



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: WEDNESDAY, 16 MARCH
2011

Time: 7.30 PM

Venue: COMMITTEE ROOM 5 -
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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further information.**

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Contact: Khalid Ahmed
Tel: 01895 250833
Fax: 01895 277373
Email: kahmed@hillington.gov.uk

This Agenda is available online at:

<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=243&MId=672&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



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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 9 February 2011 (**Pages 1-6**)
- 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 Review - The Security of Members of the Council and officers when meeting with members of the public (**Pages 7-12**)
- 6 Work Programme 2010/11 (**Pages 13-16**)
- 7 Cabinet Forward Plan (**Pages 17-20**)

Minutes

**Corporate Services and Partnerships Policy
Overview Committee
Wednesday, 9 February 2011
Meeting held at Committee Room 5 - Civic Centre,
High Street, Uxbridge UB8 1UW**



	<p>Members Present: Councillors Richard Lewis (Chairman), Raymond Graham, Kuldeep Lakhmana, Andrew Retter, Robin Sansarpuri and Michael White.</p> <p>Apologies: Councillor Anita MacDonald (Councillor Kuldeep Lakhmana substituting) and Carol Melvin (Councillor Andrew Retter substituting).</p> <p>Officers: Steve Smith (Facilities Manager), Mike Talbot (Organisational Development Manager - HR) and Khalid Ahmed (Democratic Services Manager).</p>
46.	<p>DECLARATIONS OF INTEREST</p> <p>None.</p>
47.	<p>MINUTES OF THE MEETING HELD ON 19 JANUARY 2011</p> <p>Agreed as an accurate record.</p>
48.	<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>It was agreed that all items of business were considered in public.</p>
49.	<p>BUDGET PROPOSALS 2011/12 – COMMENTS FROM POLICY OVERVIEW COMMITTEES</p> <p>Members were reminded that as part of the Council's Constitution, Policy Overview Committees had a role to review the Cabinet's budget proposals which had been agreed at Cabinet on 16 December 2009. Each Policy Overview Committee had given consideration to budget proposals relating to the service areas within their remit and their comments were submitted to this Committee for comment and to be referred to Cabinet.</p> <p>The comments made were as follows:</p> <p>Residents' & Environmental Services POC – 18 January 2011 (Planning, Environment and Community Services Group)</p>

	<p>The Committee noted the budget projections and combined budget proposals put forward by the Planning, Environment & Community Services Group, within the context of the corporate budgetary position. There were no specific comments.</p> <p>Corporate Services & Partnerships POC – 19 January 2011 (Finance & Business Services and Deputy Chief Executive’s Office Groups)</p> <p>The Committee noted the budget projections put forward by Central Services. There were no specific comments.</p> <p>Education & Children’s Services POC –26 January 2011 (Education & Children’s Services Group)</p> <p>The Committee made the following comments on the Education and Children’s Services budget for consideration:-</p> <ol style="list-style-type: none"> 1. That the wording ‘core offer’ and ‘additional offer’ (see below) be clarified to provide a better understanding of what was being provided as part of these services. <p style="margin-left: 40px;"><i>“The Education & Children’s Services Group has taken the opportunity to completely rethink how it delivers its overall service to Hillingdon’s children and young people. It has applied a phased approach to developing a ‘core offer’ for services deemed essential, backed by an ‘additional offer’ of services which support the core services, as many of the core services do not, on their own, ensure child safety. Savings proposals have been developed on a service basis.”</i></p> 2. The Committee highlighted the importance of partnership working if the proposals contained within the budget were to work. 3. The Committee requested that it should be made clear in the report that this was the last stage of a long process to develop the budget proposals being put forward to Cabinet. 4. The Committee asked that the “End of Student Award Function” saving proposal be re-worded for clarity (saving no. 2.3) 5. The Committee requested that relation to the Music Service saving proposal that it contains a description advising that the savings figure referred to does not just come from charging for services (saving no. 5.5) 6. Fees & Charges – the Committee asked that 	<p>Action By:</p>
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	<p>consideration be given to different charges being made for services to residents and non residents as is the case in other departments.</p> <p>7. The Committee recognised that Hillingdon was one of the few councils increasing funding for its capital projects. The Committee requested that officers seek to ensure that this approach continued given the likely pressures faced in primary schools and in due course in secondary schools.</p> <p>8. Finally, the Committee recognised the considerable difficulty faced by officers in meeting the current financial situation, which has been forced upon them. The Committee agreed with the approach taken in streamlining administration to improve ways of working and avoiding duplication with schools.</p> <p>Social Services, Health & Housing POC – 27 January 2011 (Adult Social Care, Health & Housing Group)</p> <p>The Committee noted the budget projections put forward by Adult Social Care Health and Housing and made the following comments for Cabinet to note:</p> <ul style="list-style-type: none"> • In relation to Carers, the Committee highlighted (The Authority) should be careful not to inadvertently create other budget pressures by decisions taken (in this area). • With regards to Personalised Budgets, the Committee noted that ICT (Liquid Logic) teething problems were delaying the Department's progress to role out personal budgets. • With one of the Committee's major review topics focusing on Assistive Technology, the Committee welcomed the speed at which their work on Assistive Technology was being progressed further by the Leader. • On the benefits of Partnership working with the PCT, the Committee welcomed the expectation of the PCT working closely with the Council on new budget streams but expressed concern about the respite care one and asked Officers to seek to ensure that this is used by the PCT to enhance support for carers within the Borough. • When the Committee examined Day Services Provision, it expressed concern that changes to community education could bring an influx of these clients, and this had not been taken account of in the budget figures. 	<p>Action By:</p>
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	<ul style="list-style-type: none">In relation to Day Centre provision, the Committee noted that some carers had expressed concern about the potential variation in Day Centre numbers especially given the numerous benefits which they brought such as social interaction for service users and respite for carers.With regards to Residential respite care provision, the Committee endorsed the officer's recommendation for option A (<i>continue with 28 nights free residential based respite in any financial year and a flat charge thereafter</i>) as an interim measure. <p>Resolved –</p> <ol style="list-style-type: none">That this Committee submits all Policy Overview Committee comments on the Cabinet's budget proposals to the Cabinet for their meeting on 17 February 2011.	Action By: Khalid Ahmed
50.	<p>SKILLS AND KNOWLEDGE AUDIT</p> <p>At this Committee's last meeting Members asked that an officer from HR be invited to their next meeting to provide an update on the progress made in relation to the Skills and Knowledge Audit, which was a recommendation of this Committee's review into the impact of a Pandemic on the Council.</p> <p>The Organisational Development Manager of HR attended the meeting and informed Members that as a result of Strategic HR writing to all staff of the Council, a number of key skills had been identified from the data collected. This data was held by Business Support Units and the Civil Protection Team and was securely stored in line with relevant data protection rules.</p> <p>Reference was made to the limitations of the Council's Resourcelink in relation to storing employees' information such as skills and knowledge. A project initiation document was being developed for a Single Development Plan for a talent management system which would include skills and competency management. This would be a "self-service" system whereby staff could build up details on the skills and qualifications which they possessed. There were possibilities that the system could be linked to the Council's performance management framework.</p> <p>Members were informed that in light of the Council's budgetary constraints, a strong business case would have to be developed for the implementation of the system at the present time. Details of progress on the implementation of this system would be reported back to this Committee.</p>	

	<p>Resolved –</p> <p>1. That the information reported be noted and a further update be provided to the Committee if and when the system is to be implemented.</p>	<p>Khalid Ahmed</p>
<p>51.</p>	<p>SECURITY CONTRACT</p> <p>The Facilities Manager attended the meeting and provided Members with the background to the recent tender process for the Council’s Security Contract. Members were informed that the contractor notifications had been sent out and there was now a ten day “cool off” period for any challenges to the decision on the successful tenderer.</p> <p>Members were informed that the new contractor’s tender submission was superior to the other competitors in terms of cost and quality and also the new provider would be based in Uxbridge. Existing security staff would be transferred to the new provider under TUPE regulations and there would be no visible changes to the service. Reference was made to the profile of the security staff around the Civic Centre and Members were informed that it was likely that the security staff would have new distinctive uniforms which would improve their profile in the Civic Centre.</p> <p>Discussion took place regarding the general security at the Civic Centre, particularly in relation to the safety of officers and Members when meeting with members of the public. Reference was made to some meeting rooms in the Civic Centre, from a personal security perspective, not being suitable for individuals (officers and Members) when meeting with members of the public.</p> <p>Members asked that for the next meeting of the Committee a brief paper be prepared which provided details on the security measures which were in place in the Civic Centre.</p> <p>Also for the next meeting a short review would take place which would look at the possible measures which could be introduced to ensure the safety of individuals when meeting with members of the public at the Civic Centre.</p> <p>Resolved –</p> <p>1. That the information reported be noted and officers be asked to prepare a report for the next meeting which provided details on the security measures which were in place at the Civic Centre.</p> <p>2. That a review takes place at the next meeting which looks at how security measures could be improved for officers</p>	<p>Steve Smith</p> <p>Khalid Ahmed</p>

	and Members, when meeting members of the public in the Civic Centre.	Action By:
52.	<p>FORWARD PLAN</p> <p>Noted.</p> <p>Members asked that consideration be given to a Members' Seminar on the Anti-Fraud Strategy which was to be considered by Cabinet on 17 March 2011. This would be taken forward.</p>	Khalid Ahmed
53.	<p>WORK PROGRAMME</p> <p>Noted.</p> <p>Discussion took place regarding the Localism Bill and it was agreed that consideration be given to a possible review on aspects of this, in the next Municipal Year.</p>	
	<p>Meeting closed at 8.30pm Next meeting: 16 March 2011 at 7.30pm.</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 is to Councillors, Officers, the Press and Members of the Public.

The Security of Members of the Council and officers when meeting with members of the public

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

To enable the Committee to gather evidence as part of their mini review into the security of Members of the Council and officers when meeting with members of the public.

The Council's Facilities Manager will provide a paper on the details of the existing security measures which are carried out in the Civic Centre and information relating to Ward surgeries.

OPTIONS AVAILABLE TO THE COMMITTEE

1. Question the Council's Facilities Manager and exchange views and experiences which Members have encountered.
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 9 February 2011, Members agreed to undertake a short review to look at the measures which could be introduced to ensure the safety of individuals when meeting with members of the public at the Civic Centre.
2. There have been recent occurrences where both Members of the Council and officers have been threatened by members of the public. The safety and well being of Members of this Council and officers should be of paramount importance and procedures need to be put in place to ensure their safety is not compromised.
3. Attached is a draft scoping report (**Appendix A**) for Members which highlights some of the issues. Members are asked to comment on the scoping report and this can be updated at the meeting during discussions.
4. The Council's Facilities Manager, Steve Smith will attend the meeting and provide details of the existing security which is in place at the Civic Centre and the guidance and advice that both Members of the Council

and officers receive when meeting on their own with members of the public. A briefing paper will be sent out to Members on the existing security at the Civic Centre.

5. Another facet to the review could be looking at Ward Surgeries which all Members of the Council hold with their constituents, outside the Civic Centre. Details on the security arrangements and personal safety procedures which are put in place by the Political Groups on the Council will be reported at the meeting.
6. This review will require input from Members on their personal experiences of any security issues which have arisen whilst they have been meeting with members of the public, and their suggestions on areas which could be improved.

PAPERS WITH THE REPORT

Draft Scoping Report (Appendix A).

**CORPORATE SERVICES & PARTNERSHIPS
POLICY OVERVIEW COMMITTEE**

2010/11

REVIEW SCOPING REPORT

Review title:

The Security of Members of the Council and officers when meeting with members of the public

Aim of the review

To review the security measures which are in place to ensure the safety of Members of the Council and officers when meeting members of the public at the Council Offices at the Civic Centre, and in the case of Members of the Council, at political party surgery venues.

Proposed outcome

A report summarising the Committee's findings would be completed and presented to the Council's Cabinet. The report will examine the present procedures and arrangements which are in place to ensure the safety and well being of Members of the Council and officers, when meeting members of the public and will make recommendations on improvements that can be made simply and hopefully without cost.

Terms of reference

1. To look at the existing security measures and procedures which are in place both within the Civic Centre and at Members surgeries to ensure the safety of both Members and officers.
2. To examine the role of security staff within the Civic Centre, particularly in relation to providing security in meeting rooms away from the main reception of the Civic Centre.
3. To look at the procedures which are in place by the London Borough of Hillingdon to effectively manage and respond to violence and aggression within the Civic Centre.
4. To examine the advice and training that Members and officers receive in relation to dealing with members of the public on their own.
5. To examine what systems are in place to provide information to both Members and staff of the London Borough of Hillingdon on those people

who have been identified by the Council, as posing a risk to the safety of individuals.

6. To look at the Risk Assessment procedures which are in place in order to assess the potential likelihood of complaints or situation compromise arising.
7. To examine the security procedures which are in place at Ward Surgeries and to assess if there are any gaps in procedures which could put individuals at risk.
7. To make recommendations to Cabinet if necessary, on what the Council can do in relation to improving security measures and advice given to Members and officers.
8. To promote good practice, the do's, the don't and what to do if an event arises.

Reasons for the review

The personal safety of local politicians and officers is important to ensure that members of the public are given access to meeting Members or Officers within the Civic Centre.

The safety of local politicians has recently been brought to light with the recent events in Arizona, United States where a Congresswoman, Gabrielle Giffords was shot when meeting with her constituents.

Stephen Timms, Member of Parliament for East Ham, was stabbed in May 2010, at a Constituency surgery by one of his constituents.

The recent issue of a Member of this Council being stalked.

The internal security measures which the London Borough of Hillingdon has in place to safeguard the personal safety of Members and officers need to be assessed to ensure that people are not put at risk when carrying out their duties.

Security Services

The main objective of the Security services of the Council is to ensure the security and safety of the civic centre, the staff who work here and the visitors to the building, 24 hours a day, 365 days a year.

It is primarily a front of house service based in the main reception area. Other areas within the civic centre that are staffed during office hours by the security team are housing needs reception, social services mezzanine reception, the

members and multi storey civic centre car parks and the asylum team based at Weir House.

Other services which security staff carry out are:

- First aid cover in the absence of the occupational health nurse i.e. out of hours.
- Security supervision for problematic interviews.
- Keyholding and alarm response service for schools and other LBH premises.
- Security services including mobile patrols, personal security officers, security teams for short or long term contracts and dog patrols can also be arranged for events outside the civic centre.

Key issues

1. What are the arrangements which are currently in place for Members of the Council or officers when they meet with members of the public within the Civic Centre?
2. Are Security staff within the Civic Centre made aware of all meetings (in all parts of the Civic Centre) which Members of the Council and officers have with members of the public?
3. What training and guidance are Members of the Council and officers given on their personal safety when holding meetings in private with members of the public?
4. Are all meeting rooms within the Civic Centre safe and secure environments for meetings to be held with members of the public?
5. What are the levels and numbers of security staff within the Civic Centre and have they easy and quick access to all meeting rooms?
6. How is the information on the Restricted Persons Register communicated to ensure that Members of the Council are aware of members of the public who have previously become verbally or physically abusive to Council staff?
7. What to do in the event of a problem.
8. What are the arrangements for security at Ward Surgeries?

Methodology

The review will consider evidence from the Council's Facilities Manager and from the personal experiences Members of this Committee have had.

Stakeholders and consultation plan

The review could consult with all Members of the Council to look at potential gaps in security which exist which could leave individuals vulnerable.

Proposed timeframe & milestones

Meeting	Action	Comments
16 March 2011	Consideration of scoping report and review	Steve Smith – Facilities Manager as witness and experiences and views of Members
20 April	Final Report	

SECURITY WITHIN THE CIVIC CENTRE

The Facilities Manager will present to Members details of the existing security measures which are in place within the Civic Centre.

However for Members information is attached the rota of the current security cover within the security contract which clearly identifies that the presence of security is within the main reception area of the Civic Centre, Housing Reception, Children's Reception, the Multi-Storey Car Park and the Members' Car Park.

It is noticeable that there is no designated security cover within Phase II of the Civic Centre, where the Political Group Offices are situated. However, security measures can be put in place in the event that advance warning has been given that there may be the potential for trouble from members of the public at Committee meetings. As part of our review, Members could consider holding meetings with members of the public in areas of the Civic Centre where there is a security presence.

In addition there are meeting rooms within the Civic Centre which are fitted with panic alarms which provide security to individuals. The Facilities Manager can provide further detail at the meeting but panic alarms are not fitted into meeting rooms within the Party Group Offices or within the corporate facilities used by officers.

WARD SURGERIES

Also attached for Members information is a list of ward surgeries which take place. These tend to be in public places such as libraries, community centres, the one-stop shop or at the Civic Centre.

These venues for ward surgeries are arranged by Members themselves, they choose the venues and make the necessary arrangements. Discussion could take place at the meeting around the process and arrangements which are in place for Members meeting with the public in their ward surgeries.

The Councillors' Support and Development Manager has reported that female Councillors are advised that when they are meeting on their own with one of their constituents, that from a personal safety perspective, that they be accompanied by another Councillor.

Members will be aware that following last May's Local Elections, a "Managing difficult situations with constituents" workshop took place which was facilitated by Hillingdon Community Mediation. This did not specifically cover personal safety, but it did provide guidance on how to deal with conflict resolution and how to deal with a variety of difficult situations.

CONSERVATIVE GROUP WARD SURGERIES

BRUNEL	Cllr Sandra Jenkins Cllr Richard Mills Cllr Brian Stead	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="920 288 1850 331">Surgery details</th> </tr> </thead> <tbody> <tr> <td data-bbox="920 336 1151 549">Address:</td> <td data-bbox="1155 336 1850 549">Main Reception Civic Centre High Street Uxbridge Middlesex UB8 1UW</td> </tr> <tr> <td data-bbox="920 553 1151 596">Date and time:</td> <td data-bbox="1155 553 1850 596">First Saturday of each month: 1100-1200noon</td> </tr> </tbody> </table>	Surgery details		Address:	Main Reception Civic Centre High Street Uxbridge Middlesex UB8 1UW	Date and time:	First Saturday of each month: 1100-1200noon					
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CAVENDISH	Cllr Raymond Graham Cllr Edward Lavery Cllr Michael White	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="920 622 1850 665">Surgery details</th> </tr> </thead> <tbody> <tr> <td data-bbox="920 670 1151 729">Surgery</td> <td data-bbox="1155 670 1850 729">By appointment only</td> </tr> <tr> <td data-bbox="920 734 1151 809">Notes:</td> <td data-bbox="1155 734 1850 809">Please call 01895 250316 (Monday – Friday, 9am – 5pm) to make an appointment</td> </tr> </tbody> </table>	Surgery details		Surgery	By appointment only	Notes:	Please call 01895 250316 (Monday – Friday, 9am – 5pm) to make an appointment					
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CHARVILLE	Cllr Neil Fyfe Cllr Mary O'Connor	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="920 829 1850 873">Surgery 1 details</th> </tr> </thead> <tbody> <tr> <td data-bbox="920 877 1151 1090">Address:</td> <td data-bbox="1155 877 1850 1090">Hayes End Library Uxbridge Road Hayes Middlesex UB4 8JQ</td> </tr> <tr> <td data-bbox="920 1094 1151 1169">Date and time:</td> <td data-bbox="1155 1094 1850 1169">Last Saturday of the month: February, April, June, August, October 11.00-12.00noon</td> </tr> <tr> <th colspan="2" data-bbox="920 1174 1850 1217">Surgery 2 details</th> </tr> <tr> <td data-bbox="920 1222 1151 1315">Address:</td> <td data-bbox="1155 1222 1850 1315">Charville Library Bury Avenue</td> </tr> </tbody> </table>	Surgery 1 details		Address:	Hayes End Library Uxbridge Road Hayes Middlesex UB4 8JQ	Date and time:	Last Saturday of the month: February, April, June, August, October 11.00-12.00noon	Surgery 2 details		Address:	Charville Library Bury Avenue	No key holders – within opening times
Surgery 1 details													
Address:	Hayes End Library Uxbridge Road Hayes Middlesex UB4 8JQ												
Date and time:	Last Saturday of the month: February, April, June, August, October 11.00-12.00noon												
Surgery 2 details													
Address:	Charville Library Bury Avenue												

			Hayes Middlesex UB4 8LF	
		Date and time:	Last Saturday of the month: January, March, May, July, September, November 11.00-1200 noon	
EASTCOTE & EAST RUISLIP	Cllr Bruce Baker Cllr Catherine Dann Cllr David Payne	Surgery details		
		Date & Time	By Appointment only	
		Note:	Please call 01895 250316 (Monday – Friday 9.00am – 5.00pm)	
HAREFIELD	Cllr Richard Barnes Cllr Henry Higgins	Surgery details		
		Surgery:	Cllr Richard Barnes	
		Address:	Harefield Library Park Lane Harefield Middlesex UB9 6BJ	
		Date and time:	Last Saturday of the month 1000-1200noon	
		Notes:	Surgeries: January, March, May, July, September, November. Contact Cllr Barnes at any time by phoning the Conservative Group Office on 01895 250316	
		Surgery:	Cllr H Higgins	

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HEATHROW VILLAGES	Cllr David Benson Cllr Sukhpal Brar	<table border="1"> <tr> <th colspan="2">Surgery details</th> </tr> <tr> <td>Date and time:</td> <td>By appointment only. Available for appointments locally at any time.</td> </tr> <tr> <td>Notes:</td> <td>To make an appointment please call 01895 250316 (Mon – Fri 9am – 5pm).</td> </tr> </table>	Surgery details		Date and time:	By appointment only. Available for appointments locally at any time.	Notes:	To make an appointment please call 01895 250316 (Mon – Fri 9am – 5pm).	
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HILLINGDON EAST	Cllr Tim Barker Cllr Wayne Bridges Cllr Pat Jackson	<table border="1"> <tr> <th colspan="2">Surgery details</th> </tr> <tr> <td>Address:</td> <td>Oak Farm Library Sutton Court Road Hillingdon Middlesex UB10 9PB</td> </tr> <tr> <td>Date and time:</td> <td>Fourth Saturday of each month 0930-1030am</td> </tr> </table>	Surgery details		Address:	Oak Farm Library Sutton Court Road Hillingdon Middlesex UB10 9PB	Date and time:	Fourth Saturday of each month 0930-1030am	
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Date and time:	Fourth Saturday of each month 0930-1030am								
ICKENHAM	Cllr John Hensley Cllr Ray Puddifoot Cllr David Simmonds	<table border="1"> <tr> <th colspan="2">Surgery details</th> </tr> <tr> <td>Address:</td> <td>Ickenham Library Long Lane Ickenham Middlesex UB10 8RE</td> </tr> <tr> <td>Date and time:</td> <td>Third Wednesday of the month 1900-2000pm</td> </tr> </table>	Surgery details		Address:	Ickenham Library Long Lane Ickenham Middlesex UB10 8RE	Date and time:	Third Wednesday of the month 1900-2000pm	Cllr Hensley
Surgery details									
Address:	Ickenham Library Long Lane Ickenham Middlesex UB10 8RE								
Date and time:	Third Wednesday of the month 1900-2000pm								

		Notes:	Surgeries: January, March, May, July, September, November	
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LABOUR GROUP WARD SURGERIES

WARD	DAY	TIME	VENUE	ADDRESS
Barnhill	<i>Cllrs Lindsay Bliss, Roshan Ghei and John Major</i>			
	1 st Friday of each month	7 – 8 pm	Yeading Library	Yeading Lane Hayes UB4 4EW
	3 rd Friday of each month	7 – 8 pm	Barnhill Community Centre	Ayles Road Hayes UB4 9HG
Botwell	<i>Cllrs Janet Gardner, Phoday Jarjussey and Mohammed Khursheed</i>			
	Every Friday	2.30 – 4.30 pm	Hayes One Stop Shop	49-51 Station Rd Hayes UB3 4BE
Charville	<i>Cllr Beulah East</i>			
	Last Friday of the month	1.30 – 2.30 pm	Charville Library	Bury Avenue Hayes UB4 8LF
Heathrow Villages	<i>Cllr June Nelson</i>			
	1 st Tuesday of each month	10 am - 12 noon	Com Dot Café	Byron Way Glebe Estate West Drayton UB7 9JD
Pinkwell	<i>Cllrs Jazz Dhillon, Kuldeep Lakhmana and Avtar Sandhu</i>			
	1 st & 3 rd Thurs of each month	5 – 7 pm	Harlington Library	Pinkwell Lane Harlington UB3 1PB
Townfield	<i>Cllrs Lynne Allen, Peter Curling and Robin Sansarpuri</i>			

	1 st Saturday of each month	10.30 – 12 noon	Botwell Green Sports & Leisure Centre	East Avenue Hayes UB3 2HW
	2 nd Weds of each month	6.30 – 7.30 pm	Hayes Campus	College Way Coldharbour Lane Hayes UB3 3BB
	2 nd Friday of each month	6.30 – 7.30 pm	Townfield Community Centre	Townfield Road Hayes UB3 2EX
West Drayton	<i>Cllr Anita MacDonald</i>			
	2 nd Thursday of each month	9 am – 11 am	Bell Farm Christian Centre	South Road West Drayton UB7 9LW
Yeading	<i>Cllrs David Allam and Janet Duncan</i>			
	1 st Friday of each month	7 – 8 pm	Yeading Library	Yeading Lane Hayes UB4 4EW
	3 rd Friday of each month	7 – 8 pm	Yeading Community Centre	2 Ditchfield Close Yeading UB4 9BH
Yiewsley	<i>Cllr Paul Harmsworth</i>			
	Last Weds of the month	7 – 8 pm	Yiewsley Library	High Street Yiewsley UB7 7BE

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Agenda Item 6

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

Meetings	Room
22 July 2010	CR 5
7 September 2010	CR 6
13 October 2010	CR 6
11 November 2010	CR 6
20 December 2010*	CR3
19 January 2011	CR 6
9 February 2011**	CR 6
16 March 2011	CR 5
20 April 2011	CR 6

* Cancelled meeting

** Date change from 22 February 2011

BACKGROUND DOCUMENTS

None

Corporate Services & Partnerships POC 16 March 2011

PART 1 – MEMBERS, PUBLIC & PRESS

Corporate Services & Partnerships Policy Overview Committee

2010/11 DRAFT Work Programme

Meeting Date	Item
8 June 2010	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

22 July 2010	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

7 September 2010	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

13 October 2010	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 16 March 2011

PART 1 – MEMBERS, PUBLIC & PRESS

	Work Programme
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11 November 2010	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

19 January 2011	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 - Draft Final Report
	Budget Proposals Report for Deputy Chief Executive's Office and Finance & Business Services Directorate
	Report back on Skills and Knowledge Audit
	Briefing on the Council's Security Contract
	Major Reviews in 2010/11 – Second Review - Possible Topics
	Cabinet Forward Plan
	Work Programme

9 February 2011	Skills and Knowledge Audit
	Security Contract
	Consideration of all POC comments on Budget Proposals for submission to Cabinet
	Cabinet Forward Plan
	Work Programme – consideration of second review topic

Corporate Services & Partnerships POC 16 March 2011

PART 1 – MEMBERS, PUBLIC & PRESS

16 March 2011	Mini Review in 2010/11 – The Security of Members of the Council and officers when meeting with members of the public – Scoping report and witness session
	Cabinet Forward Plan
	Work Programme

20 April 2011	Mini Review in 2010/11 – The Security of Members of the Council and officers when meeting with members of the public – Scoping report and witness session
	Cabinet Forward Plan
	Work Programme

Corporate Services & Partnerships POC 16 March 2011

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 15th 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'.
2. Unfortunately the Forward Plan has not been updated since this Committee's last meeting on 9 February 2011. If the Forward Plan is updated prior to this meeting, copies of the updated Plan will be circulated to Members.

SUGGESTED COMMITTEE ACTIVITY

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

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The Cabinet Forward Plan

Period of Plan: February 2011 to May 2011 onwards

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									
CABINET - 17 MARCH 2011									
SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	PECS - Gregory Morrison			
504 Par	Anti-Fraud Strategy	Cabinet will be asked to agree the Council's Anti-Fraud Strategy	N/A		Cllr Jonathan Bianco	DCEO - Helen Taylor			
CABINET - 14 APRIL 2011									
SI 7	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	DCEO - Democratic Services			
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&BS - Paul Whaymand			
CABINET MEMBER DECISIONS - APRIL 2011									

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
<small>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</small>									
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	DCEO - Democratic Services	Various	Various	
CABINET - 26 May 2011									
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	DCEO - Democratic Services			
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&BS - Paul Whaymand			
CABINET MEMBER DECISIONS - MAY 2011									
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	DCEO - Democratic Services	Various	Various	