressure is exacerbated by unusual family movements within the Borough caused by the economic climate.

In the present economic climate with local government having to cut budgets it is vital that the Council does as much as it can to ensure that population data from the Census is as accurate as possible to ensure the Council receives maximum funding from the Government.

### **Key issues**

1. What preparations have ONS made to ensure that the Census for 2011 is as accurate as possible?
2. What are the forms of engagement which are used to collect Census and population data and what other measures could be used to improve engagement with residents?
3. How does the Council and the ONS engage with community groups to ensure those 'hard to reach' groups are made aware of the importance of the completion of Census questionnaires?
4. What can the Council and its partners do to promote the importance and purpose of the Census to ensure residents return Census questionnaires?
5. What promotional and publicity tools could the Council use to obtain maximum engagement with all residents within the Borough?
6. What is the financial cost to the Council of undercounting the Borough's population?
7. What are the rules in relation to temporary residents in the Borough i.e. students in the Borough's Higher Education establishments for purposes of the Census?
8. What corroboration takes place between other London Boroughs and other public sector organisations on sharing data relating to population?

### **Methodology**

Witness sessions to potentially include:

Area Manager from Office for National Statistics (ONS)  
Strategic Information Officer – LBH  
Head of Communications - LBH  
Officer from GLA  
Representatives from community groups  
Officer from another London Borough  
Officer from London Councils

A review of the relevant literature and websites.

Written evidence from witnesses

Office for National Statistics – Information paper on The 2011 Census – A design for England and Wales

<http://www.ons.gov.uk/about>

Powerpoint presentations from the Census Liaison Officer and the Area Manager of ONS from the meeting which took place with community groups , interfaith networks and residents associations on 29 September 2010.

Questions following presentation to Assistant Census Liaison Managers and a number of Area Managers who attended the Census Forum on 8 September 2010.

### **Stakeholders and consultation plan**

As many stakeholders as possible would be invited to give evidence to the Committee in person. In addition to those outlined above, further stakeholders could be invited to give written evidence to the review.

### **Connected work (recently completed, planned or ongoing)**

The ONS in July 2010 released new population projections which replaced the 2006 based sub national projections which were published in June 2008.

The population projections were used by the previous Government in the local authority grant allocation process.

The projections are based on the assumption that recent trends in fertility, mortality and migration at local authority level will continue; they take no account of local development policy, economic factors, or the capacity of areas to accommodate population changes.

Projections are available for each year from 2008 to 2033 for all local authorities in England, with aggregates to counties, Government Office regions, and health areas. Data is available by gender and for five year age groups to 90+.

For London the key results are an increase in population of 1.520 million persons (19.8 per cent) between 2008 and 2033, reaching a population of 9.188 million. This is considerably higher than the highest recorded population in London: 8.6 million in 1939. London's projected growth of nearly 20% compares with an 18.0% increase for England.

It is projected that London's female population will grow more slowly than the male: 19.7% compared to 20%. This is mainly caused by the assumed continuation of the improvement in rates of male survival at older ages.

### Implications for Hillingdon

All Borough populations are projected to grow between 2008 and 2033 however there is a great deal of variation. Brent has one of the lowest projected growths of 4% (10.1 thousand) with Hammersmith & Fulham only slightly higher at 6.4% (10.8 thousand).

Hillingdon's population is projected to grow by 23.0% (59.4 thousand). Ealing is mid way with a projected growth of 14.3% (44.5 thousand) while, Hounslow 24.3% (55.9 thousand) and Harrow 24.4% (55.0 thousand).

Although the above figures are projections, the latest actual figures show that births rose again in Q4 2009. There is no sign of decline in London, although the rate of increase has slowed. Across London there is no clear pattern: in Enfield the birth rate is declining while in Ealing it is increasing.

#### Proposed timeframe & milestones

<b>Meeting</b>	<b>Action</b>	<b>Comments</b>
22 July 2010	Consideration of a draft scoping report	
7 September 2010	First Witness Session and approval of final scoping report	Witnesses to include :  <b>Head of Stakeholder Management for ONS</b>  <b>Area Manager for ONS</b>  <b>Strategic Information Officer and Head of Policy – LBH</b>  <b>Deputy Head of Communications – LBH</b>
13 October 2010	Second Witness Session and draft recommendations of the review	Witnesses to include:  <b>Finance Officer - LBH</b>  <b>Representative(s) from community group(s) or feedback from a meeting which took place on 29 September</b>



		<p><b>Written evidence from the Joint Director of Public Health</b></p> <p><b>Head of Stakeholder Management for ONS</b></p> <p><b>Area Manager for ONS</b></p>
11 November 2010	Third witness session	<p>Witnesses to include:</p> <p><b>Head of Stakeholder Management for ONS</b></p> <p><b>Area Manager for ONS</b></p>
19 January 2011	Consideration of draft final report	

This page is intentionally left blank

## **Progress on the Implementation of Recommendations made by the POC on recent Reviews**

**Contact Officer:** Khalid Ahmed  
**Telephone:** 01895 250833

### **REASON FOR ITEM**

To enable Members to monitor progress made in relation to recent reviews undertaken by this Committee and the progress made in implementing recommendations which have been adopted by Cabinet.

### **OPTIONS AVAILABLE TO THE COMMITTEE**

1. Members note the updates provided and request further information if appropriate.
2. Members identify areas where further information and evidence is required to help greater understanding of the issues.

### **INFORMATION**

1. To enable Members to monitor the progress of reviews which have been recently undertaken by this Committee and where the recommendations have been adopted by Cabinet, Members are provided with information relating to recent previous reviews and the progress made in implementing some of the recommendations.

### **A Wireless and Business Friendly Borough**

2. The Committee chose 'Hillingdon: A Wireless and Business Friendly Borough' as a review topic in 2008/9 to examine if the Council could do more to support the Hillingdon economy and therefore improve the well being of local residents. The review was timely in view of the challenging economic conditions and the impact this has had on local businesses.
3. The aim of the review was to look at how the Council could undertake its community leadership role of supporting businesses in Hillingdon, which included examining whether establishing wi-fi networks in the Borough's town centres would benefit Hillingdon businesses and residents.
4. The recommendations detailed below were agreed by Cabinet at its meeting in June 2009

- a) That the Council's Communications Team be asked to instigate a publicity campaign in relation to the Council introducing pilot schemes for wi-fi into town centres with the intention of encouraging people and businesses into the Borough's town centres.
- b) That a full quotation be sought from providers for wi-fi pilots to be run in two town centres; namely Hayes and Ruislip.
- c) That a full quotation be sought from providers for a roll out to all LBH town centres.
- d) That statistical data be collected for 1 year to see how, when and where the free wi-fi is being used.
- e) That subject to the use and operation of the pilot and the roll out costs being acceptable, the scheme is rolled out to all LBH town centres.
- f) That the wireless broadband be provided free to use but without service guarantees.
- g) That cooperation is sought with The Chimes operators to seek possible joined up implementation for an Uxbridge Town Scheme.
- h) That external funding be sought from the Local Government Association, from 2012 Tourism Funds or other possible funders.
- i) That work takes place with Business Link to promote wi-fi to businesses in the area.
- j) That officers ensure that the scheme be undertaken as part of a wider wireless strategy in the Borough i.e CCTV.

**5. Following on from the completion of the review officers tendered for potential suppliers. However, no suitable, cost effective tenders were received and it was agreed not to pursue with the pilots.**

**Impact of a Pandemic in Hillingdon and Effects on Council Services**

- 6. This 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.
- 7. This review was therefore timely in that it sought 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 had 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 contributed to ensuring preparations were in place to enable the Council to provide essential services to residents, particularly the most vulnerable, during a Pandemic.

8. The recommendations detailed below were agreed by Cabinet at its meeting in December 2009. Updates are provided below each recommendation:
- 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.

**The Communications Team reported that important appropriate information would be reported to all staff, particularly information relating to preventative and hygiene measures. The team briefing which is produced is intended to cascade information to all staff. The Council's Intranet, Horizon, would be updated with any fast moving events/information.**

- b) 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.

**Strategic HR wrote 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 provided a snapshot of the skills currently held by Council staff. The skills information would allow the emergency management team of the Council to quickly identify staff with appropriate skills to backfill front line staff absences. The data collected was held by Business Support Units and the Civil Protection Team and was 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.**

- c) 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.

**Having reviewed this matter, Democratic Services report that there is sufficient flexibility in the Constitution for the continuity of executive decision-making during major incidents. For example, Special Urgency procedures allow for very urgent**

**executive decisions to be taken within a few hours. In addition, the Leader can authorise other Cabinet Members, including himself, to take whatever executive decisions are required. This would be done in tandem with any actions being undertaken by the Civil Protection Team at the time.**

**In a major incident where the Council has lost the use of all or part of the Civic Centre, Democratic Services has in place an approved contingency plan to keep Members informed and continue the critical aspects of the decision-making process.**

**Members will also note that in September 2010, Cabinet approved this Council's participation in the amended Gold Resolution procedures which formalise the role of the Local Authority Gold Chief Executive in lower-impact, emerging incidents (such as Flu Pandemic) where there is no Gold Command enabling them to co-ordinate any local authority response as necessary on a pan-London level.**

d) 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.

**Although the Swine Flu Pandemic did not impact too severely on the Council, arrangements had been put in place for the May 2010 Local and General Elections, should the situation have worsened. Hygiene and mitigation measures would have been introduced for the staff the Council employed to work in the Borough's Polling Stations and at the venue for both the Counts.**

**This would have included 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 were also considered to include having arrangements in place for Polling Station staff who failed to turn up due to illness at Polling Stations to perform their duties as Presiding Officers and Poll Clerks, ensuring there were reserve staff on stand by who were fully trained for Polling Station duties and verification of ballot papers and counting duties.**

e) 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.

**During the Winter of 2009/10 the Council's Occupational Health service offered the swine flu vaccine to eligible staff, in line with the national eligibility criteria, and encouraged other staff to**

receive the vaccine from their GPs. The top priority for the vaccine are health and social care staff who provide care for, and come into direct contact with, vulnerable residents (predominantly staff from ASCHH and ECS). Also, the pupils and staff at the council's special educational needs schools were vaccinated by the PCT at sessions held in the schools. Thanks to the vaccines and other preventative measures the levels of swine flu among staff remained low.

This year, Occupational Health is offering the new combined seasonal and swine flu vaccine to the aforementioned eligible health and social care staff. In addition this year, the vaccine is also being targeted at the Council's priority 1 services - as identified through our Business Continuity process - with the aim of reducing staff absence in these priority services over the winter period. This includes such services as waste, building control, housing repairs, ICT and facilities. For further information on the Council's vaccine programme please refer to Horizon by following this link

<http://horizon.hillingdon.gov.uk/index.jsp?articleid=21552>

- f) 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.

The Council's Civil Protection Service worked with the ECS Health and Safety team to draft a 'swine flu appendix for school emergency response plans' (appendix A). This paper included advice to schools on how to make arrangements to maintain the continuity of their education provision.

The Civil Protection Manager attended the Head Teacher's termly meeting (September 2009) to introduce the paper, which was warmly received by Head Teachers. The Civil Protection Manager also worked with school clusters/collaborative groups when drafting the paper to ensure their support and to advise that the suggested continuity options would work affectively across cluster areas.

The paper was rolled out by the ECS Health and Safety team and the Directorate Support Unit to all education settings across the borough. The ECS Health and Safety team also made adjustments to the temporary school closure policy, which is available for Head Teachers on the Hillingdon Grid for Learning (HGFL).

The Civil Protection Service's Business Continuity Officer has worked with the Council's Priority 1 Life and Limb services, which includes ECS and ASCHH care settings, to ensure they have

**robust Business Continuity arrangements (please refer to appendix B and C ).**

**New Business Start Ups within Hillingdon and Business Support on Industrial Estates**

9. The Committee agreed to undertake this review at its meeting held on 10 February 2010. The review was timely because of the economic downturn which has affected businesses, particularly small businesses. The Council and its partners provide a range of measures which support businesses and the particular focus was on the micro-businesses located at Hayes Business Studios.
10. A second area of the review was looking at businesses on Industrial Estates. The review focused on North Uxbridge Industrial Estate which has over 2,000 employees and is part owned by SEGRO (Slough Estates Group). The Council in partnership with SEGRO wants to facilitate more business to business support on the estate which will support these businesses during this difficult economic period.
11. The recommendations detailed below were agreed by Cabinet at its meeting in June 2010. Updates are provided below each recommendation.
  - a) That the London Development Agency when reviewing business support funding be asked to give consideration to how business networks can be facilitated at local level.

**Following the comprehensive spending review (CSR) undertaken by the Coalition Government, there are still a number of unanswered questions around the business support budget . Notably around support for exporters and schemes that help both new and existing businesses to grow. The CSR is also likely to signal the scaling back of the LDA to a unit within the Greater London Assembly.**

- b) That consideration be given to providing a core central service facility, possibly located at the Studios, which would provide finance and administrative support to the new business start ups.

**The Hayes Business Studios Manager has put a portfolio of services with favourable rates together for tenants. He will also be inviting some suppliers to attend the tenants meetings to promote their services.**

- c) That Uxbridge College be asked to look at providing business networking events at the Studios which would facilitate greater interaction between businesses and lead to business to business support.

**Hayes Business Studios have organised monthly business start-up open days starting from 2<sup>nd</sup> November 11am to 1pm offering free**



**advice, information and assistance. West London Business events team has visited Hayes Business Studios and will include the venue in their events for 201.**

**LBH have introduced Hayes Business Studios to Basepoint who manage serviced office space in Eastcote to facilitate shared networking events.**

- d) That the Hillingdon 4 Business website, on-line Hillingdon Business Guide and Business Link be used for wider promotion of business support and grants available from UK Trade and Investment.

**On-line 2010-2012 Hillingdon Business Directory went “live” in August and LBH e-communications are updating on-line web content.**

**Some 270 businesses subscribe to the Hillingdon 4 Business 6-weekly news email which has been used to promote this recommendation. Information has also been promoted via the Hayes Business Studios quarterly newsletter.**

- e) That officers investigate with Further Education and Higher Education establishments, measures to replicate the Hayes Business Studios model on other sites within the Borough as well as other initiatives based around entrepreneurship.

**Some 80 individuals participated in the recent 2-day Enterprising Attitudes workshops, held in Uxbridge Sept and Oct funded by the Higher Education Funding Council and organised by Brunel University.**

- f) That officers be asked to explore a partnership with SEGRO on the North Uxbridge Industrial Estate looking at introducing initiatives which would provide support to the businesses on the estate.

**LBH facilitated a meeting between Uxbridge College and SEGRO who are now working together to promote training and other support services to SEGRO’s customers.**

**SEGRO hosted a breakfast meeting/ information event for their tenants to promote the Heathrow Area Supply Chain programme. Currently in the process of following up leads including a buyer for the event.**

## **PAPERS WITH THE REPORT**

Appendices A, B and C relating to the Pandemic review and Business and Continuity Plans for the Borough’s educational and care establishments.



## Appendix A – swine flu appendix for school emergency response plan

(Double click on image of the paper below to open the whole document)

# Swine flu appendix for school emergency response plan

## Contents

<b>1</b>	<b>WHY IS THIS BEING CIRCULATED?</b> .....	<b>2</b>
1.1	CURRENT SITUATION (15 <sup>TH</sup> SEPTEMBER 2009) .....	2
1.2	NEXT 2-3 MONTHS .....	2
<b>2</b>	<b>SWINE FLU</b> .....	<b>3</b>
2.1	CHECKLIST – ACTIONS TO DO NOW .....	3
2.2	CHECKLIST OF ACTIONS WHEN DEALING WITH A SINGLE DIAGNOSED CASE OF SWINE FLU IN A MEMBER OF STAFF OR CHILD .....	6
2.3	DEALING WITH TWO OR MORE CASES OF DIAGNOSED SWINE FLU IN MEMBERS OF STAFF OR CHILDREN .....	7
2.4	SITUATION REPORTING (FROM SCHOOL TO ECS DIRECTORATE).....	8
2.5	SCHOOL CLOSURE CHECKLIST .....	9
2.6	REOPENING CHECKLIST .....	11
2.7	HYGIENE MEASURES .....	12
<b>3</b>	<b>CONTINUITY OPTIONS</b> .....	<b>13</b>
3.1	BUDDY SCHOOL .....	13
3.2	COHORT YEAR GROUPS .....	13
3.3	MOVING / SHARING STAFF .....	13
3.4	PRIORITY YEAR GROUPS / CLASSES .....	13
3.5	EXAMINATION CONTINUITY .....	13
3.6	REMOTE LEARNING.....	13
<b>4</b>	<b>APPENDIX A – LINKS</b> .....	<b>14</b>
<b>5</b>	<b>APPENDIX B – RISK ASSESSMENTS EXAMPLE</b> .....	<b>16</b>

## Appendix B – ECS Priority 1 services

Directorate	Service	BCP	Notes
ECS	Asylum Services	Done	Complete
ECS	Charville Lane Children's Home	Done	Complete
ECS	54 Howletts Lane, Residential Respite Unit for Children with Disabilities	Done	Complete
ECS	Merrifield House, Residential Respite Unit for Children with Disabilities	With Mgr	Sent 20.10.10, due 03.11.10*
ECS	Children's Resources - Adoption Permanency, Fostering, Placement and Admin	Done	Complete
ECS	Family Support Services	Done	Complete
ECS	Hillingdon's Children's Resource Centre (Mulberry Parade)	Done	Complete
ECS	Looked After Children (LAC) Services	Done	Complete
ECS	Children's Specialist Services	Done	Complete
ECS	Youth Offending Service	Done	Complete

\* note this service only became a P1 service in October. In its draft state this plan still provides an excellent platform from which to maintain service continuity.

## Appendix C – ASCHH Priority 1 life and limb services

Directorate	Service	BCP	Notes
ASCHH	1 Colham Road (Challenging Behaviour Unit)	Done	Complete
ASCHH	3 Colham Road (Complex Needs Unit & Small Respite Centre)	Done	Complete
ASCHH	3 Merrimans House (Adult Respite Care Unit)	Done	Complete
ASCHH	Access	Done	Complete
ASCHH	Chapel Lane (Small Residential Care Unit)	Done	Complete
ASCHH	Charles Curran House (Large Residential Care Unit)	Done	Complete
ASCHH	Goshawk Gardens (Small Supported Housing Unit)	Done	Complete
ASCHH	Hatton Grove (Large Residential Care Unit)	Done	Complete
ASCHH	Personalised Services - Older People	Done	Complete
ASCHH	Safeguarding	With Mgr	With Mgr*
ASCHH	Specialist Services	Done	Complete
ASCHH	Standale Grove (Small Supported Housing Unit)	Done	Complete
ASCHH	Swakeleys Road (Small Supported Housing Unit)	Done	Complete

\* Plan at final draft stage and with manager for sign off. In its draft state this plan still provides an excellent platform from which to maintain service continuity.

This page is intentionally left blank

# Agenda Item 7

## WORK PROGRAMME 2010/2011

**Contact Officer:** Khalid Ahmed  
**Telephone:** 01895 250833

## REASON FOR ITEM

This report is to enable the Committee to review meeting dates and forward plans. This is a standard item at the end of the agenda.

## OPTIONS AVAILABLE TO THE COMMITTEE

1. To confirm dates for meetings
2. To make suggestions for future working practices and/or reviews.

## INFORMATION

*All meetings to start at 7.30pm*

<b>Meetings</b>	<b>Room</b>
<b>22 July 2010</b>	<b>CR 5</b>
<b>7 September 2010</b>	<b>CR 6</b>
<b>13 October 2010</b>	<b>CR 6</b>
<b>11 November 2010</b>	<b>CR 6</b>
<b>19 January 2011</b>	<b>CR 6</b>
<b>22 February 2011</b>	<b>CR 6</b>
<b>16 March 2011</b>	<b>CR 5</b>
<b>20 April 2011</b>	<b>CR 6</b>

Corporate Services & Partnerships POC 11 November 2010

PART 1 – MEMBERS, PUBLIC & PRESS

Corporate Services & Partnerships Policy Overview Committee

**2010/11 DRAFT Work Programme**

<b>Meeting Date</b>	<b>Item</b>
<b>8 June 2010</b>	Draft Final Report – The Impact of Public Funded Business Support and the Success of New Business Start Up within Hillingdon and Reviewing how the Council could Improve Business to Business Support with the Borough’s Industrial Estates
	Discussion on work programme for 20010/11
	Cabinet Forward Plan

<b>22 July 2010</b>	Performance: Final Updates for 2009/10
	The Year Ahead and Key Performance Indicators linked to Group Plans
	Budget Outturn and Context for 20010/11
	Major Review in 2010/11 - Scoping Report
	Work Programme
	Cabinet Forward Plan

<b>7 September 2010</b>	Major Review in 2010/11 – First Review - Census 2011 – To look at how this Council can contribute to improving the population data for the Borough
	Witness Session 1
	Cabinet Forward Plan
	Work Programme

<b>13 October 2010</b>	Major Reviews in 2010/11 – First Review - Census 2011 – To look at how this Council can contribute to improving the population data for the Borough
	Witness Session 2
	Cabinet Forward Plan

Corporate Services & Partnerships POC 11 November 2010

PART 1 – MEMBERS, PUBLIC & PRESS



	Work Programme
--	----------------

<b>11 November 2010</b>	Major Reviews in 2010/11 – First Review - Census 2011 – To look at how this Council can contribute to improving the population data for the Borough
	Witness Session 3
	Cabinet Forward Plan
	Progress on the implementation of recommendations made by this POC on recent reviews
	Work Programme

<b>19 January 2011</b>	Performance Information Reports
	Group Services Plan / Priorities for Year Ahead
	Draft Budget for Consideration
	Major Reviews in 2010/11 – First Review Final Report
	Cabinet Forward Plan
	Work Programme

<b>22 February 2011</b>	Major Reviews in 2010/11 – Second Review Witness Session 1
	Cabinet Forward Plan
	Work Programme

<b>16 March 2011</b>	Major Reviews in 2010/11 – Second Review Witness Session 2
	Cabinet Forward Plan
	Work Programme

Corporate Services & Partnerships POC 11 November 2010

PART 1 – MEMBERS, PUBLIC & PRESS

<b>20 April 2011</b>	Major Reviews in 2010/11 – Second Review Witness Session 3
	Cabinet Forward Plan
	Work Programme

Corporate Services & Partnerships POC 11 November 2010

PART 1 – MEMBERS, PUBLIC & PRESS

## **Cabinet Forward Plan**

**Contact Officer:** Khalid Ahmed  
**Telephone:** 01895 250833

### **REASON FOR ITEM**

The Committee is required to consider the Forward Plan and provide Cabinet with any comments it wishes to make before the decision is taken.

### **OPTIONS OPEN TO THE COMMITTEE**

1. Decide to comment on any items coming before Cabinet
2. Decide not to comment on any items coming before Cabinet

### **INFORMATION**

1. The Forward Plan is updated on the 15<sup>th</sup> of each month. An edited version to include only items relevant to the Committee's remit is attached below. The full version can be found on the front page of the 'Members' Desk' under 'Useful Links'.

### **SUGGESTED COMMITTEE ACTIVITY**

1. Members decide whether to examine any of the reports listed on the Forward Plan at a future meeting.

This page is intentionally left blank

# The Cabinet Forward Plan

Period of Plan: October 2010 to January 2011 onwards

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
<b>CABINET - 18 NOVEMBER 2010</b>									
SI	<b>Reports from Policy Overview Committees</b>	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	DCEO Democratic Services			
494	<b>CCTV Framework Agreement and Civic Centre Project</b>	The report will seek Cabinet approval to award a four year Framework Agreement to the four top scoring suppliers with the top scoring tender being recommended to complete the Civic Centre CCTV project. Over the duration of the Framework Agreement, all four contractors will be required to complete a mini competition for	All		Cllr Douglas Mills / Cllr Scott Seaman-Digby	PECS - Richard Stainthorpe	Corporate Teams		
500	<b>Hillingdon Voluntary Sector Compact</b>	Cabinet is asked to consider proposals amending the notice period and procedures for changing the funding to voluntary sector partners set out in the Hillingdon Compact. This would bring it in line with the National Compact. Funded partners are being consulted about the proposals and their views will be incorporated into the report.	N/A		Cllr Douglas Mills	DCEO - Sarah Johnstone	Directorates, local voluntary sector partners prioritising Council funded groups	Hillingdon Compact, Refreshed National Compact	
SI	<b>Monthly Council Budget - monitoring report</b>	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&R Paul Whaymand 01895 556074			
<b>CABINET MEMBER DECISIONS - NOVEMBER 2010</b>									
SI	<b>Standard Items taken each month by the Cabinet Member</b>	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	DCEO Democratic Services	Various	Various	
<b>CABINET - 16 DECEMBER 2010</b>									

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
<small>ASCH&amp;H = Adult Social Care, Health &amp; Housing; DCEO = Deputy Chief Executive's Office; E&amp;CS = Education &amp; Children's Services; F&amp;R = Finance &amp; Resources; PE&amp;CS = Planning, Environment &amp; Community Services</small>									
354	<b>The Council's Budget - Medium Term Financial Forecast 2011/12 - 2014/15</b>	This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2011/12 for consultation, along with indicative projections for the following three years.	All		Cllr Jonathan Bianco	F&R Paul Whaymand	Internal only with Council departments - the proposals will then be subject to public consultation through the Policy Overview Committee in accordance with the Budget and Policy Framework rules and statutory consultation with business ratepayers	Local government finance settlement information on DCLG website	
511	<b>Business Objects Licence Management</b>	Cabinet will be asked to award a contract to manage the ICT Business Objects Licences, which assist the Council in performance management, planning, reporting, query and analysis and information management.	N/A		Cllr Jonathan Bianco	F&BS - Arthur Greaves	Corporate Teams		
355	<b>Financial Support to Voluntary Organisations</b>	The report to Cabinet will make recommendations on the level of financial support to voluntary organisations for the 2011/12 financial year.	All		Councillor Douglas Mills	DCEO Nigel Cramb 01895 250394			
SI	<b>Monthly Council Budget - monitoring report</b>	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&R Paul Whaymand			

Page 40

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
<small>ASCH&amp;H = Adult Social Care, Health &amp; Housing; DCEO = Deputy Chief Executive's Office; E&amp;CS = Education &amp; Children's Services; F&amp;R = Finance &amp; Resources; PE&amp;CS = Planning, Environment &amp; Community Services</small>									
SI	<b>Quarterly Council Plan, Performance, Local Area Agreement and Achievements monitoring - Quarter 2</b>	Regular monitoring report about how the council and partner organisations are performing and how the council is delivering its priorities as set out in the Council Plan.	All		Cllr Ray Puddifoot & Cllr Douglas Mills	DCEO Kevin Byrne / Sue Crehan / Ian Edwards			
SI	<b>Quarterly Performance Monitoring of the Sustainable Community Strategy - Quarter 2</b>	Regular quarterly monitoring report of the Sustainable Community Strategy about how the council and its partners are performing and delivering its priorities as set out in the Strategy.	All		Cllr Douglas Mills	DCEO Ian Edwards			
511 Pag	<b>Business Objects Licence Management</b>	Cabinet will be asked to award a contract to manage the ICT Business Objects Licences, which assist the Council in performance management, planning, reporting, query and analysis and information management.	N/A		Cllr Jonathan Bianco	F&BS - Arthur Greaves	Corporate Teams		<b>NEW</b>
<b>CABINET - 20 JANUARY 2011</b>									
482	<b>Security Contract</b>	Cabinet will be asked to consider the Council's Security Contract following a tender exercise.	All		Cllr Scott Seaman-Digby & Cllr Jonathan Bianco	F&BS - Steve Smith	Corporate Procurement		
SI	<b>Reports from Policy Overview Committees</b>	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	DCEO - Democratic Services			

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
<small>ASCH&amp;H = Adult Social Care, Health &amp; Housing; DCEO = Deputy Chief Executive's Office; E&amp;CS = Education &amp; Children's Services; F&amp;R = Finance &amp; Resources; PE&amp;CS = Planning, Environment &amp; Community Services</small>									
SI	<b>Monthly Council Budget - monitoring report</b>	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&BS - Paul Whaymand			
<b>CABINET - 17 FEBRUARY 2011</b>									
504 Page 42	<b>Anti-Fraud Strategy</b>	Cabinet will be asked to agree the Council's Anti-Fraud Strategy	N/A		Cllr Jonathan Bianco	F&BS - Helen Taylor			<b>NEW</b>
514	<b>The Council's Budget - Medium Term Financial Forecast 2011/12 - 2014/15</b>	Following consultation, this report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2011/12 for recommendation to full Council for approval.	All	24-Feb-11	Cllr Jonathan Bianco	F&BS - Paul Whaymand	Public consultation through the Policy Overview Committee in accordance with the Budget and Policy Framework rules and statutory consultation with business ratepayers	Local government finance settlement information on DCLG website	
SI	<b>Reports from Policy Overview Committees</b>	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	DCEO - Democratic Services			



Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
ASCH&H = Adult Social Care, Health & Housing; DCEO = Deputy Chief Executive's Office; E&CS = Education & Children's Services; F&R = Finance & Resources; PE&CS = Planning, Environment & Community Services									
SI	<b>Monthly Council Budget - monitoring report</b>	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&BS - Paul Whaymand			
<b>CABINET MEMBER DECISIONS - FEBRUARY 2010</b>									
522	<b>Mobile Solutions Contract</b>	The Cabinet Member will be asked to decide whether to extend a contract for mobile voice and data solutions for the Council for a period of 1 year from April 2011.	N/A		Cllr Jonathan Bianco	F&CS - Steve Palmer	Internal	Cabinet Report - March 2009	<b>NEW</b>
SI	<b>Standard Items taken each month by the Cabinet Member</b>	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	DCEO - Democratic Services	Various	Various	

This page is intentionally left blank