



HILLINGDON  
LONDON



# Residents' and Environmental Services Policy Overview Committee

## Councillors on the Committee

Michael Markham (Chairman)  
Janet Duncan  
Judy Kelly  
Shirley Harper-O'Neill (Vice-Chairman)  
June Nelson  
Susan O'Brien

**Date:** TUESDAY, 8 JUNE 2010  
**Time:** 6.00 PM  
**Venue:** COMMITTEE ROOM 3 -  
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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request. Please contact us for further  
information.**

**Published:** Monday, 31 May 2010

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<http://lbh-modgov:9071/ieListMeetings.aspx?CId=114&Year=2009>

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## **Residents' & Environmental Services Policy Overview Committee**

### **Terms of Reference**

To perform the policy overview role outlined below:

1. 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. monitor the performance of the Council services within their remit (including the management of finances and risk);
3. comment on the proposed annual service and budget plans for the Council services within their remit before final approval by Cabinet and Council;
4. 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);

In relation to the following services:

1. culture, arts and sport including the provision and/or management of museums, art galleries, theatres, archives and local history activities, libraries, leisure centres, swimming pools and other like facilities;
2. lifelong learning;
3. community safety;
4. the provision, planning and management of parks and open spaces, allotments, cemeteries, pitches and other like facilities;
5. transport, highways and parking;
6. waste management and recycling;
7. conservation and biodiversity;
8. safety education;
9. licensing and registration;
10. trading standards;
11. consumer protection;
12. environmental health functions
13. planning and building control
14. the Council's planning policies (including the Unitary Development Plan and other plans for the use and development of land), Local Agenda 21 Strategy and Local Transport (Implementation Plan).

Policy Overview Committees will not investigate individual complaints.

# Agenda

- 1 Apologies for Absence
- 2 Declaration of Interest in matters coming before this meeting
- 3 To confirm that all items marked Part 1 will be considered in Public and that any items marked Part 2 will be considered in Private
- 4 To agree the Minutes of the meeting held on 17 March 2010 1 - 4
- 5 To discuss potential POC review topics for 2010/11 5 - 6
- 6 Forward Plan 2010 7 - 12
- 7 Work Programme 2010/11 13 - 14

**Minutes**

**Residents' and Environmental Services Policy  
Overview Committee  
Wednesday, 17 March 2010  
Meeting held at Committee Room 4a - Civic  
Centre, High Street, Uxbridge UB8 1UW**



**Published on:  
Come into effect on: Immediately**

	<p><b>Members Present:</b> Councillors Michael Markham (Chairman) Kay Willmott-Denbeigh (Vice-Chairman) Lynne Allen Paul Buttivant Janet Duncan Judy Kelly</p> <p><b>Officers Present:</b></p> <p>Sue Pollitt, Divisional Trading Standards Manager, LBH Shabeg Nagra, Port Health Manager, LBH Viv Pullha , Officer from the UK Border Agency (Freight) Joanne Kingham, Officer from the UK Border Agency (Freight)</p>	
9.	<p><b>Apologies for Absence</b></p> <p>There were no apologies.</p>	
10.	<p><b>Declaration of Interest in matters coming before this meeting</b></p> <p>There were no declarations of interest.</p>	
11.	<p><b>To confirm that all items marked Part 1 will be considered in Public and that any items marked Part 2 will be considered in Private</b></p> <p>It was confirm that all items of business would be considered in public.</p>	
12.	<p><b>To agree the Minutes of the meeting held on 17 February 2010</b></p> <p>The minutes of the meeting held on 17 February 2010 were agreed as a record and signed by the Chairman subject to the following correction:</p> <p><b>Item 6 – Witness Session Illegal cosmetics and Illegally Imported Foods – Border Controls and Wholesale/Retail -</b></p>	



The Chairman thanked officers, on behalf of the Committee for all their effort and work in the completing this review.

**Resolved that:**

**1. The draft recommendations be agreed as follows:**

- i. The Committee recognises the efforts made by Council and UK Border Agency (UKBA) Officers to tackle illegal goods being sold in the Borough and recommends that a public information campaign be launched to raise residents' awareness of how to identify illegally imported cosmetic and food and of reporting procedures.**
- ii. The Committee is of the view that closer working between our partner agencies (e.g. Trading Standards, UKBA and Port Health) is essential. The Committee therefore recommends that, as a matter of urgency a clear, accountable and robust Memorandum of Understanding (MOU) or protocol be set up between the agencies in order to exchange information freely and securely and that a joint database of offending exporters be developed.**
- iii. The Committee recommends that IT systems used by Port Health offices at Heathrow Airport are available to officers 24 hours a day, and to ensure continuity, and request that back up systems be provided to support the critical process of information exchange.**
- iv. The Committee recommends that Officers make efforts to identify external funding in support of additional joint operations.**
- v. The Committee recommends that information about the 'Score on Doors' scheme be published in Hillingdon People, the Council's magazine. Publicity should relate to premises where food is prepared on the premises for public consumption in local restaurants and should be advertised following an inspection.**
- vi. During its deliberations, the Committee briefly considered the problems of the use of the drug Khat and its legal status. The Committee therefore recommends this as a future review**

	<p style="text-align: center;"><b>topic in 2010/11.</b></p> <p><b>2. That the final report be circulated to Members of the Committee for their comments.</b></p> <p><b>3. That the Chairman approves the final report.</b></p>	
<b>14.</b>	<p><b>Forward Plan March 2010 to June 2010</b></p> <p>The Committee considered extracts of items in the Forward Plan for the Cabinet meeting on 18 March 2010. Members noted that the CCTV Maintenance Contract expired in March 2010 and hoped that the new contract would ensure that the maintenance covered all eventualities, particularly in respect of technical advances.</p> <p>Members requested copies of the Quarterly Planning Obligations Monitoring report for Quarter 4, due to be reported to the Cabinet Meeting on 24 June 2010 to see how 106 monies had been spent.</p> <p>The Chairman expressed sincere thanks on behalf of the Committee to Councillor Kay Willmot-Denbeigh, for all her work and support as former Chairman of the Residents' and Environmental Services Policy Overview Committee.</p>	<p><b>Action By:</b></p> <p><b>Democratic Services</b></p>
<b>15.</b>	<p><b>Work Programme 2010</b></p> <p>The Committee confirmed the cancellation of the meeting scheduled for the 13 April 2010.</p>	
	<p>The meeting closed at 6.45 pm.</p>	

These are the minutes of the above meeting. For more information on any of the resolutions please contact Nadia Williams on 01895 277 655. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.



**RESPOC**  
**Review Topics 2010/11**

**Contact Officer: Natasha Dogra**  
**Telephone: 01895 277488**

**REASON FOR ITEM**

To enable the Committee to agree the review it wishes to undertake in the 2010/11 Council year.

**OPTIONS OPEN TO THE COMMITTEE**

1. The Committee should provide Officers with review ideas, which Officers can then research and provide the Committee with scoping reports on at the next meeting.

**INFORMATION**

1. The Committee is responsible for undertaking the 'policy overview' role in relation to the services provided by the Environment and Consumer Protection Group and the Planning and Community Services Group. The full range of services under the Committee's remit is outlined in the terms of reference at the start of the agenda.
2. Previous experience from both Hillingdon and other Councils indicates that the Committee can have the greatest impact by focusing on a work programme agreed at the start of the Council year. Similarly, focusing upon one or two items at each meeting can help Members engage with the major issues and encourage stakeholder engagement.
3. As in previous years, the Committee is recommended to use this first meeting of the year to set a work programme for the next 12 months and select one or two topics for major review.
4. In selecting topics, Members are reminded of the Committee's work in from 2006 to 2009, which included reviews of:

**2006/7**

Tackling anti-social behaviour  
Increasing recycling and reducing waste  
A specialist domestic violence court for Hillingdon

**2007/8**

Highways maintenance  
Community consultation and engagement  
Cleanliness of the environment

**2008/9**

CCTV Strategy  
Heritage in Hillingdon  
Residents' and Environmental Services Policy Overview Committee  
Part 1 – Members, Public and Press

**2010/11**

Street Lighting

Illegal Imported Cosmetics and Food

Planning Enforcement – construction and use of back buildings (homes in back gardens).

### **SUGGESTED SCRUTINY ACTIVITY**

Members agree to ask Officers to research one or two topics which may be chosen for in-depth review, using the selection criteria below suggested by the Audit Commission and their knowledge of residents' priorities.

#### **Selection criteria recommended by the Audit Commission**

##### **(A) Possible Reasons for Scrutiny**

Strong public interest

Government pressure

Included in the council plan or Hillingdon Improvement Programme

Inspection report recommendation (e.g. performance below target)

##### **(B) Scope for Making an Impact**

Area within Council's control/influence

High impact on residents

Expertise available on which to draw

Good practice available elsewhere

## **FORWARD PLAN: 2010 – 2011**

**Contact officer: Natasha Dogra  
Telephone: 01895 277488**

### **REASON FOR ITEM**

The Committee is required by its terms of reference to consider the Forward Plan and comment as appropriate to the decision-maker on key decisions which relate to services within its remit (before they are taken by Cabinet or Cabinet Member).

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

- To comment on items going to the Cabinet or Cabinet Members for decision.
- Or to note the items and decide not to comment.

### **INFORMATION**

#### The Forward Plan

1. The Forward Plan for the following months has been published. Those items that are within this Committee's remit are shown on the attached version of the Forward Plan. The Committee may wish to consider these items and comment to the decision-maker.
2. Committee Members are requested to send in any questions they have on any items in the attached Forward Plan or in the published Cabinet agenda and reports, and to request any officers that they wish to be present to give advice.

### **SUGGESTED COMMITTEE ACTIVITY**

- To consider whether there are comments or suggestions that the Committee wishes to make that will aid Cabinet's decision-making.

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# The Cabinet Forward Plan

Period of Plan: May to August 2010

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
<b>CABINET - 27 MAY 2010</b>									
451	<b>Residents' &amp; Environmental Services Policy Overview Committee: Review</b>	Cabinet will receive a report with recommendations on the Committee's review of illegal cosmetics and illegally imported foods	All		Cllr Sandra Jenkins	Democratic Services Nadia Williams			<b>NEW</b>
437	<b>National HRA Review Implications for Hillingdon Council</b>	The Department for Local Government and Communities have been reviewing the Housing Revenue Account financing model over the past few years with a view to making changes. One of the possible changes was for local authorities to buy their way out of the HRA subsidy scheme by agreeing to take on additional debt as part of a national re-allocation. In return, local authorities would be able to keep all proceeds from rents and other charges. For those LAs who currently have to pay back subsidy to DCLG as part of the annual settlement (termed negative subsidy) this would cease, with the additional income being used to finance the additional debt repayments. Hillingdon is one such authority and such a move could be beneficial to this authority. A consultation paper in 2009 suggested that local authorities would be invited by DCLG to opt out of the subsidy system in the first half of 2010. The invitation to opt out is expected in March 2010 and this report details the impact on the HRA within Hillingdon, recommending appropriate action depending on the detail of the offer made.	All		Cllr Philip Corthorne	Maqsood Sheikh			

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## CABINET MEMBER DECISIONS - MAY 2010

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
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	<b>DCEO</b> Democratic Services	Various	Various	
<b>CABINET - 24 JUNE 2010</b>									
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	<b>F&amp;R</b> Paul Whaymand 01895 556074			
<b>CABINET MEMBER DECISIONS - JUNE 2010</b>									
SI Page 10	<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	<b>DCEO</b> Democratic Services	Various	Various	
<b>CABINET - 15 JULY 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	<b>DCEO</b> Democratic 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	<b>F&amp;R</b> Paul Whaymand 01895 556074			
<b>CABINET MEMBER DECISIONS - JULY 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	<b>DCEO</b> Democratic Services	Various	Various	

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
<b>NO CABINET IN AUGUST 2010</b>									
	No Cabinet currently scheduled								
<b>CABINET MEMBER DECISIONS - AUGUST 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	<b>DCEO</b> Democratic Services	Various	Various	
<b>CABINET MEMBER - LIST OF STANDARD ITEMS CONSIDERED EACH MONTH</b>									
SI Page 11	<b>Petitions about matters under the control of the Cabinet</b>	Cabinet Members will consider a number of petitions received by local residents and organisations and decide on future action. These will be arranged as Petition Hearings.			as appropriate	<b>DCEO</b> Democratic Services		Petitions to the Council	
SI	<b>Local Safety Schemes and Parking Revenue Account funded schemes</b>	To consider petitions received and decide on future action			Cllr Keith Burrows	<b>E&amp;CP</b> Jack Webster 01895 250638	Traffic Liaison Group	LAAU Accident Statistics	
SI	<b>Pedestrian Crossings</b>	To approve schemes to provide crossing facilities			Cllr Keith Burrows	<b>E&amp;CP</b> Jack Webster 01895 250638			
SI	<b>To consider parking management schemes &amp; Traffic Regulation Orders</b>	To consider and decide on the form of parking management schemes including stop and shop schemes at shopping centres. To also consider objections to traffic regulation orders and to decide whether to approve the orders in the light of objections			Cllr Keith Burrows	<b>E&amp;CP</b> Jack Webster 01895 250638			
SI	<b>Road Safety Programme, Traffic Congestion Mitigation Programme and School Travel Plan Programme</b>	To approve any schemes in the programmes			Cllr Keith Burrows	<b>E&amp;CP</b> David Knowles 01895 277578	Traffic Liaison Group, Motorists' Forum, Ward Councillors		

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
SI	<b>London Cycle Network Schemes and Cycling Initiative Schemes</b>	To approve any schemes that are part of the London Cycle Network or are cycling initiative schemes			Cllr Keith Burrows				
SI	<b>Chrysalis Programme of Environmental Improvements</b>	The Cabinet Member(s) will be asked to consider the recommendations of the Environmental Improvements Panel.	Various		Cllr Douglas Mills & Cllr Sandra Jenkins	<b>DCEO</b> Maggie Allen 01895 277040			
SI	<b>Ward Budget Initiative</b>	To approve the spending of Ward Budgets following applications from Ward Councillors - this will be done on a monthly cycle.	All		Cllr Douglas Mills / Leader of the Council	<b>DCEO</b> Maggie Allen 01895 277040			
SI Page 12	<b>Erection and Renewal of Street Furniture</b>	Following Cabinet's decision on 24th September, final sign-off of any expenditure against this term contract must be made by the Leader of the Council and Cabinet Member for Finance and Business Services.	All		Cllr Ray Puddifoot and Cllr Jonathan Bianco	<b>E&amp;CP</b> <b>Jonathan Westell</b>			



# Agenda Item 7

## RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE 2010-11

**Contact Officer:** Natasha Dogra

**Telephone:** 01895 277488

### REASON FOR ITEM

That the Committee consider revisions to the scheduling of existing meetings based upon review topics during 2010/11 as set out below:

### WORK PROGRAMME

<b>8 June 2010</b>	Work Programme – review the annual work programme
	Review Discuss – to discuss potential review topics for 2010/11.
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>27 July 2010</b>	Work Programme – review the annual work programme
	Review 1 – to consider various scoping reports and decide on one or two review topics for 2010/11.
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>14 September 2010</b>	Work Programme – review the annual work programme
	Review 1 – Witness Session 1
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>7 October 2010</b>	Work Programme – review the annual work programme
	Review 1 – Witness Session 2
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>16 November 2010</b>	Work Programme – review the annual work programme

	Statement of Licensing Policy - consultation update by Licensing Service Manager
	Review 1 – agree conclusions and recommendations
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>14 December 2010</b>	Work Programme – review the annual work programme
	Review 1 – agree final report
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>18 January 2011</b>	Work Programme – review the annual work programme
	Review 2 – agree scoping report
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>15 February 2011</b>	Work Programme – review the annual work programme
	Review 2 – Witness Session 1
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>9 March 2011</b>	Work Programme – review the annual work programme
	Review 2 – Witness Session 2
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>12 April 2011</b>	Work Programme – review the annual work programme
	Review 2 – agree final report
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.