



HILLINGDON  
LONDON



# Cabinet

**Date:** THURSDAY, 15 JULY 2010

**Time:** 7.00 PM

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

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

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.

## Councillors in the Cabinet

Ray Puddifoot (Chairman)  
*Leader of the Council*

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

Jonathan Bianco  
*Finance & Business Services*

Keith Burrows  
*Planning & Transportation*

Philip Corthorne  
*Social Services, Health & Housing*

Henry Higgins  
*Culture, Sport & Leisure*

Sandra Jenkins  
*Environment*

Douglas Mills  
*Improvement, Partnerships & Community Safety*

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

**Published:** Wednesday, 7 July 2010

**Contact:** Mark Braddock,  
Democratic Services

Tel: 01895 250470

Fax: 01895 277373

Email: [mbraddock@hillington.gov.uk](mailto:mbraddock@hillington.gov.uk)

This Agenda is available online at: [www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)

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.



# Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest in matters coming before the meeting
- 3 To confirm the minutes of the previous meeting held on 24 June 2010 1 - 14
- 4 To confirm that the items of business marked Part 1 will be considered in public and that the items of business marked Part 2 in private

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

- 5 Older People's Plan 2009/10 - update (Cllrs Puddifoot and Corthorne) 15 - 36
- 6 Disabled People's Plan 2009-2012 update (Cllr Corthorne) 37 - 70
- 7 Ruislip Village Conservation Area - appraisal (Cllr Burrows) 71 - 74
- 8 Council Budget - 2009/10 Revenue and Capital Outturn (Cllr Bianco) 75 - 120
- 9 Council Budget - Month 2 2010/11 Revenue and Capital Monitoring (Cllr Bianco) 121 - 156

## **Cabinet Reports - Part 2 (Private and Not for Publication)**

<b>10</b>	Planning Contract Extension (Cllr Burrows) *	157 - 160
<b>11</b>	Former Frank Welch Court site, High Meadow Close, Eastcote (Cllr Bianco)	161 - 170
<b>12</b>	Quarterly Voluntary Sector Leases Report (Cllr Bianco)	171 - 184

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

*\* This item was not previously notified on the Forward Plan. Notice is therefore given on this agenda. The report seeks to ensure the continued delivery of a high quality planning service which meets the Council's objectives.*

**13** Other items which the Chairman decides are relevant or urgent

## Minutes

### Cabinet

Thursday, 24 June 2010

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



HILLINGDON  
LONDON

Published on: 25 June 2010

Come into effect on: 5pm, Friday 2<sup>nd</sup> July 2010

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

Ray Puddifoot (Chairman)  
David Simmonds (Vice-Chairman)  
Jonathan Bianco  
Keith Burrows  
Henry Higgins  
Sandra Jenkins  
Douglas Mills

#### **Members also Present**

George Cooper  
Judith Cooper  
Brian Crowe  
Mo Khursheed  
Edward Lavery  
Richard Lewis  
Anita MacDonald  
John Major  
Mary O'Connor  
John Riley  
Brian Stead  
Wayne Bridges

#### **161. APOLOGIES FOR ABSENCE**

Councillors Philip Corthorne and Scott Seaman-Digby

#### **162. DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THE MEETING**

None.

#### **163. TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING HELD ON 27 MAY 2010**

The minutes of the previous meeting were agreed.

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

This was confirmed.

**165. CORPORATE SERVICES AND PARTNERSHIPS POLICY OVERVIEW COMMITTEE: MAJOR REVIEW ON NEW BUSINESS START UPS WITHIN HILLINGDON AND BUSINESS SUPPORT ON INDUSTRIAL ESTATES**

*The Chairman of the Corporate Services and Partnerships Policy Overview Committee presented the Committee's review to the Cabinet, which was warmly endorsed.*

**RESOLVED:**

**That Cabinet:**

- 1. Welcomes the review's final report from the Corporate Services & Partnerships Policy Overview Committee and be asked to give consideration to the following recommendations:**
  - 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.**
  - 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.**
  - 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.**
  - 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.**
  - 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.**
  - 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.**

**Reasons for decision**

Cabinet agreed with the Policy Overview Committee report that the Council and its key strategic partners had undertaken a wide range of measures aimed at supporting residents and businesses with a focus on town centre improvements.

Cabinet supported the recommendations to enhance support to businesses and industrial estates in the Borough.

**Alternative options considered and rejected**

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

**Officer to action:**

Khalid Ahmed, Democratic Services

**166. SOCIAL SERVICES, HEALTH AND HOUSING POLICY OVERVIEW COMMITTEE:  
REVIEW OF HILLINGDON CENTRE FOR INDEPENDENT LIVING**

**RESOLVED:**

**That Cabinet:**

- 1) Welcome that the Committee has noted the progress made since the last review of Hillingdon Centre of Independent Living in 2007;**
- 2) Request that:**
  - a) The Policy Overview Committee review this matter again looking at the potential to provide the service in a more efficient manner, possibly for the benefit of other authorities as well as Hillindgon; and**
  - b) Officers work with the Committee to report back to Cabinet with fully costed options and recommendations.**

**Reasons for decision**

Cabinet thanked the Committee for its review, but asked that it undertake a further more in-depth review at the service, with a view of reporting back to Cabinet with fully costed options for the future of the Hillingdon Centre for Independent Living.

**Alternative options considered and rejected**

The Cabinet could have accepted all of the Committee's recommendations.

**Officers to action:**

Charles Francis, Democratic Services  
Gary Collier, Adult Social Care, Health and Housing

## **167. NATIONAL HOUSING REVENUE ACCOUNT (HRA) REVIEW**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Notes that the proposals are subject to confirmation and decisions in principle can be revoked if the eventual self financing offer is not in line with expectations or if circumstances change sufficiently to alter the current view of the proposals.**
- 2. Taking this into account and on the basis that both the Council HRA and GF stands to benefit under a future self financing system, instructs officers to respond positively to the Government proposals.**
- 3. Approves the Hillingdon response as set out in Appendix 4.**

#### **Reasons for decision**

Cabinet considered the details of the Government consultation paper about proposals to dismantle the current HRA Subsidy system in favour of a self-financing alternative. Cabinet approved the Council's submission, noting that by doing so the Council would not be committing to any proposal at this stage.

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

The Council could have decided not to respond to the Government consultation but this could have resulted in any issues specific to Hillingdon not being taken into account if the Government decides to bring in the change on a statutory basis.

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

Maqsood Sheikh, Adult Social Care, Health and Housing  
Paul Whaymand, Finance and Resources

## **168. PLANNING OBLIGATIONS - QUARTERLY FINANCIAL MONITORING REPORT**

### **RESOLVED:**

#### **That the Cabinet:**

- 1) notes the updated financial information attached to the report;**
- 2) reminds Directors to ensure all s106/278 expenditure is approved by the Leader of the Council and Cabinet Member for Finance and Business Services.**

#### **Reasons for decision**



Circular 05/05 and the accompanying best practice guidance requires local planning authorities to consider how they can inform Members and the public of progress in the allocation, provision and implementation of obligations whether they are provided by the developer in kind or through a financial contribution. Cabinet noted the report which detailed the financial planning obligations held by the Council and what progress had, and was, being made.

The Council's Constitution provides for the release of all capital to be made by a formal Cabinet Member decision to the Leader of the Council and Cabinet Member for Finance and Business Services.

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

To not report to Cabinet. However, Cabinet believed it was an example of good practice to monitor income and expenditure against specific planning agreements.

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

Nicola Wyatt, Planning and Community Services

### **169. FRAMEWORK AGREEMENT FOR THE SUPPLY AND INSTALLATION OF PARK AND PLAYGROUND EQUIPMENT**

#### **RESOLVED:**

#### **That Cabinet:**

- 1) Agree to utilise the Harrow Framework Agreement for the design, supply & installation of park and playground equipment.**
- 2) Agree that the appropriate delegated officer, in consultation with the relevant Cabinet Member has the authority to award the contract for each individual 'mini-tender', on the basis of predetermined price / quality criteria.**

#### **Reasons for decision**

Cabinet agreed to use the Framework Agreement put in place by Harrow Borough Council (part of the West London Alliance) as an efficient way to meet Hillingdon's equipment requirement for playgrounds, parks and green spaces.

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

The Council could have run its own tender process or awarded it to a single supplier.

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

**170. MONITORING REPORT FOR THE FINAL QUARTER OF 2009/10 FOR COUNCIL PLAN WORK PROGRAMME, QUARTERLY PERFORMANCE INFORMATION, LAA REPORT AND ACHIEVEMENTS**

**RESOLVED:**

**That Cabinet:**

- 1) Notes the progress made to date on the Council Plan;**
- 2) Notes the progress made on the LAA 2008 and the performance reward grant section of the LAA 2007;**
- 3) Notes the recent announcement from Government of payment of LAA reward monies in light of the public sector efficiency review.**
- 4) Notes the progress made in performance within the local performance framework;**
- 5) Notes achievements across the Council.**

**Reasons for decision**

Cabinet received its regular report setting out the progress made by officers in implementing the Council Plan across the Council as well as general performance, resident's feedback and achievements. The report also provided a corporate overview of progress and funding of the Local Area Agreement bearing in mind the recent budget announcements from the new Government.

**Alternative options considered and rejected**

None.

**Officers to action:**

Kevin Byrne/Ian Edwards, Deputy Chief Executive's Office

**171. SUSTAINABLE COMMUNITY STRATEGY 2008-18 PROGRESS AND FUTURE DIRECTION**

**RESOLVED:**

**That Cabinet:**

- 1) Notes the outturn of Hillingdon's Sustainable Community Strategy objectives up to end of 2009/2010.**

**2) Instructs officers to develop future proposals, with partners, that:**

- I. reflect the opportunities presented to focus on local priorities given the abolition of the Comprehensive Area Assessment,**
- II. put residents at heart of everything the Council and LSP does**
- III. streamlines performance management processes wherever possible**
- IV. supports partnership working where clear benefits in service delivery can be demonstrated**
- V. Explore possibility of a Partnership Shared Services Social Enterprise model for Hillingdon**
- VI. are realistic about the financial challenges facing the council and partners.**

**And to report back to Cabinet initially in three months time.**

**Reasons for decision**

Cabinet reviewed progress on the Sustainable Community Strategy made decisions to ensure that the Council and its partners would be well placed in the current economic climate and also bearing in mind recent necessary decisions made by the new Government on the national budget which could present both opportunities and challenges locally.

**Alternative options considered and rejected.**

None.

**Officer to action:**

Ian Edwards, Deputy Chief Executive's Office

**172. ICT DIRECTORY SERVICES, FILE HOSTING AND EMAIL**

**RESOLVED:**

**That Cabinet formally approve the award of a 3-year contract to Network Design & Support Limited at a total cost of £629k for the supply of the Novell licences for ICT Directory Services, File Hosting and Email also for the support and maintenance of this infrastructure for 3 years.**

**Reasons for recommendation**

Cabinet agreed to continue with the Council's current ICT infrastructure that was built around Novell technologies that would bring additional functionality to the ICT systems and users.

**Alternative options considered and rejected**

By not replacing the current ICT infrastructure, Cabinet felt that the risks would have been too high leading to down time and basic systems such as file & print or e-mail to all staff and users being unavailable or significantly reduced.

**Officer to action:**

Arthur Greaves, Finance and Resources

**Exempt Information**

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

**173. SUPPORTING PEOPLE: AWARD OF CONTRACT FOR DOMESTIC VIOLENCE SUPPORT SERVICES**

**RESOLVED:**

**That Cabinet agree but delegate the final decision to award the contracts to Hestia detailed below:**

- a) a new floating support service for people experiencing domestic violence for £391,066 for three years (with a commencement date yet to be agreed);
- b) a new building-based service for women experiencing domestic violence for £579,224 for three years (with a commencement date yet to be agreed).

**to the Leader of the Council and Cabinet Members for Social Services, Health & Housing and Finance and Business Services, in conjunction with the Director of Adult Social Care, Health and Housing.**

**Reasons for decision**

Cabinet considered the contracts for existing domestic violence related housing-related support services in the Borough that were coming to an end. In light of recent budget announcements by the Government, Cabinet delegated the final decision to award the new contracts to Members in consultation with Officers.

**Alternative options considered and rejected**

Cabinet could have decided to not proceed with the contract and the existing services would have been decommissioned. However, this would have left vulnerable residents without support.

**Officer to action:**

Barry Newitt, Adult Social Care, Health and Housing

**Exempt Information**

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

**174. PORT HEALTH ACCOMMODATION AT TERMINAL 5, HEATHROW AIRPORT**

**RESOLVED:**

**That Cabinet approves the taking of the lease by the Council at a rent of £131,458 per annum exclusive. Other terms are to be approved by the Director of Planning, Environment and Community Services in consultation with the Cabinet Member for Finance and Business Services.**

**Reasons for decision**

Cabinet agreed to proceed with a lease to provide Port Health services in Terminal 5. Cabinet noted that this was a statutory service, which the council would be fully reimbursed for by the Health Protection Agency.

**Alternative options considered and rejected.**

None.

**Officer to action:**

Mike Paterson, Planning, Environment and Community Services

**Exempt Information**

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

**175. SITE ADJACENT TO SOUTH RUISLIP LIBRARY, VICTORIA ROAD, SOUTH RUISLIP - KNOWN AS PLOT B**

**RESOLVED:**

**That Cabinet agree:**

- 1) That the site adjacent to the South Ruislip Library known as Plot B is declared surplus to requirements.**
- 2) To authorise officers to submit a planning application for development of Plot B to residential use, subject to final sign-off by the Leader of the Council and Cabinet Member for Finance and Business Services.**
- 3) To delegate the subsequent decision of the site's future development to the Leader of the Council and Cabinet Member for Finance and Business services, in conjunction with the Director of Planning, Environment and Community Services.**

**Reasons for decision**

Cabinet agreed that there were development opportunities on this site and authorised officers to proceed with the planning application stage, delegating further decisions on it to Cabinet Members.

**Alternative options considered and rejected**

None at this stage.

**Officer to action:**

Mayur Patel - Planning, Environment and Community Services

**Exempt Information**

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

## 176. RE-TENDER OF THE COMMUNITY MEALS SERVICE

### RESOLVED:

#### That Cabinet:

- 1) Award of the contract to provide the Meals Service on behalf of the London Borough of Hillingdon to Apetito, for a period of two years commencing 26th September 2010 with the option of an extension for one year thereafter, if it is required and is deemed to be appropriate.
- 2) Agree Pricing Option 2, based on Apetito utilising the London Borough of Hillingdon Civic Centre kitchen and bearing the risk of replacement of the kitchen equipment.
- 3) Instruct officers to ensure that the change in service provider is effectively communicated to all recipients of the meals service and full communication with carers and relevant organisations takes place bearing in mind the need to be aware of community safety issues for vulnerable adults.

#### Reason for decision

Cabinet agreed to a re-tendered meals service and new provider and stressed the importance that carers and users of the service be fully informed about the change in service provider.

#### Alternative options considered and rejected

Cabinet could have decided on a number of options for the provision of the service but agreed pricing option 2 with the new provider.

#### Officer to action:

Brian Barry, Adult Social Care, Health and Housing

#### Exempt Information

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

**177. TASMAN HOUSE, 111 MAPLE ROAD, HAYES**

**RESOLVED:**

**That the Cabinet declares Tasman House surplus to requirements and agrees that it be sold in the open market, with planning permission for residential use, by a method to be decided by the Director of Planning, Environment and Community Services in consultation with the Cabinet Member for Finance and Business Services.**

**Reasons for decision**

Cabinet agreed that there was no service requirement for Tasman House and that the best option would be to sell it to generate a capital receipt that would contribute to the Council's Capital Programme.

**Alternative options considered and rejected**

None.

**Officer to action:**

Mayur Patel – Planning, Environment and Community Services

**Exempt Information**

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

**178. BARNHILL PFI - NEW CONTRACTUAL ARRANGEMENTS**

**RESOLVED:**

**That Cabinet agrees for the Leader and the Cabinet Member for Education and Children Services and the Cabinet Member for Finance and Business Services to:**

- 1) Take such steps as appropriate, after considering such advice from relevant officers and external advisors, to progress the council responding to the Jarvis administrator proposal for the acquisition of Jarvis (Barnhill) Limited by Johnson Workplace Management Limited and the novation of the Facilities Provision Contract to SGP Property & Facilities Management Limited.**



- 2) **Delegate such authority as necessary to the Director of Children's Services and Director of Finance & Resources and Director of Planning Environment and Community Services, in consultation with them, to conclude the detail of necessary actions and legal documents.**

### **Reasons for decision**

Cabinet noted the latest position and agreed to take such steps as appropriate to respond to the entry into administration in March 2010 of Jarvis Plc and Jarvis Accommodation Services at Barnhill Community High School.

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

Cabinet considered the professional advice that was presented to them in the report and delegated further decisions to Members and Officers to take any further steps and conclude any documents as required.

### **Officers to action:**

Bob Alabaster, Derek Barnden, Jean Palmer, Chris Spencer, Christopher Neale (Finance and Resources, Education & Children Services and Planning, Environment and Community Services)

### **Exempt Information**

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

### **Urgency Provisions**

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

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

None.

The meeting closed at 7.30pm

### **IMPORTANT INFORMATION**

#### **DECISION AUTHORITY**

These Cabinet decisions were not called-in by the Executive Scrutiny Committee and therefore come into effect 5pm Friday 2 July 2010.

**Changes to proposed decisions:**

Officers should note that the Cabinet amended the recommendations and thereby their decisions on the following items on the agenda: 6, 8, 13, 15 and 16 (minute ref. 166, 168, 173, 175 and 176)

---

## OLDER PEOPLES PLAN - UPDATE 2009/10

<b>Cabinet Member</b>	Cllr Ray Puddifoot Cllr Philip Corthorne
<b>Cabinet Portfolio</b>	Leader of the Council / Older People's Champion Social Services, Health and Housing
<b>Officer Contact</b>	Dan Kennedy, Adult Social Care, Health and Housing
<b>Papers with report</b>	Older People's Action Plan 2009-2010

### HEADLINE INFORMATION

<b>Purpose of report</b>	To provide a progress report on the improvements during 2009/10 for older people contained within the Older People's Plan.
<b>Contribution to our plans and strategies</b>	The Older People's plan assists the Council to deliver its plan 'Fast Forward to 2010' to put residents first and to work with partners in delivering the Sustainable Community Strategy for Hillingdon.
<b>Financial Cost</b>	The majority of proposals will be financed from within existing resources. However, some proposals may be financed via funding set aside under the "Leader's Initiative".
<b>Relevant Policy Overview Committee</b>	Social Services, Health and Housing
<b>Ward(s) affected</b>	All

### RECOMMENDATION

**That Cabinet notes the significant achievements to deliver the Older People's Action Plan during 2009/10 to improve the quality of life of Older People.**

### INFORMATION

#### Reasons for recommendation

1. The development of the three-year Older People's plan 2008-2011 endorses the commitment from the Council and its partners to the continued development and improvement of services designed to create a better quality of life for older people in Hillingdon. The plan supports the council in delivering it's plan 'Fast Forward to 2010' and supports Hillingdon in delivering the Sustainable Community Strategy.

## Alternative options considered

2. None considered

## Comments of Policy Overview Committee(s)

3. None at this stage

## Supporting Information

4. The Older People's Plan from 2008-2011 is the second three-year plan for older people in Hillingdon, and continues the work of the 2005-2008 plan. On 15 July 2008 Cabinet approved the three-year plan for older people 2008-2011. The implementation of the plan is achieved through annual action plan targets.
5. The three year plan was developed in consultation with older people and a wide range of partners including the Hillingdon Primary Care Trust, Hillingdon Hospital, the voluntary sector, Police, Ambulance Service and Fire Brigade. This collaborative approach has proved successful and will continue to further improve services for older people in the borough and promote health and well-being in Hillingdon.
6. The Older People's Plan 2008-2011 is made up of eight themes which older people have said are important to them. The eight themes are:
  - Safety and security
  - Preventative care
  - Keeping independent and healthy
  - Tackling age discrimination
  - Planning for retirement
  - Housing
  - Learning and sharing skills
  - Consulting and informing
7. The action plan is regularly monitored and updated. Projects identified by the Leader's Initiative are considered against these stated themes.
8. There have been a number of achievements during 2009/10. Highlights include:

### **Safety and Security**

- Free burglar alarms - the provision of free burglar alarms to older people who are victims of crime – by the end of 2009/10 1,000 alarms have been installed in the homes of older people in partnership with Age UK. During 2009/10, all the people who received an alarm said they felt safer in their own homes after an alarm was installed. This project has been funded by the Leader's Initiative and is continuing into 2010/11.
- Fire safety – the London Fire Brigade have conducted more than 2,100 home fire safety visits in 2009/10 for vulnerable people. These assessments help to make sure the risk from fire is minimised in the home.

## **Preventative Care**

- Transforming social care – Hillingdon Council is on track to transform social care by offering people who are eligible for assistance a personal budget. This budget will allow people who need support the opportunity to have a greater say in what support they would like to meet their needs. During 2009/10 a number of pilots have started with individuals who require social care support to test arrangements for a personal budget before the initiative is extended to existing and new service users.

## **Keeping Independent and Healthy**

- Extending the Brown Badge Parking Scheme – The Brown Badge Parking Scheme offers older people a designated place to park their car / vehicle which means older people are closer to amenities. All 22 Council-owned car parks have Brown Badge parking bays. A total of 43 Brown Badge parking bays have been installed in 17 new private car parks. During 2009/10 additional Brown Badge parking bays have been installed at the Chimes Shopping Centre and at Breakspear Crematorium. Additional bays are being installed at the Willow Tree Retail Park (Yeading), Ruislip Lido and Highgrove Pool. Six additional parking bays have been installed at the Lombardy Retail Park in Hayes and bays have also been installed at West Ruislip Railway Station. Take-up of the initiative continues to increase – at the end of March 2010 4959 badges had been issued since the scheme started.
- Free Swimming – to help older people keep fit and active, free swimming sessions are available to all people aged 60 years or older. The take-up of this new initiative has been tremendous – nearly 30,000 free swims were provided during 2009/10. Additional swimming sessions have been provided to meet demand.
- Dedicated Advice and Support – Working closely with Age UK, a dedicated worker has been appointed to offer older people advice and information to promote healthier lifestyles.
- Improving Dining Clubs and Community Facilities – with funding from the Leader's Initiative, support has been provided to dining clubs and community facilities to invest in new equipment and maintain delivery of vital community services for older people.

## **Tackling Age Discrimination**

- Providing Support Through the Economic Downturn – working closely with Age Concern, Hillingdon Council has supported the appointment of a dedicated worker to offer financial advice and information to older people working across the Borough as part of the 'Ageing Well' activities programme. In addition, the Joint Visiting Team made up of staff from Hillingdon Council and the Department for Work and Pensions held a benefits awareness event in Ruislip during September 2009, working closely with faith leaders to ensure members of their community have access to benefits advice.

## **Planning for Retirement**

- Information about Planning for Retirement – the January / February edition of Hillingdon People included an article about Life Changes and where to go for further information.

- Promoting Volunteering Opportunities – In partnership with Hillingdon Carers we have developed focused publicity to encourage carers to consider volunteering to enhance their well-being but also as a tool for returning to paid employment once their caring commitments have ended.

## **Housing**

- Improving Housing Conditions for Older People – we have continued to improve the homes of older people. During 2009/10 this included: improvements to the central heating systems of 121 homes occupied by older people; improved insulation measures in 354 homes and essential repairs to a further 101 homes. The improvements are helping older people to remain living in their own home. All targets to improve the homes of older people have been exceeded.
- Specialist Extra Care Housing – The Council is actively progressing the development of extra care housing using funding from the Homes and Communities Agency. Extra care housing will be able to provide support and care for people with more complex needs as an alternative to residential care settings. Our partner Registered Social Landlord have started work on the extra care scheme at the RAF West Ruislip Site, and the Council have received £7m Government funding to include the re-development of the Triscott House sheltered housing scheme into extra care sheltered housing.

## **Learning and Sharing Skills**

- Developing IT skills – promoting access to support and learning opportunities for older people to develop their skills in using IT, including older people living in sheltered housing.

## **Consulting and Informing**

- Dedicated Information for Older People - information for older people has been improved, with a dedicated page for older people in every edition of the Council's publication for local residents (called 'Hillingdon People').
- Supporting Hillingdon's Older People's Assembly – dedicated to older people, the Assembly have engaged in a number of key discussion items in the last nine months including: creating a healthy lifestyle and healthy living; tackling loneliness and depression and the support and services offered by voluntary sector services.

9. A full progress update of the action plan during 2009/10 is attached under appendix one.

## **Financial Implications**

10. The majority of proposals will be financed from within existing resources. However, some proposals may be financed via funding set aside under the "Leader's Initiative".

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

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

11. The 2008-2011 Older Peoples Plan was welcomed by older people as positively continuing to raise their value and profile and as an opportunity to improve the lives of older people in the community.

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

12. Engagement with older people to review the 2008-2011 plan will help to identify future priorities for development.

## **CORPORATE IMPLICATIONS**

### **Corporate Finance**

13. A corporate finance officer has reviewed the report and its financial implications, and is satisfied that these reflect the resource implications for the Council for the implementation of the Older People's Plan. Corporate Finance is satisfied that the majority of the proposals will be contained within existing budgets but that some proposals may be financed by funding set aside under the "Leader's Initiative".

### **Legal**

14. Under the Council's Constitution the Cabinet has the appropriate powers to agree the recommendation proposed at the outset of this report. There are no other significant legal implications arising out of this report to bring to Cabinet's attention.

## **BACKGROUND PAPERS**

Older People's Action Plan 2009-2010 - Update - Appendix one

This page is intentionally left blank



## Older Peoples Action Plan 2009/10 – Quarter 4 Update (as at 30.06.10)

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 4
<b>Theme 1 - Safety and Security</b>					
1.1	Increase home security among older people.	a) Install 1000 burglar alarms free to the homes of vulnerable older people	Sarah Owen	31 March 2010	<b>Completed (green) - 1,000 burglar alarms have been fitted to homes of residents aged 65+.</b>
		b) Promote increased home security - distribute information packs about security to all future recipients of alarms	Sarah Owen	31 March 2010	<b>Completed (green) - 100% of residents who receive burglar alarms have received a home security information pack.</b>  <b>5 joint crime prevention talks have been given by police Crime Prevention Officers and the Council Community Safety Officer to Sheltered Housing complexes.</b>  <b>During 2009/10 more than 2,100 Home Fire Safety Visits have been carried out.</b>
1.2	Take action to tackle rogue traders. (Ref: ECP001)	a) Tackle reports of Rogue Traders in cooperation with Police and other partners.	Peggy Law	31 March 2010	<b>Completed (green) - There have been 33 reported incidents of rogue trader activity. Of these interventionist help was given in 20 cases.</b>

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 4
1.3	Raise awareness amongst older people of safety and security	a) Deliver 2 presentations to older people's forums/assemblies	Sarah Owen	31 March 2010	<b>Completed (green) - 2 presentations to the older people's forum were delivered throughout the course of the year on home and personal security.</b>
		b) Conduct home fire safety visits in priority postcodes	Colin Gribble	31 March 2010	<b>Completed (green) - 422 Home Safety Fire Visits (HSFV) were delivered during quarter 4. Throughout the year 46% of HSFV were in priority postcode areas exceeding the target of 45%.</b>
1.4	Continue to make the streets feel safer, particularly in the evenings.	Continue to tackle anti-social behaviour - resolve at least 80% of all cases referred to the community safety team by eliminating (totally or partially) the problem or referring the case to Hillingdon Community Mediation	Mick Dunckley	31 March 2010	<b>Completed (green) - 75% of cases were closed because the problem was totally or partially eliminated. The remaining quarter of these cases were closed because either the issues reduced significantly in frequency or residents were able to deal with issues themselves.</b>
1.5	Raise awareness amongst front-line staff about security and safety for older clients	a) Deliver 7 community safety risk management training sessions to front-line social care staff on crime prevention, fire safety and trips and falls.	Sarah Owen	31 March 2010	<b>Completed (green) – 7 training sessions delivered in 2009/10 to social care staff on crime prevention, fire safety and trips and falls.</b>
		b) Provide quarterly bulletins to social care staff about community safety news and projects that benefit older people – 4 bulletins by March 2010.	Sarah Owen	31 March 2010	<b>Completed (green) - 4 bulletins were delivered.</b>

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 4
<b>Theme 2 - Preventative Care</b>					
2.1	Increase the number of people in receipt of assistive technology to help them remain independent and live safely at home.	a) Deliver a target of 350 additional people receiving telecare by 31 March 2010	Gary Collier	31 March 2010	<b>Completed (green) – target achieved.</b>
2.2	Improved arrangements for advocacy for older people and adults with disabilities	a) Complete a review of advocacy services available to support local people	Gary Collier	31 March 2010	<b>Completed (green) – pilot advocacy service for vulnerable adults started 01/04/10.</b>
2.3	Develop and progress arrangements to transform adult social care – giving people more choice and control over their lives	a) Deliver the pilots for self-directed support by 31 March 2010 to promote greater choice, independence and control over the social care and support individuals receive.	Dave King	31 March 2010	<b>Completed (green) – A number of people in need of social care support have agreed to test and are in receipt of a personal budget to help them achieve greater independence and choice in their life.</b>
<b>Theme 3 - Keeping independent and healthy</b>					
3.1	Improve health and wellbeing and quality of life for older people with mental health needs (ref: Healthy Hillingdon TP – 23)	a) Quarterly promotion of walks in libraries (including walk and talk sessions run with 2 local libraries)	Andrew Knight	31 March 2010	<b>Completed (green) - 54 Walks linked with the Streets Ahead campaign were completed on 11 sites. Regular walks are taking place from Uxbridge, Harlington and Yeading. Additional walks are also taking place from Ickenham and Hayes as part of a 'Love your Heart' initiative. Harefield and Yiewsley libraries have requested further walks in 2010/11.</b>

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 4
		b) 2 walks promotion sessions with mental health services	Andrew Knight	31 March 2010	<b>Completed (green) - Regular walks are taking place at Woodland Centre (adult mental health service) and Hillingdon Hospital.</b>
3.2	Develop capacity for 50+ uptake of active lifestyle options, through partnership work with Age Concern, Green Spaces, Arts, Leisure and Adult education (ref: Healthy Hillingdon TP – 03)	a) Intergenerational cultural events run with at least 200 participants in Fassinage Park and Manor Farm - Events run with Family Information Service and Vyners Swing Band	Andrew Knight	31 Oct 2009	<b>Completed (green) - approx 200+ people attended the 'Jazzing up the Park event' in Fasnidge Park,</b>
3.3	Promote take-up of allotments in Hillingdon amongst older people (ref: Healthy Hillingdon TP – 03)	a) Adult education on allotments run on 2 sites to promote take-up of allotments - 2009 programme run and evaluated by June 09. 2010 programme scheduled by Feb 2010	Andrew Knight	28 Feb 2010	<b>Completed (green) - Adult Education promoted the take-up of allotments running 5 courses with 47 participants. 43 participants took up the option for an allotment.</b>  <b>A new programme is planned with Adult Education to run from the Spring term 2010.</b>
3.4	Investigate extension of brown badge scheme to private car parks (ref: ECP035/E= )	Work to get the Brown Badge scheme adopted in at least one car park of a supermarket by the end of March 2010, as well as one hospital car park and one railway station. (If we can persuade a trial of the Brown Badge Scheme in one site then it will be easier to roll it out to further car parks once they have seen how successful the scheme is.)	Roy Clark	30 Sept 2009	<b>Ongoing (green) – Currently working with various private car park operators in an effort to persuade them to adopt the council's Brown Badge Older Persons parking scheme.</b>  <b>A total of 43 Brown Badge bays have been installed in 7 new private car parks. These</b>

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 4
					<p>car parks include the Lombardy retail park (which serves Sainsburys and Homebase) and the West Ruislip Railway Station car park.</p> <p>Brown badge bays have been installed in the Chimes Shopping Centre(6), Ruislip Lido (2), Lombardy Retail Park (6), West Ruislip Railway Station (2), Breakspear Crematorium (14), Highgrove Leisure Centre (5) and Hillingdon Sports &amp; Leisure Complex (8) During the year, Parking Services have continued to publicise the Brown Badge scheme and we continue to receive applications for Brown Badges on a daily basis. At the end of 2009/10, the number of Brown Badges on issue had increased to 4,959. A total of 1,643 badges were issued during 2009/10.</p>

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 4
3.5	Promote physical activity opportunities (ref: Healthy Hillingdon TP – 22)	a) Extend active lifestyle promotion to all areas in collaboration with Streets Ahead - Active lifestyle promotion at 5 events (run with leisure services)	Andrew Knight	31 March 2010	<b>Completed (green) - 2 Streets Ahead Healthy walks were completed. Events were completed with 35 walkers on the Harefield walk (including Deputy Mayor) and 5 new walkers attending. 200 leaflets were also handed out at both events to promote new walkers. 50+ Physical activity campaigns have been held at the Chimes Shopping Centre, Uxbridge and 3 multi-sport sessions planned by June'10 at Hillingdon Leisure Complex.</b>
3.6	Promote take-up of free Swimming lessons for people aged 60+	a) Publish a promotional article in Hillingdon People by March 2010	Sue Drummond	31 March 2010	<b>Completed (green) - Article published in May/June edition of Hillingdon People, promoting the scheme to residents.</b>
		b) Deliver a campaign to promote take-up of free swimming lessons working with partners.	Sue Drummond	31 March 2010	<b>Completed (green) - For the additional free lessons offered to launch the scheme in 2009/10, a total of 219 people have enrolled on a course of free lessons with a total number of 2,251 free lessons being delivered. Discussions are continuing with management partners to deliver an additional lessons programme in 2010/11.</b>

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 4
					<p>Free swimming has now extended to the new Hillingdon Sports &amp; Leisure Complex.</p> <p>Since the launch of the free swimming programme in April 2009, there have been a total of 29,503 free admissions by older people broken down as follows:  Highgrove Pool 18,875  Hayes Pool 9,561  William Byrd Pool 1,067.</p>
3.7	Deliver a physical activity plan with the active ageing co-ordinator	a) Age Concern and Hillingdon Council appoint an active ageing co-ordinator to promote community based activities for a healthier lifestyle for older people	Sue Drummond / Age UK	31 March 2010	<p><b>Completed (green) - Active Ageing co-ordinator now in post and working with the Sport &amp; Leisure Team to develop and promote opportunities for older people to be active and engaged in Sport. In addition, successful Nordic Walking pilot completed and programme now extended with regular weekly sessions.</b></p>

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 4
<b>Theme 4 - Tackling age discrimination</b>					
4.1	Work towards achieving excellent level of the new equalities framework for local government and embed equalities throughout service delivery (ref: DCEO 04 (POI) E=)	a) Use equality impact assessments (EIA's) to monitor how older people access services, identify age-related barriers and develop improvement actions	All services Support from Policy Team	31 March 2010	<b>Completed (green) - both annual and predictive Equality Impact Assessments (EqIAs) are continually used by service areas to review the delivery of services over the year and assess the impact to any change in service provision or function for older people.</b>
		b) Work with partners to create shared equality aims and objectives and address age-related barriers	Policy Team Vicky Trott / Rob Mackenzie-Wilson	31 March 2010	<b>Completed (green) - a revised equality statement for Hillingdon partners was presented and agreed by the Local Strategic Partnership on 21<sup>st</sup> July 09.</b>
		c) Monitor complaints from residents and visitors	Policy Team Vicky Trott / Rob Mackenzie-Wilson	31 March 2010	<b>Completed (green) - arrangements for residents to make a complaint are in place with a focus on early resolution. Complaints are routinely monitored.</b>



Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 4
4.2	Support residents and businesses through the economic downturn (Ref: DCEO 36 (PB&CE))	a) Provide a series of practical support measures via the voluntary sector, including additional advice and support services for Age Concern Hillingdon to provide financial information and assistance for older people.	Partnerships – Ian Edwards	31 March 2010	<b>Ongoing (green) – A £20k credit crunch grant has been allocated to Age UK Hillingdon to employ an outreach worker to support older residents during the recession. The service will deliver ‘financial assessment’, support and advice sessions as part of our Ageing Well activities across the Borough. Older people have been supported on a range of issues including sheltered housing, welfare benefits, social services and heating / home grants.</b>
<b>Theme 5 - Planning for Retirement</b>					
5.1	Promote planning for retirement to people living in Hillingdon	a) include an article in Hillingdon People about planning for retirement, employment and volunteering.	Emma Marsh	31 March 2010	<b>Completed (green) - A dedicated older people's page has been in place since October 2008, providing information on what the council is doing for older people as well as information on schemes/events specifically for older residents. The page will continue to update older residents about developments within the main themes of the older people's plan and other initiatives important to them.</b>

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 4
5.2	Promote Take-up of Volunteering in Hillingdon.	b) assist HAVS to recruit new volunteers to achieve the Local Area Agreement target in 2009/10.	Vanessa Hurhangee	31 March 2010	<b>Completed (green) – volunteering target has been achieved.</b>
<b>Theme 6 - Housing</b>					
6.1	Help older people to live independently in safe, warm homes	a) Make 200 homes decent for vulnerable older person householders in the private sector	Beatrice Cingtho	31 March 2010	<b>Completed (green) – Target has been exceeded. 209 homes for older people have been improved in 2009/10.</b>
		b) Deliver 80 heating system completions for older vulnerable people in the private sector	Beatrice Cingtho	31 March 2010	<b>Completed (green) – Target has been exceeded. 121 older vulnerable people have benefited from improved heating systems in 2009/10.</b>
		c) Deliver 350 home energy insulation measures for older people in the private sector	Beatrice Cingtho	31 March 2010	<b>Completed (green) – Target has been exceeded. A total of 354 homes for older people have been installed with home energy insulation measures. Target met and exceeded.</b>
		d) Increase benefit take-up for 150 older people in the private sector	Beatrice Cingtho	31 March 2010	<b>Completed (green) – Target has been exceeded. 273 older people have received an additional benefit to remain independent in their own home.</b>
		e) Deliver 430 Handyperson completions for older people in the private sector through the council's Care and Repair service	Beatrice Cingtho	31 March 2010	<b>Completed (green) – Target exceeded. 485 improvements have been made to older people's homes in 2009/10.</b>

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 4
		f) Deliver 75 grant assisted essential repairs for older people on lower incomes in the private sector through the council's Care and Repair service	Beatrice Cingtho	31 March 2010	<b>Completed (green) – Target exceeded – 101 grant assisted repairs for older people on lower incomes have been achieved in 2009/10</b>
6.2	Provide specialist extra care housing for older people	a) Conduct feasibility studies on the development of specialist 24 hour extra care provision within existing sheltered housing schemes.	Paul Feven	31 October 2009	<b>Completed (green) - Feasibility studies completed on two existing sites. One site has been identified as being suitable for re-development for the provision of extra care housing for a proposed 47 homes. Funding from the Homes and Communities Agency (HCA) has been successfully secured. At the other site, the proposal is to re-develop into extra-care homes.</b>

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 4
		b) Work with housing associations partners to deliver specialist extra care facilities on new build sites including West Ruislip RAF site	Paul Feven	April 2011	<p><b>Ongoing (green) - 48 extra care facilities are being developed on the West Ruislip RAF site. There will be a phased completion over 18 months. Work started on site on 22nd September 2009 and will deliver 48 extra care units due for completion between March and May 2012.</b></p> <p><b>Triscott House - Funding from the HCA (Homes and Communities Agency) for this scheme was approved and given in October 2009, and this scheme will provide 45 extra care places for older people. The scheme is due to start on site in June 2010 with completion forecast for September 2011.</b></p>
6.3	Increase the housing options for older people	a) Fast track housing applications and halve assessment time to 7 days for housing register applications	Beatrice Cingtho	31 March 2010	<b>Completed (green) – The average time to complete a housing assessment has fallen to 3 days.</b>
		b) 17 days for homeless applications	Beatrice Cingtho	31 March 2010	<b>Completed (green) – The average time to complete a homelessness application is 15 days. Target has been exceeded.</b>

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 4
		c) Ensure that no older people are placed in Bed and Breakfast accommodation where there is a housing duty	Beatrice Cingtho	31 March 2010	<b>Completed (green) – No older people currently in Bed and Breakfast accommodation requiring general need accommodation.</b>
		d) Ensure that no older people remain in hospital due to a lack of accommodation	Beatrice Cingtho	30 Sept 2009	<b>Completed (green) – No older people have remained in hospital due to lack of accommodation.</b>
		e) Build new high quality housing for older people as part of the council's "Pipeline Sites" project	Paul Feven	31 March 2011	<b>Completed (green) - The programme of 47 new homes started under the pipeline housing initiative for 2009/10 has been achieved. The remaining 53 new homes are scheduled to start in 2010-11.</b>
<b>Theme 7 – Learning and Sharing Skills</b>					
7.1	Older people are helped to develop skills and knowledge to use the computer	a) Continue to target older people living in sheltered housing with information and advice about the support available to improve their computer skills	Jan Lynn	31 March 2010	<b>Completed (green) - Posters are displayed at all sheltered schemes promoting IT courses in libraries and other organisations through-out the Borough. Five schemes already have computer facilities for tenants use and three more will be introduced in 2009/10 using existing resources. There is ongoing dialogue with Brunel university and Age UK regarding training for tenants.</b>

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 4
7.2	Promote access to learning and volunteering opportunities for older people	a) include an article in Hillingdon People	Emma Marsh	31 March 2010	<b>Completed (green) - Life changes article in January/February 2010 edition of the magazine, providing information and on planning for key changes in life, including retirement and other opportunities, linked to launch of life changes information on the council website.</b>
<b>Theme 8 – Consulting and Informing</b>					
8.1	Continue to develop access to the Older Peoples Assembly	a) Review how the Older Peoples Assembly is working – review with Hillingdon’s FORCE Group	Alison Coote	31 Dec 2009	<b>Completed (green) - The operational arrangements of the Older Peoples Assembly have been reviewed, enhanced and improved by the FORCE Group (the Older Peoples Assembly Steering Group). Feedback questionnaires for attendees are provided at each meeting, and suggestion/comment boxes are used.</b>  <b>The Assembly have been asked about the timing of meetings, the length of meetings, time for questions, refreshments and venues.</b>
		b) Agree with FORCE and the Older Peoples Assembly ways to develop the Assembly	Alison Coote	31 March 2010	<b>Completed (green) – Options developed to further engage older people in the Assembly.</b>

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 4
					<b>Review by FORCe group of sources of information for older people resulted in a survey at the Assembly in March 2010 to canvas the options of members.</b>
		c) Promote access to the Older People's Assembly and how people can get involved – promotional article in Hillingdon People, positive press coverage and outreach work with community groups	Alison Coote	31 March 2010	<b>Completed (green) - Promotional sessions held with the Northwood Live at Home Group and Age Concern's Ethnic Minorities Access Project. Link to the Older People's Assembly page included in the Life Changes section of the Council Website, which has been promoted in Hillingdon People.</b>
8.2	Continue to develop ways to improve services to older people in Hillingdon using the Leaders Initiative	a) attend Force and other groups as appropriate to promote the Leader's initiative and encourage appropriate bids for this funding.	Kevin Byrne	31 March 2010	<b>Completed (green) - Force meetings regularly attended. A total of £17,659 has been allocated to community associations delivering services to older people. The Leader's initiative has developed and implemented a Heater Loan Scheme to support older people during winter months. Bell Farm Christian Centre received funding for replacement kitchen equipment for the weekly older people's lunch club.</b>

Ref No:	Task	Actions	Lead	Target Dates	Progress at end of quarter 4
8.3	Supporting other forums that offer a direct voice to older people in the development of service planning and delivery.	a) regularly attend meetings with the Black Minority Ethnic Elders Forum prior to the older people's assemblies and feedback to the Assembly the views of older people	John Morgan	31 March 2010	<b>Completed (green) - Arrangements are in place for the Chairman of the Older Peoples Assembly to attend the Black and Minority Ethnic Elders Forum on a quarterly basis in order to provide a direct link with the Older Peoples Assembly. Key updates from the Older Peoples Assembly are fed back to the user group.</b>
8.4	Keep older people informed about developments in Hillingdon	a) ensure a page is dedicated to older people in every edition of Hillingdon People.	Emma Marsh	31 March 2010	<b>Completed (green) - A dedicated older people's page has been in place since October 2008, providing information on what the council is doing for older people as well as information on schemes/events specifically for older residents.</b>



# Agenda Item 6

## DISABLED PEOPLE'S PLAN 2009 - 2012 UPDATE

<b>Cabinet Member</b>	Cllr Philip Corthorne
<b>Cabinet Portfolio</b>	Social Services, Health & Housing
<b>Report Author (s)</b>	Gary Collier, Adult Social Care, Health and Housing
<b>Papers with report</b>	Appendix 1 – 2009/10 progress report on action plan Appendix 2 – draft plan 2010/11

### HEADLINE INFORMATION

<b>Purpose of report</b>	To provide Cabinet with the 2009-10 outturn position on the Disabled People's Plan and seek approval for the 2010-11 Plan.
<b>Contribution to our plans and strategies</b>	<p>The Plan contributes to the delivery of the aims of the Council's Single Equality Scheme and the six priorities within the Sustainable Community Strategy 2008 -2018. These are: Improving Health and Wellbeing, Strong and Active Communities, Protecting and Enhancing the Environment, Making Hillingdon Safer, A Thriving Economy and Improving Aspiration through education and learning;</p> <p>Disabled Children Strategy – common issues have arisen within consultation for this Plan and in developing the Disabled Children Strategy;</p> <p>Joint Carers' Strategy (2008 – 2018) – the Disabled People's Plan supports the objectives of this strategy. The plan also supports the objectives of the joint strategies for people of working age with physical and/or sensory disabilities, older people and adults with mental health needs.</p>
<b>Financial Cost</b>	Costs attributed to this plan are accounted for in individual service budgets.
<b>Relevant Policy Overview Committee</b>	Social Services, Health and Housing
<b>Ward(s) affected</b>	All

### RECOMMENDATION

That Cabinet:

- a) notes the outturn position on the delivery of the 2009/10 Disabled People's Plan set out in Appendix 1.
- b) approves the draft 2010/11 Plan in Appendix 2.

## INFORMATION

### Background

1. At its meeting on the 15<sup>th</sup> April 2010 Cabinet considered a report providing an update on the delivery of the Disabled People's Plan to the end of Quarter 3 2009/10 and requested a further update at its July meeting. This report gives the end of year position showing the successful delivery of the majority of actions within the plan. Details are also provided on a small number of areas where actions have not been completed
2. The implementation of the Disabled People's Plan is linked with that of the Disabled Children's Strategy and appropriate officers from Adult Social Care sit on the Disabled Children's Strategy Group to aid coordination.
3. When Cabinet approved the first Disabled People's Plan at its meeting in July 2009 it was agreed that the Plan would be a living document that reflected the changing needs of disabled people. There has been consultation with disabled people on the content of the 2010/11 plan and a draft is attached as Appendix 2 for Cabinet approval.

### Alternative options considered/risk management

4. No alternative options were considered.

### Comments of Policy Overview Committee(s)

5. Social Services, Health and Housing POC has asked to consider this report at its meeting on the 8<sup>th</sup> July 2010. Any comments that the Committee may wish to make will be provided to Cabinet in writing for its consideration.

### Supporting Information

6. Although the final outturn position is set out in Appendix 1, Cabinet may wish to note the following developments during Q4:

#### ***Priority One: Improving Health and Wellbeing***

- **Disabled Children Short Breaks in the Home Service** – this new service will provide parents of disabled children with improved opportunities to have a break from their caring responsibilities
- **Speakeasy** – these sessions provide an opportunity for carers to hear about the opportunities that are available to them to assist in their caring role. It is also gives officers and Hillingdon Carers an opportunity to hear from carers talk about what needs to happen to support them in their critical role.

#### ***Priority Two: Strong and Active Communities***

- **“Access is your Business” Event** – this was an opportunity to bring local businesses, residents, partners and officers together to raise awareness of accessibility in the borough.

- **Leisure centres** – the new sports complex in Uxbridge was officially opened on 23/03/10 providing much improved access for disabled people.

### Priority Three: Protecting and Enhancing the Environment

- **Parking enforcement** – the introduction of a rapid response patrol will help to address disabled people’s concerns regarding illegal parking.
- **Improvement works in Uxbridge Town Centre** – these have been completed and de-cluttering guidelines have been followed.

### Priority Four: Making Hillingdon Safer

- **Community safety bulletin for social care staff** – this raises the awareness of social care staff concerning current ‘scams’ that have come to the attention of the Community Safety Team. It also gives information about services that are available to increase the security of vulnerable people. These bulletins are also issued to the voluntary sector.
- **E-learning about community safety for social care staff** - this is intended to increase knowledge about how to spot and give advice about reducing the risks to vulnerable people of becoming a victim of crime, fire or falls.

### Priority Five: A Thriving Economy

- **Heathrow Gateway Project** – this partnership initiative has been successful in assisting 24 disabled people into employment.

### Priority Six: Improving Aspiration Through Education and Learning

- **Work in supported employment (WISE) programme** – 19 out of 20 people with learning disabilities on this vocational course during the 2009/10 academic year managed to achieve a City and Guilds qualification. The combination of classroom study in a mainstream academic environment and work placements has successfully enhanced their confidence and wellbeing.

7. Of the 30 tasks within the 2009/10 action plan 27 have been completed. 3 tasks have not been delivered according to plan. The table below explains the reasons for slippage in delivering these tasks.

Plan Ref	Task	Sub-task	Comment
1.4	Improve the care and support services available to disabled people	Implement personalised health budget pilot, if pilot status confirmed	Priority for pursuing personal health budget to be reviewed following publication of Health White Paper and the Comprehensive Spending Review in October.

1.6	Ensure a supply of housing in the borough that meets the needs of disabled people.	Obtain planning consent for the redevelopment of 6 Church Road, Cowley to provide 6 units and for the conversion of 5 Hornbeam Road, Hayes to provide 5 units for adults with mental health needs.	These sites had adverse site constraints that needed specialist site studies by external consultants and a full measured survey of Hornbeam property had to be carried out due to the alterations adaptation of existing building structure. These had impact on the early stages of the scheme design.
		Invite tenders from RSLs for the purchase of 6 Church Road and 5 Hornbeam Road and the development of the schemes.	It is not possible to proceed with the tender until planning consent has been given.
		Provide through Learning Disabilities Modernisation Programme, up to 24 supported homes through redevelopment of the existing buildings and site.	The economic downturn has reduced the number of sites for development. The corporate review is continuing to take place with a range of site options scoped to meet the needs of the Learning Disability programme. Feasibility studies are continually being undertaken for supported housing schemes.
1.13	Improve services for people with mental health needs	Provide a wellbeing centre in Uxbridge	The lease for the Wellbeing Centre was signed off in March 2010. This was because although planning permission was quickly granted in the expected time frame, the operator (a private company) of the wellbeing centre then decided they wished to vary the terms of the planning permission through a second application. The delays were related to the changing requirements of the operator and outside of the Council's control.

## **2010/11 Disabled People's Plan**

8. Consultation with disabled people on the content of the 2010/11 plan identified the following issues to be of importance:

- Information
- Transport
- Access to services
- Housing
- Education and learning
- Employment
- The environment
- Crime and anti-social behaviour
- Supporting carers

7. The draft 2010/11 plan reflects what the council and its partners are able to deliver to address the issues of concern to disabled people within available resources. It is possible that the outcomes of the emergency budget on the 22<sup>nd</sup> June 2010 may impact on what can be delivered and Cabinet will be advised accordingly.

8. The draft plan has been restructured to reflect the corporate performance management process, ensure activity is embedded in the corporate service planning process and to simplify reporting. Overall strategic leadership will be with the Wellbeing Board but other local Strategic Partnership (LSP) theme groups will receive exception reports on the activities relevant to the Sustainable Community Strategy priority for which they are responsible.

9. Cabinet should note that transport issues have not been included within the plan. The council has made (and will continue to make) representations to Transport for London (TfL) on improving access to public transport. Recent budget reductions may have a significant impact on TfL's ability to respond positively to these representations in the short to medium term.

### **Financial Implications**

10. The tasks contained in this action plan will be carried out within existing resources.

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

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

11. The Plan seeks to ensure responsive services and better outcomes for disabled people.

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

12. Consultation on the content of the 2010/11 was undertaken with the steering group for the Disabled People's Assembly in March 2010 and at the Assembly meeting that took place in April 2010.

## **CORPORATE IMPLICATIONS**

### **Finance**

13. A Corporate Finance officer has reviewed this report and is satisfied that any financial implications arising from the recommendations in this report will be met from existing budgets.

## **Legal**

14. Under s.49A of the Disability Discrimination Act 1995, as amended by the Disability Discrimination Act 2005, the Council has a duty in carrying out its functions under the Act to have due regard to:

- the need to eliminate unlawful discrimination;
- the need to eliminate harassment of disabled persons that is related to their disabilities;
- the need to promote equality of opportunity between disabled persons and other persons;
- the need to take account of disabled person's disabilities, even where that involves treating disabled persons more favourably than others;
- the need to promote positive attitudes towards disabled persons; and
- the need to encourage participation by disabled persons in public life.

15. The development of the Disabled People's Plan assists the Council in satisfying the duty referred to in paragraph 13.

## **Corporate Property**

16. No comments.

## **Relevant Service Groups**

17. Service groups have responded as follows:

- Deputy Chief Executive's Office – reflected in the body of the report and action plan.
- Planning, Environment and Community Services – reflected in the body of the report and action plan.
- Education and Children's Services – reflected in the body of the report and action plan.

18. Comments from NHS Hillingdon and Hillingdon Community Health Services are reflected in the report and in the plan and action plan.

## **BACKGROUND PAPERS**

Hillingdon Partners Sustainable Community Strategy 2008 – 2018

Older People's Plan 2008 – 2011

Hillingdon Disability Equality Scheme

Hillingdon Single Equality Scheme

Disabled Children's Strategy

Appendix 1  
DISABLED PEOPLE'S PLAN 2009/10 FINAL UPDATE

Ref No.	Task (Short Term Target)	Sub Task (Milestones)	Lead Officer	Sub Tasks Target Dates	Sub Tasks Status	Progress Comment	Task Status
<b>Priority One: Improving health &amp; wellbeing</b>							
1.1	Develop Hillingdon Centre for Independent Living as a central service point for disabled people	1.1.1 - Hillingdon Centre for Independent Living (HCIL) relaunched and advertised 1.1.2 - Set up Management board comprising of a majority of people who are disabled 1.1.3 - Explore possibility of HCIL having own legal identity as community interest company 1.1.4 - A 3 year plan for HCIL to be developed between key stakeholders	B Grayley B Grayley G Collier G Collier	30/09/09 31/12/09 31/12/09 31/03/10	Completed Completed Completed Completed	Centre for Independent Living launched by the Mayor on 9/09/09. Two user-led board meetings took place in Q4. Some preliminary discussions have taken place. Plan to be developed by User-led Management Board in 2010/11 following initial discussions that took place in Q4.	Completed
1.2	Raise awareness of disability issues amongst staff in the statutory sector	1.2.1 - Review the current Equality and Diversity training programme to ensure its relevance and reference to corporate policies and update accordingly for 2010/11. 1.2.2 - Make details of 2008 Member disability awareness training available to all Members 1.2.3 - Make PCT aware of LBH training that is available to PCT staff as well as GPs and dentists. 1.2.4 - Make Council Service Groups aware of the scope for Upward Group to provide training on disability issues 1.2.5 - Upward Group to provide training on disability issues to ASCHH leadership Group of Senior Managers 1.2.6 - Negotiate and Implement disability awareness training for GPs and dentists	V Trott J. Michalski A Laws S George-Puce S George-Puce PCT K.Olliviere	31/08/09 30/09/09 30/09/09 30/09/09 31/12/09 30/09/09	Completed Completed Completed Completed Completed Completed	Q3 - All tasks on track and work on-going. 2008 presentation details available on the 'Members' desk' folder on the Council's intranet. It is proposed to run a similar event as part of a Member Development Day for the new administration in May 2010. Q2 - Information made available to PCT. Q2 - Had article in Hillingdon People in March/April 09 edition. Q2 & 3 Upward Group provided training sessions for Hillingdon Hospital and the PCT. Q2 - Attended Leadership Group meeting on 3/08/09. Q2 - equalities and diversity training provided to GPs at Mountwood Practice on Mount Vernon site and similar training provided to majority of practice managers. Copy of DVD 'Closing the Gap' about disability awareness sent to all practices.	Completed
		1.2.7 - Raise awareness of DPs issues through: * - GP newsletter * - GP locality forum meetings	PCT V. Batten	31/03/10	Some slippage	A number of issues raised by disabled people in meetings held in Q4. GPs to be made aware in GP newsetter in 2010/11.	

Appendix 1

Ref No.	Task (Short Term Target)	Sub Task (Milestones)	Lead Officer	Sub Tasks Target Dates	Sub Tasks Status	Progress Comment	Task Status
		1.3.1 - Establish individual budget pilot	D King	31/10/09	Completed	9 individual budgets agreed by the end of Q4.	
		1.3.2 - Develop information about individual budgets	D King	31/03/10	Completed	Frequently asked questions document developed and tested through LINK readers' panel. Communications campaign launched.Q4 - SDS Guide developed & printed.	
		1.4.3 - Develop workforce plan to cover staffing needs for next 3 years	A Galloway	30/09/09	Completed	Project Initiation Document (PID) and project plan approved by Improvement Programme Board on 6/08/09. Monthly meetings to track progress.	
		1.4.4 - Implement personalised health budget pilot, if pilot status confirmed	D King	31/10/09	Some Slippage	Priority for pursuing personal health budget to be reviewed following publication of Health White Paper and the Comprehensive Spending Review in October.	



Ref No.	Task (Short Term Target)	Sub Task (Milestones)	Lead Officer	Sub Tasks Target Dates	Sub Tasks Status	Progress Comment	Task Status
		1.4.5 - Children under 3 years old with additional needs and their families offered an Early Support Service choosing from 3 levels of service	P Nixon	31/03/10	Completed	Service extended to include children under 3. 58 families being given key worker support. 2 new key workers started in Jan 10, which should facilitate service being extended to children under 5 in 2010/11.	
		1.4.6 - Develop a child minder register for children with additional needs	P Nixon	31/12/09	Completed	Q2 - Work in progress to establish register by end of Q3. Q3 - Child minder register established.	
		1.4.7 - Review and promote the Living Skills support service	B Grayley	28/02/10	Completed	Preliminary review undertaken and service promoted. More detailed review to be undertaken in 2010/11.	
1.5	Increase the range of short breaks for carers of disabled people.	1.5.1 - Identify carers and needs and preferences of DP and carers	S Tarling	31/03/10	Completed	Carers Conference held on 14/05/09 attended by 98 carers. Listening exercise at Alzheimers Society on 15/09/09 attended by 30 carers. Speakeasy at Rethink on 24/09/09 attended by 6 carers. Listening exercise at Hillingdon Carers' Cafe on 2/12/09 attended by 22 carers. Speakeasy at British Red Cross on 9/12/09 attended by 8 carers. Speakeasy held at Christ Church on 4/03/10 attended by 10 carers.	Green
		1.5.2 - Implement new contract for respite at home service	S Tarling	31/03/10	Completed	Q2 - Cabinet approved appointment of two providers at its Oct 09 meeting. Q3 - Implementation meetings held with providers.	
		1.5.3 - Develop and implement flexible short breaks for carers of people with complex health needs	S Tarling	31/03/10	Completed	Short breaks continued to be provided to carers during 2009/10. Discussions continuing with the PCT about how to identify and address the health needs of carers.	
		1.5.4 - Implement e-card for short breaks	S Tarling	31/03/10	On going	Needs to be linked to the e-card pilot being developed for service users. Implementation expected by October 2010.	
		1.5.5 - Develop / implement short break strategy	P Nixon	31/12/10	Completed	Strategy developed. Disabled Children Short Breaks in the Home Service was tendered and the contract awarded to Allied Healthcare. The contract started on the 1st April 2010.	
1.6	Ensure a supply of housing in the borough that meets the needs of disabled people	1.6.1 (i) - Obtain planning consent for the redevelopment of 6 Church Road, Cowley to provide 6 units and for the conversion of 5 Hornbeam Road, Hayes to provide 5 units for adults with mental health needs	G Lillie	31/03/10	On going	Planning applications are currently being processed for these two sites. The Head of Planning and Enforcement has advised that he envisages both applications will be determined before the end of June 2010.	Some slippage

Ref No.	Task (Short Term Target)	Sub Task (Milestones)	Lead Officer	Sub Tasks Target Dates	Sub Tasks Status	Progress Comment	Task Status
		<p>1.6.2 (ii) - Invite tenders from RSLs for the purchase of 6 Church Road and 5 Hornbeam Road and the development of the schemes</p> <p>1.6.3 (iii) - Provide through Learning Disabilities Modernisation Programme, up to 24 supported homes through redevelopment of the existing buildings and site</p>	G Lillie	31/03/10	On going	Invitation to tender dependent on planning consent.	
			S Townsend G Lillie	31/03/10	Some slippage	Outside of council's control. The economic downturn has reduced the number of sites for development. The corporate review is continuing to take place with a range of site options scoped to meet the needs of the Learning Disability programme. Feasibility studies are continually being undertaken for supported housing schemes.	
		1.6.4 - Examine feasibility of building two five-bed wheelchair accessible bungalows on 2 site next to Council estates	J Markwell	31/03/10	Completed	Q1 - Planning consent gained for 3 x wheelchair accessible bungalows. Q2 - Planning constraints made 2 x 5 bed bungalows unfeasible. Planning consent and funding gained to build 2 x 2 bed, 2 x 3 bed and 1 x 4 bed bungalows via the HRA pipeline programme. Completion expected March 2011.	
		1.6.5 Develop 18 units of wheelchair accessible housing with a range of bedroom sizes	J Markwell	31/03/10	Completed	5 units to be delivered through HRA programme referred to in 1.6.4. 6 RSL completions in Q2 - 2 x 2 bed flats at 360 Uxbridge Road and 4 x 1 bed flats at The Birchway.	
1.7	Maximise access to aids and adaptations to enable disabled people to remain independent	1.7.1 - Maximise funding from government / other sources to provide major adaptations for people living in private sector; use the money efficiently, to maximise number of major adaptations	D McCulloch	31/03/10	Completed	<p>The final spend of grant on Disabled Facilities Grants was £2,108k (made up of £1530k from Government; £488k from the council; and £162k from other external funding). A total of 213 DFGs were completed. Funding for 2010-11 is budgeted at £2,820k.</p> <p>The average waiting time for reporting to the Care Quality Commission was 23.6 weeks. This was within the Care Quality Commission target of 25 weeks, but was affected by budgetary constraints during 09-10 resulting in a higher than hoped for waiting list. Funding for 2010-11, at £2,820k, is a 34% increase.</p> <p>The waiting list at the end of the year was 43. This was again due to budgetary constraints during 09-10.</p>	Completed

Ref No.	Task (Short Term Target)	Sub Task (Milestones)	Lead Officer	Sub Tasks Target Dates	Sub Tasks Status	Progress Comment	Task Status
		1.7.2 - Develop comprehensive register of all council owned, adapted, affordable housing	G Walker	31/03/10	Completed	As part of the implementation of Keystone Asset Management, all historical records of adaptations have been recorded at property level. As more installations are made these will also be recorded.	
		1.7.3 - Develop a funding bid for extra occupational therapist resources to reassess people on Housing Register	D McCulloch	31/03/10	On Target	Proposal developed and submitted for MTFP consideration but financial constraints meant that it could not be progressed this financial year. Reassessment is proceeding with existing OT resources. The introduction of the new Occupational Therapy Team in Access and Assessment has assisted the position.	
1.8	Ensure that there is appropriate heating in Council owned homes	1.8.1 - Investigate / take action if heating and insulation standards are not acceptable in response to individual enquiries	G Walker	31/03/10	Completed	Q1 - 2 enquiries responded to. Q2 - 4 - No enquiries. This year the budget for the replacement of obsolete boilers has increased and this will continue into 2010/11 and there remains an insulation programme as well as specific projects to improve energy efficiency for tenants.	
1.9	Information sharing: ensure that users of health and adult social care services only have to give details once	1.9.1 - Review procedures for the sharing of information between Health and Adult Social Care	D. King	31/03/10	Completed	Single Assessment Process project established as part of BID Adult Social Care & Continuing Health Care workstream. Multi-disciplinary team now in place with delivery of initial outputs from the project set for April 2010.	Completed
1.10	Promote healthy eating amongst disabled people	1.10.1 - Ensure a focus on meeting needs of disabled people within all Healthy Eating Campaigns	A Knight	31/03/10	Completed	2 briefings completed (Disabilities assembly and Supporting People). Poly Tunnel teaching facility set up at Hayes End.	Completed
1.11	Ensure that there is a seamless transition for disabled young people from Childrens Services	1.11.1 - Develop and implement revised transition policies	S George-Puce	31/03/10	Completed	Newly appointed Learning Disabilities Commissioning Manager due to finalise strategy Q1 2010/11. 2 dedicated care managers in place to manage transition process from age 14. New sub group set up as part of Wellbeing Board governance structure.	Completed
		1.11.2 - Collect the views of young people and parents about the transition process	S George-Puce	31/03/10	Completed	Consultation with young people around transition issues (specifically preparing for adulthood including employment) has been included in the consultation work being carried out by Speaking Up described in 2.1.5	

Ref No.	Task (Short Term Target)	Sub Task (Milestones)	Lead Officer	Sub Tasks Target Dates	Sub Tasks Status	Progress Comment	Task Status
		1.11.3 - Explore feasibility of setting up a new forum that looks at mutual issues of concern across Childrens Services and Adult Social Care	P Nixon	31/12/09	Completed	It has been agreed that the appropriate forum would be the Disabled Children's Strategy Steering Group and this is tackling a range of areas that cover both service areas, for example, transition and workforce development.	
1.12	Provide support for people with a hearing impairment	1.12.1 - Explore scope for range of Independent Living Skills service provided by Owl Housing Services to be increased 1.12.2 - Assess demand for lip reading courses and re-introduce, if there is sufficient demand 1.12.3 - Explore feasibility of setting up and integrated club at the Crown Centre to help hearing people practise British Sign Language	B Grayley T Collis B Grayley / P Black	28/02/10 31/12/09 31/03/10	Completed Completed Completed	The ILS service has accepted referrals and is working with service users who have a sensory impairment. Provider has arranged for some staff members to be trained in British Sign Language. Q2 - Demand assessed. Insufficient evidence to support reintroduction. Discussions with Crown Centre have taken place and results presented to Joint Strategy Group in February 2010. Consultation with deaf people will take place in April 2010.	Completed
1.13	Improve services for people with mental health needs	1.13.1 - Provide a wellbeing centre in Uxbridge	PCT / CNWL	28/02/10	Some slippage	Outside of the council's control. The lease for the Wellbeing Centre was signed off in March 2010. This was because although planning permission was quickly granted in the expected time frame, the operator (a private company) of the wellbeing centre then decided they wished to vary the terms of the planning permission through a second application. The delays were related to the changing requirements of the operator and outside of the Council's control.	Some slippage
1.14	Improve access to retail facilities	1.14.1 - Work with local businesses to promote awareness of disability issues and improve access and facilities 1.14.2 - Encourage provision of more, high standard accessible toilet facilities through revised 'Accessible Hillingdon' Supplementary Planning Document	A Kashmiri A Kashmiri	31/03/10 31/03/10	Completed On Target	Clr P. Kemp led on an 'Access Is Your Business' event in February 2010 to make businesses aware of the Disabled People's Plan. It is intended to carry out an access project in 2010/11 which will be reflected in the 2010/11 Disabled People's Plan. Revised SPD set to return to Cabinet on 21/01/10 with recommendation to adopt following consultation. Accessible toilet provision is included.	Completed
<b>Priority Two: Strong &amp; active communities</b>							
2.1	Promote the involvement of disabled people in the service planning and development process	2.1.1 - Promote the role of the Disability and Equalities Champion 2.1.2 - Promote the role of the Access Officer within the Council	Comms Team A Kashmiri	31/03/10 31/03/10	On Target On Target	Roles promoted through the 'Access is your business event' held in Feb 10.	Completed

Ref No.	Task (Short Term Target)	Sub Task (Milestones)	Lead Officer	Sub Tasks Target Dates	Sub Tasks Status	Progress Comment	Task Status
		<p>2.1.3 - Explore the feasibility of setting up a council wide Access Committee to focus on access issues outside the scope of the Mobility Forum / Access Group</p> <p>2.1.4 - Implement Parent Participation protocol</p> <p>2.1.5 - Provide ways in which disabled children and young people can participate actively in designing and evaluating the service they receive.</p> <p>2.1.6 - Review Transport Grant access criteria</p>	<p>A Kashmiri</p> <p>P Nixon / I Callaby</p> <p>P Nixon / I Callaby</p> <p>G Collier</p>	<p>31/03/10</p> <p>31/10/09</p> <p>31/03/10</p> <p>31/03/10</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>	<p>Group established.</p> <p>Parents are now represented and having a major influence on both the Disabled Children's Strategy Steering and Operations Groups.</p> <p>An organisation called Speaking Up was engaged to carry out a borough-wide consultation for disabled children and young people. The report and recommendations was received in April and will be considered by the Disabled Children's Strategy Group.</p> <p>Deferred to 2010/11 as being considered as part of the review of transport.</p>	
2.2	To improve access at the Civic Centre	<p>2.2.1 - Develop list / promote use of accessible meeting rooms</p> <p>2.2.2 - Investigate feasibility of providing disabled WC with adult changing facilities at Civic Centre</p> <p>2.2.3 - Widen access doors in Civic Centre</p> <p>2.2.4 - Provide permanent hearing loop system in Middlesex Suite</p>	<p>S Smith</p> <p>S Smith</p> <p>S Smith</p> <p>S Smith</p>	<p>31/03/10</p> <p>31/03/10</p> <p>31/03/10</p> <p>30/09/09</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>	<p>Full list of meeting rooms and level of accessibility advertised on Horizon.</p> <p>Feasibility completed. In order to comply with current DDA recommendation with regard to access a significant level of structural work is required and it is therefore recommended that an alternative facility be identified.</p> <p>Completed July 2009</p> <p>Completed June 2009</p>	Completed
2.3	Improve the information about services available for disabled people and their unpaid carers	<p>2.3.1 - Promote disability awareness and provide current, accessible, information about services, new initiatives and events, including use of website: www.hillingdon.gov.uk, Hillingdon People, team Hillingdon and social networking site</p>	<p>E Marsh C Stamper</p>	<p>31/03/10</p>	<p>Completed</p>	<p>Q1 - Community-based low vision aids service advertised; Carer Fair advertised; article about Swakeleys Road supported housing scheme for people with learning disabilities; Perfect Start service advertised; consultation on Disabled People's Plan advertised. Q2 - Gardening and art facility at Phoenix Day Centre for people with profound disabilities advertised; Yew Tree Lodge supported housing scheme for people with learning disabilities advertised.</p>	Completed

Ref No.	Task (Short Term Target)	Sub Task (Milestones)	Lead Officer	Sub Tasks Target Dates	Sub Tasks Status	Progress Comment	Task Status
		<p>2.3.2 - New booklet summarising services to support self-funders made available through libraries/other outlets/website</p> <p>2.3.3 - A to Z of services made available for carers through libraries / other outlets / website</p>	T Roche	31/12/09	Completed	A4 booklet completed and distributed to venues including hospital, Age UK outlets and care management teams.	
		2.3.4 - Review all publications through readers panel run by the LINK	S Taring	30/09/09	Completed	A to Z a web-based service. Carers' Handbook developed in partnership with Hillingdon Carers during Q1 and published in Oct 09.	
		2.3.5 - Implement 3 year agreement with Hillingdon Carers for provision of information services for carers	J Hawley	31/03/10	Completed	A departmental reading panel has been set up. Four "Approved by Customers" have been held. They were well attended (approx 25 residents for each event). The Self Directed Support "Frequently asked questions" document and our external complaints leaflet were reviewed. The panel assess documents for a range of things including: plain English, appropriate use of words, clarity, information, interest, relevance, understanding etc. Each resident completes an individual assessment and then small groups discuss the comments/recommendations. The first two sessions resulted in several recommendations for each page reviewed. Residents on the panel who have a learning disability, or English is not their first language, were given extra support to help them complete the assessment and give their comments.	

Ref No.	Task (Short Term Target)	Sub Task (Milestones)	Lead Officer	Sub Tasks Target Dates	Sub Tasks Status	Progress Comment	Task Status
		<p>2.3.6 - Enter into a 3 year agreement with Age Concern to provide information / welfare benefits advice service for older people</p> <p>2.3.7 - Develop 'web chat' and work with disabled people to identify other tools and ways of accessing information and develop appropriate website links</p>	G Collier	30/06/09	Completed	Q1 - approval given to enter into a 3-year agreement with Age Concern.	
			S Cross	31/03/10	Completed	A web discussion forum, or "web chat", facility has been developed for the council website to facilitate online interaction with residents. Screen-reading software and simple text-adjustment buttons are available on the council website, allowing residents to listen to, or improve the readability of local service information. These tools and information about web accessibility are available from every page of the council website. Discussion forum live; on-screen tools available to aid accessibility; carer info and useful links are live.	
		2.3.8 - Review availability of large print and how promoted.	E Marsh C Stamper	31/03/10	Completed	The Council magazine, Hillingdon People, is also produced in large print and audio versions for residents who request to receive it in these formats. This is advertised in every edition. Information on all council information leaflets and consultation documents informs residents that they can receive the information in large print or braille on request. See also 2.3.7	
		2.3.10 - Promote use of Plain English by frontline staff	E Marsh C Stamper	30/06/09	Completed	Q1 - list of Plain English alternatives to words and terms used by council officers available on Horizon.	
		2.3.11 - Promote availability of help available with LOCATA through personal bidding service	J Clements	31/03/10	Completed	Q1 - all letters amended to include details of personal bidding service. Also included within general LOCATA advertising Q2 - register of disabled people with a housing need developed and contacted individually about bidding options. Personal bidding service highlighted. Disabled Housing register has 2 staff who match disabled applicants against advertised properties.	

Ref No.	Task (Short Term Target)	Sub Task (Milestones)	Lead Officer	Sub Tasks Target Dates	Sub Tasks Status	Progress Comment	Task Status
2.4	Work to extend community based sports development programmes offering new activities and opportunities to residents	<p>2.4.1 - Open a disability sports club for young people at Queensmead Sports Centre</p> <p>2.4.2 - New disability football project to be available</p> <p>2.4.3 - Include specific activities for disabled children as part of Fiesta</p> <p>2.4.4 - Assist Turtle Swimming club to recruit disabled young people and families to sessions at Highgrove Pool</p> <p>2.4.5 - Submit funding bids to extend free swimming lessons programme to target groups</p> <p>2.4.6 - Replace platform lift at Highgrove Pool to the Fitness Zone and purchase additional equipment to improve accessibility for disabled users</p> <p>2.4.7 - Complete new Leisure centres at Botwell Green and Uxbridge providing better physical access to facilities</p>	<p>Sue Drummond</p> <p>Sue Drummond</p> <p>Sue Drummond</p> <p>Sue Drummond</p> <p>Sue Drummond</p> <p>Sue Drummond</p> <p>Sue Drummond</p>	<p>31/07/09</p> <p>31/03/10</p> <p>31/08/09</p> <p>31/03/10</p> <p>31/03/10</p> <p>30/11/09</p> <p>31/12/09</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Some slippage</p>	<p>Disability Sports Club now in place at Queensmead Sports Centre and weekly activity sessions now in place. Activity sessions now in place in a range of sports, delivered in partnership with DASH and MIND, aimed specifically at disabled people and those with a history of mental health needs.</p> <p>See 2.4.1</p> <p>Holiday activity programme completed.</p> <p>London Youth Games 2009 event completed, Hillingdon finished 7th, an improvement of 9 places on 2008</p> <p>Sports England Funding now confirmed for 'Back to Sport' programme.</p> <p>Q1 - Lift replaced</p> <p>Q2 - New equipment arrived.</p> <p>Q3 - Equipment installed</p> <p>New Uxbridge facility officially opened on 23/03/10. Botwell to open Q2 2010/11</p>	Completed
2.5	Ensure range of activities at day centres are more person-centred	2.5.1 - Review day centre activities	B Barry	31/03/10	Completed	Activities at day centres reviewed regularly to meet the personalised needs of service users.	Completed
2.6	Work with partner organisations to improve the experience of disabled people in using public transport	<p>2.6.1 - Identify barriers to transport and, raise with London Buses / TfL</p> <p>2.6.2 - Encourage transport providers to attend the Mobility Forum, Private Transport Liaison Group and Disability People's Assembly</p> <p>2.6.3 - Work with DASH to identify transport problems</p>	<p>A Kashmiri</p> <p>B Grayley</p> <p>A Kashmiri</p> <p>A Kashmiri</p>	<p>31/03/10</p> <p>31/03/10</p> <p>31/03/10</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>	<p>Q1 - Barriers to transport, namely local bus services and Dial-a-Ride identified by Mobility Forum members.</p> <p>Q2 - Dial-a-Ride, Head of Passenger Services, addressed Mobility Forum members in September 2009. TfL provided written response to Mobility Forum members' concerns. Points received to be</p>	Completed



Ref No.	Task (Short Term Target)	Sub Task (Milestones)	Lead Officer	Sub Tasks Target Dates	Sub Tasks Status	Progress Comment	Task Status
		2.6.4 - Engage with TfL through Transport Forum to encourage effective change	A Kashmiri	31/03/10	Completed	challenged. Q3 - TfL have been invited to attend a future Mobility Forum to hear about problems with low floor buses. The reinstatement of a north to south of borough bus route raised directly with TfL at the Council's Older People's Forum and discussion continued at the Council's Public Transport Liaison Meeting to explore a way forward.	
2.7	Increase participation of disabled people in volunteering opportunities.	2.7.1 - Establish a baseline from the place/residents' survey 2.7.2 - Promote opportunities through Healthy, Happy Hillingdon scheme and volunteering section of Hillingdon People	DCEO T. Brown  E Marsh C Stamper	31/03/10  31/03/10	Completed  Completed	2009 Place Survey showed that 18% of disabled respondents had been in volunteering over the previous twelve months. Volunteering pages in Hillingdon People identify particular volunteering opportunities and appropriate contact details. This is a standing item.	Completed
<b>Priority Three: Protecting and enhancing the environment</b>							
3.1	Carry out improvements to the local environmental to make it more accessible and safer.	3.1.1 - Agree dropped kerbs/uncontrolled crossings improvement programme with Cabinet lead, where appropriate  3.1.2 - Complete programme of works 3.1.3 - Agree programme of works to de-clutter streets 3.1.4 - Implement Phase 1 of programme works in Uxbridge, Yiewsley and West Drayton 3.1.5 - Agree programme of lighting improvements in residential roads. 3.1.6 - Implement programme of works 3.1.7 - Work with user groups to identify need for lighting for community safety.	J Westell  J Westell J Westell J Westell J Westell J Westell P Richards J Westell T Edwards	31/08/10  31/03/10 30/09/10 31/12/10 31/08/10 31/12/10 31/03/10	Completed  Completed Completed Completed Completed Completed Deferred	3.1.4 - 1) Potential sites for new lighting have been identified as Polehill Woods and Court Park footpath. There are no plans to start any work in current financial year. NB - some parks already contain lighting where on a walking route, others are locked at dusk.  Q2 - Programme of dropped crossings started in Broadmead Road area. Decluttering works completed in Uxbridge Town Centre. Works in Uxbridge completed. Phase 1 of Yiewsley and West Drayton works (£400k) completed. Q2 - Programme agreed.  Lighting works (approx £200k) in Gating Way and Field End Road, Eastcote completed. Potential sites for new lighting have been identified as Polehill Woods and Court Park footpath. Works will not start until 2010/11.	Completed

Ref No.	Task (Short Term Target)	Sub Task (Milestones)	Lead Officer	Sub Tasks Target Dates	Sub Tasks Status	Progress Comment	Task Status
3.2	Carry out parking improvements	<p>3.2.1 - Monitor relevant enforcement actions and report on a quarterly basis.</p> <p>3.2.2 - Introduce Traffic Management Orders to enable further Blue Badge Parking areas to be enforced.</p> <p>3.2.3 - Report on review of footway parking arrangements to Cabinet Member</p> <p>3.2.4 - Parking Services representatives to attend all meetings of the Mobility Forum</p> <p>3.2.5 - Review and improve Mobile Parking Patrol arrangements</p> <p>3.2.6 - Implement findings of the review and publicise new details.</p>	R Clarke	31/03/10	Completed	<p>During the period 1/04/09 to 23/03/10, a total of 2,232 parking tickets have been issued for unauthorised use of disabled parking bays (1,678 on-street and 554 off street).</p> <p>As part of roll out of Brown Badge scheme, Parking Services has been offering to undertake, free of charge, enforcement of Blue Badge bays in private car parks. In light of this, the Chimes have asked us to assist them with regulating usage of their large disabled parking area in Nashes Yard. To achieve this, a Traffic Management Order (TMO) is currently being drafted for Nashes Yard to enable us to undertake effective enforcement action against motorists that misuse the disabled parking facilities. The TMO will be subject to statutory public consultation in the near future and will then be introduced within Q1 2010/11.</p> <p>A draft report setting out possible options for management of footway parking has been prepared and will be reviewed with the Cabinet lead. There may be budget implications with some of the options to be considered. Revised target date of May 2010.</p> <p>It was not possible to send a representative to the July 09 meeting. All others have had representation.</p> <p>The review has been completed and it has been decided to introduce, on a 3-month trial basis, an additional rapid response Mobile Parking Patrol unit to deal with specific enforcement issues that are notified to the council. This will include responding to reports of the unauthorised use of disabled parking facilities.</p> <p>Officers are working with the council's parking enforcement contractor to introduce an additional rapid response mobile patrol. It is expected that this new patrol will be in place by mid-April 2010 and the new service will then be publicised.</p>	Completed



Ref No.	Task (Short Term Target)	Sub Task (Milestones)	Lead Officer	Sub Tasks Target Dates	Sub Tasks Status	Progress Comment	Task Status
4.2	Work closely with our partners, including Registered Social Landlords and other landlords to tackle anti-social behaviour, including against disabled people	4.2.1 - Referrals to the Early Intervention Panel (EIP) are dealt with effectively.	E Shaylor	31/03/10	On Target	End of Q2 (cumulative) 85% of EIP referrals did not go on to receive an ASBO in the 12mths after their initial referral. 93% of EIP referrals received in Q3 2008/09 did not receive an ASBO in the following 12 mth period. 93% of EIP referrals received in Q4 (Jan & Feb) 2008/09 did not receive an ASBO in the following 12 mth period. 100% of EIP service users understood why their child was referred to EIP. The multi agency Youth Crime Prevention group continues to meet to manage and co-ordinate projects to reduce youth crime. Youth Offending Management Board has arranged meetings with young offenders service users to help design services. Minutes of Safer Schools Partnership and Youth Crime Prevention Steering Group presented to YOS Management Board on a quarterly basis. Q3 minutes sent to Management Board. The multi agency Youth Crime Prevention group continues to meet to manage and co-ordinate projects to reduce youth crime. Projects include increasing information to young people about personal safety and educating young people about the law regarding carrying and using knives.	On Target
4.3	Joint problem solving - Ensure the council and it's partners respond to neighbourhood community safety needs and borough wide issues of greatest	4.2.2 - Develop joint approach to tackling this issue experienced by adults and children	G Collier P Nixon	31/03/10	On Target	See 4.2.3	
		4.2.3 - Raise awareness of remedies available as part of the ASCHH and Children and Families Trust Board safeguarding campaign	Comms Team	31/03/10	On Target	Safeguarding publicity campaign due to start in Q4.	
		4.2.4 - Refer issues about transport services / bus stops to Police Safer Transport Team, for action	E Shaylor	31/03/10	On Target	As public transport related issues are reported to the Council's Tasking Team they are fed directly to the relevant Safer Neighbourhoods Team and/or Safer Transport Team.	
		4.3.1 - Ensure new developments comply with 'Design against Crime' standard	J Tippell	31/03/10	On Target	All major developments will meet the Metropolitan Police designing out crime standard to help make areas safer.	
		4.3.2 - Carry out campaign against litter in parks and inform about fines available to offenders.	P Richards	31/12/09	Completed	Campaign ended 30/11/09.	

Appendix 1

Ref No.	Task (Short Term Target)	Sub Task (Milestones)	Lead Officer	Sub Tasks Target Dates	Sub Tasks Status	Progress Comment	Task Status
		4.3.3 - Inspect street traders' premises at least once a year and take enforcement action to ensure safety of footways: a) West Drayton Q1 b) Ruislip Q2 c) Hayes Q3 d) Uxbridge Q4	B. Hickson	31/03/10	On Target	West Drayton completed in Q1 and Ruislip in Q2.	Completed

Ref No.	Task (Short Term Target)	Sub Task (Milestones)	Lead Officer	Sub Tasks Target Dates	Sub Tasks Status	Progress Comment	Task Status
4.4	Ensure effective communication with the public about what is being done, in order to reduce fear of crime and increase public confidence in the council and its partners work effectively with community, resident & business groups to encourage members of the public to play a key role in improving community safety and reducing the fear of crime and to consult the public and stakeholder groups about priorities and performance	4.3.4 - Close tasking team cases in a timely manner	E Shaylor	31/03/10	Completed	4.3.4 Q4: 93% of their cases were closed within 3 mths.	On Target
		4.3.5 - To resolve cases referred to the Community Safety Team by eliminating (totally or partially) the problem or referring the case to Hillingdon Community Mediation	E Shaylor	31/03/10	On Target	4.3.5 Q4: The Tasking Team closed 94% of their cases within 3 mths and 77% are closed due to problems being fully or partially eliminated. The target for this is 70%.	
		4.3.6 - Ensure people with hearing impairment benefit from older people's burglar alarm scheme, by providing modified alarm systems	E Shaylor	31/03/10	On Target	Q2 - 2 people supplied with equipment.	
		4.4.1 - Attend public events / forums to promote community safety	E Shaylor	31/03/10	On Target	Q1 - 12 public forums attended + 3 presentations given Q2 - 14 public forums attended Q3 - 34 public events attended. Q4 - 8 public forums attended, inc sheltered housing schemes.	
		4.4.2 - Deliver community safety presentations to community and voluntary organisations	E Shaylor	31/03/10	On Target	See 4.4.1	
		4.4.3 - Ensure that Older People's Forum and the Disabled People's Forum include information about community safety issues	E Shaylor	30/04/10	On Target	See 4.4.1	
4.5	Continue to support Police Safer Neighbourhood Teams in each ward and ensure that	4.5.1 - Enhance the responsiveness of Council departments and services to reducing crime and disorder in all their activities	E Shaylor	31/03/10	On Target	116 staff received training by Head of Service over the financial year, advising staff to be the "eyes and ears" of the Council re: ASB,	

Ref No.	Task (Short Term Target)	Sub Task (Milestones)	Lead Officer	Sub Tasks Target Dates	Sub Tasks Status	Progress Comment	Task Status
	they get easy access to the council services to help make local areas safer	4.5.2 - Lead and contribute to the Safer Hillingdon Partnership (SHP), in line with legislation, statutory instruments and local and national guidance on good practice	E Shaylor	31/03/10	On Target	community tension & suspicious behaviour. Q4 community safety bulletin to Social Care staff was distributed.  E-learning designed for social care staff and volunteers about community safety completed and now undergoing testing. Joint crime prevention talks/presentations to Sheltered Housing complexes given by police Crime Prevention Officers and Council Community Safety Officers. Safer Hillingdon Partnership Board and Implementation/Performance groups meetings held and administered. Quarterly mini reports on environmental ASB and community tension to be	On Target
<b>DPP Priority Five: A thriving economy</b>							
5.1	Day Centre charges	5.1 - Reduce cost of attending days centres	B Barry	30/06/09	Completed	Day centre charges removed with effect from 1/04/09/	Completed
5.2	With with partners to increase employment opportunities for disabled people.	5.2.1 - DPP - Support 40 disabled people into employment through the Gateway Heathrow Project by the end of the project in 2011.	Helena Webster	31/03/10	Completed	Project to deliver 09/10 outputs of Workmates programme has been completed. Meeting for handover to A2Dominion on 1st April. Gateway Heathrow 2012 programme has been launched and delivery of 09/10 outputs going well, over-achieving on profiled sustained job outcomes. 09/10 outputs of accelerate programme as agreed with London Councils has been completed to profile First year targets (6 apprenticeships) via Hillingdon construction apprenticeship programme has been launched and achieved. 24 disabled people have been supported into employment through the Gateway Heathrow Project in 09/10 (50% of the target). Programme will continue in 2010/11.	Completed

Appendix 1

Ref No.	Task (Short Term Target)	Sub Task (Milestones)	Lead Officer	Sub Tasks Target Dates	Sub Tasks Status	Progress Comment	Task Status
		5.2.2 - DPP - Provide one to one assistance to 8 small or medium sized businesses led by disabled people through the Heathrow Area Supply Chains Project by end of EDRF Project	Nigel Cramb	31/03/10	Completed	LDA EDRF supply chain 09/10 programme targets achieved. Business Directory is ready for publication, and will be launched at the end of Q1. Update will be available end of April 2010. Target will be reprofiled. Forms are being simplified to encourage declaration of disability. It is expected that the target will be achieved by Dec 2011 as originally agreed..	



Ref No.	Task (Short Term Target)	Sub Task (Milestones)	Lead Officer	Sub Tasks Target Dates	Sub Tasks Status	Progress Comment	Task Status
DPP Priority Six: Improving aspiration through education and learning 6.1	Ensure education and learning opportunities are available for disabled people.	6.1 - Offer range of part time / full time foundation learning tier courses for Disabled People 16-18 and aged 18+	T Collis	31/03/10	Completed	Q1 - Funding agreed and comprehensive programme planned against national and local targets. Q2 - 60+ courses started for 235 learners. Q3 - Q3 2 new courses started for learners at the Rural Activities Garden Centre (RAGC). Q4 - All learners on track to complete courses in July 10.	Completed
		6.2 - Offer new ASDAN Towards Independence programme - 'using leisure time' for Disabled People	T Collis	31/03/10	Completed	Q1 - 6 courses planned Q2 - 3 courses recruited to Q4 - 6 new courses well received by learners with high achievement.	
		6.3 - Review possibility of providing additional swimming classes for Disabled People	T Collis	31/03/10	Completed	Q1 - introduction planned within Foundation Learning Tier Q2 - classes provided. Q3 - arrangements made with sports development for classes to be repeated summer 2010. Q4 - Review completed and results informing 2010/11 programme.	
		6.4 - Enable learners to select courses through regular Open Days	T Collis	31/03/10	Completed	Q1 - Open days held and over 200 learners received independent information and advice. Q3 - New open days for the academic year 2010-11 planned for July 2010. Q4 - New easy read format for course information produced and used for open days within and external to the service.	
		6.5 - Negotiate extension of the WISE programme (work in supported employment)	T Collis	31/03/10	Completed	Q1 - WISE included into Foundation learning full-time programme with funding achieved. Q2 - 25 learners on 3 pathways at Entry (3) level provision. Q4 - Very successful project with good achievement. Will be rolling forward to 2010/11 with new provision and extended opportunities.	
		6.6 - Review need for IT courses	T Collis	31/03/10	Completed	Q1 - Review of demand assessed Q2 - new workright programmes planned to feed onto business admin WISE programme. Q4 - IT embedded as a functional skill into full-time programmes. IT courses planned for 2010/11.	

Appendix 1

Ref No.	Task (Short Term Target)	Sub Task (Milestones)	Lead Officer	Sub Tasks Target Dates	Sub Tasks Status	Progress Comment	Task Status
		6.7 - Discuss with 'U-Can-Do-IT' developing IT courses for housebound people	T Collis	31/03/10	Completed	Q4 - Initial contact made and feasibility explored. No council funding available so exploring alternative funding options.	

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Task Status	Progress Comment	
<b>Sustainable Community Strategy Priority One: Improving health &amp; wellbeing</b>							
A borough with improving Health, Housing and Social Care	Increase the number of people to live independently without support or reduced support (re-enablement)	Raise awareness of DPs issues through: * - GP newsletter * - GP locality forum meetings	Beverley Grayley	31/03/11			
		Review the effectiveness of the Living Skills service	Beverley Grayley	31/03/11			
		Maximise funding from government / other sources to provide major adaptations for people living in private sector; use the money efficiently, to maximise number of major adaptations	David McCulloch	31/03/11			
		Complete the revision of the transition strategy	Phil Hudson	31/10/10			
		Continue the modernisation programme for adults with learning disabilities and mental health needs	Sharon Townsend	31/03/11			
		Open a new well being centre for Adults with Mental Health Needs.	PCT/ CNWL	30/06/10			
		Increase the number of people in receipt of a personalised budget for social care giving them more choice and control over their lives	Dave King	31/07/2010.			
		Continue to improve arrangements to safeguard vulnerable adults from harm	Gary Collier	31/03/11			
		Maintain support to carers to continue caring	Sue Taring	31/03/11			
			Sue Taring	31/03/11			
			Sue Taring	31/03/11			
		Develop supported housing models as an alternative to residential care for disabled people	Gary Collier	31/03/11			

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Task Status	Progress Comment
		(i) - Obtain planning consent for the redevelopment of 6 Church Road, Cowley to provide 6 units and for the conversion of 5 Hornbeam Road, Hayes to provide 5 units for adults with mental health needs.	Marcia Gillings	31/03/11		
		(ii) - Invite tenders from RSLs for the purchase of 6 Church Road and 5 Hornbeam Road and the development of the schemes subject to grant availability.	Marcia Gillings	31/03/11		
		(iii) - Develop 4 x 1 bedroom flats at 1/2 Merrimans Close and 3x 1 bed additional flats at Ascott Court for people with learning disabilities.	Marcia Gillings	31/03/11		
	Deliver assistive technology services to help people receive the care and support they need to live independently in the community	Review the telecare/telehealth strategy.	Gary Collier	31/03/11		
	Actively involve customers in the planning and delivery of services	Establish the feasibility of developing a Facebook page as a way for deaf/hard of hearing resident to have a say about how they wish to see services developed in Hillingdon.	Beverley Grayley	31/03/11		
		Support at least 3 meetings of the Disabled People's Assembly during 2010/11.	Jody Hawley	31/03/11		
		Train/develop individual residents who can act as champions for specific areas, such as focus groups, steering groups etc.	Jody Hawley	31/03/11		
	Support residents through the promotion of self care and independence through the Personalisation of Care	Roll out Self Directed Support & Personal Budgets to existing customers who receive day or domiciliary care.	Dave King	31/03/11		
	Ensure the transition from a state of dependency to independence through the re-ablement programme.	Deliver actions of the Reablement Project	Dave King	31/03/11		
	Increase and improve the range and volume of short breaks available to disabled children and their families.	Complete the development of the first floor of Merrifield House and start to deliver the new Disabled Children's Resource service.	Pauline Nixon	31/12/10		
		Deliver new and enhanced short breaks programme in schools and community settings.	Pauline Nixon	31/03/11		

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Task Status	Progress Comment
	Develop the skills and competency of staff in delivering services and support to disabled children and their families	Pilot and rollout workforce development competency framework for working with disabled children and young people	Pauline Nixon	31/03/11		
	Improve the range of accessible and affordable childcare available for the families of disabled children	Consult with families and establish the barriers to the take-up of childcare	Alison Booth	30/09/10		
		Develop additional childminding and out-of-school provision and develop the workforce to deliver this	Alison Booth	31/03/11		
	Improve care pathways for children with long term health needs	Develop revised pathways to provide more integrated long term care and more effective transition to adult services	Lucy Canning	31/03/11		
	Improve waiting times for community equipment and wheelchairs for disabled children	Adjust service specification and referral processes to help enable improved waiting times for community equipment and wheelchairs	Lucy Canning	31/03/11		
	Improve waiting times for key therapy services for disabled children	Review/refresh service specification for Speech and Language Therapy	Lucy Canning	31/03/11		
	Enhance palliative care pathways and services	Review/refresh service specification for palliative care services	Lucy Canning	31/03/11		
	Decrease the reliance on institutional care through the promotion of preventative services	Identify with the user-led board at H-CIL the gaps that exist in H-CIL and how it can developed as a preventative service.	Beverley Grayley	31/03/11		
<b>Sustainable Community Strategy Priority Two: Strong &amp; active communities</b>						
A borough where children and young people are healthy, safe and supported, A borough where opportunities are open to all	Improve the services on offer to young people in our sport facilities	Consolidate and expand disabled children's multi sports club activities in Hillingdon	Sue Drummond	31/03/11		
		Ensure that sports and leisure activities for disabled children are included in the FIESTA programme	Sue Drummond	31/03/11		
		Enter teams to represent Hillingdon disability events for the London Youth Games	Sue Drummond	31/03/11		
	Use the arts to raise the confidence of the older and more vulnerable and to engage young people in positive activities	To ensure Hayes Carnival is completely accessible to disabled people.	Alan Dalton	31/03/11		

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Task Status	Progress Comment
	Increase the take up and satisfaction of customers in our libraries	Listen and respond to customer needs through improved surveying and feedback , newsletters and information promotion	Alan Dalton	31/03/11		
	Work to extend community based sports development programmes offering new activities and opportunities to residents	Establish disability football coaching club sessions	Sue Drummond	31/03/11		
		Consolidate and expand the Get Active Stay Active project and other activities to provide specific sports coaching for disabled people	Sue Drummond	31/03/11		
		Organise training course workshops for voluntary sports clubs in coaching disabled customers	Sue Drummond	31/03/11		
		Organise a Hillingdon team for the Pentathlon event	Sue Drummond	31/03/11		
	Launch new programmes for sport & leisure activities at the two new leisure centres and Hillingdon Sport & Leisure Centre and Botwell Green Leisure Centre	Complete new Leisure centres at Botwell Green providing better physical access to facilities	Sue Drummond	31/03/11		
	Embed the participation of parents in shaping services and support for disabled children and young people	Carry out 3 major themed consultations with the parents/carers of disabled children which demonstrably change the services and support provided to disabled children and young people	Pauline Nixon	31/03/11		
	Embed the participation of disabled children and young people in shaping the services and support they receive	Complete all aspects of the "Speaking Up" consultation project with disabled children and young people	Pauline Nixon	30/09/10		
		Put in place sustainable structures and processes to ensure the effective ongoing involvement of disabled children and young people in the services and support they and their families receive	Tom Murphy	31/03/11		
	Improve resident engagement	Promote disability awareness and provide current, accessible, information about services, new initiatives and events, including use of website: <a href="http://www.hillingdon.gov.uk">www.hillingdon.gov.uk</a> , Hillingdon People, team Hillingdon and social networking site	David Holdstock	31/03/11		
<b>Sustainable Community Strategy Priority Three: A cleaner greener borough</b>						

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Task Status	Progress Comment
A clean and attractive borough	Carry out improvements to the local environmental to make it more accessible and safer.	Implement Phase 1 of programme in Uxbridge, Yiewsley and West Drayton	Jonathan Westell	31/03/11		
	Deliver the borough's road safety education plans	Provide road safety education and travel training for the borough's special needs schools	Jamie Birch	31/03/11		
	Improve and maintain street lighting.	Work with user groups to identify need for lighting for community safety.	Jonathan Westell	31/03/11		
	Carry out parking measures including enforcement, abandoned and untaxed vehicles, car park security and improvements, extension of the ParkMark and brown badge schemes.	Monitor the work of the parking enforcement contractor to ensure that existing and future parking regulations are effectively enforced	Roy Clark	31/03/11		
	Promote parks activities to encourage take up and healthy activities for children, young people, disabled and older residents	Implement the Playbuilder schemes in 22 parks	Paul Richards	31/03/11		
		Organise conference "Breaking down barriers, making parks more inclusive and accessible for disabled people".	Paul Richards	18/06/10		
		Work with DASH on improvements to allotments e.g. accessibility	Paul Richards	31/03/11		

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Task Status	Progress Comment
<b>Sustainable Community Strategy Priority Four: Making Hillingdon safer</b>						
A safe borough	Improve the safety and wellbeing of our older residents and vulnerable people	Provide 12 domestic advice sessions to mental health patients	Ed Shaylor	31/03/11		
	Work closely with our partners including Registered Social Landlords and other Landlords to tackle anti-social behaviour	Resolve 70% of Tasking cases referred to Community Safety Team by eliminating (entirely or partially) the problem or referring the case to a more appropriate agency	Ed Shaylor	31/03/11		
	Tackle anti-social behaviour in Green Spaces by identifying hot spots with a view to reducing the number of incidents	Identify antisocial behaviour "hotspots" via the number of incidents reported in 2009/10. Look to reduce these numbers by 30% in 2010/11	Paul Richards	31/03/11		
	Promote community cohesion across all of the borough's communities so that people feel that communities get on well	Support the work of DASH with Muslim community organisations and the Hillingdon Traveller Forum to engage and involve in mainstream disability activities	Fiona Gibbs	31/03/11		
<b>Sustainable Community Strategy Priority Five: A thriving economy</b>						
A prosperous borough	Work with major local businesses to encourage investment in the borough which will help to bring more training, skills and jobs into Hillingdon for local people to access	Support 40 disabled people into employment through the Gateway Heathrow Project by the end of the project in 2011.	Inga Spencer	31/03/11		
	Increase the number of residents helped to buy their first property	Explore availability of schemes to support disabled people who are first time buyers.	Marcia Gillings	31/03/11		
	Create and deliver a Workforce Plan that identifies, develops and retains key people resources capable of delivering the Councils strategic priorities	Support teams through the workforce planning process to ensure the skills of individuals are aligned with the priorities of the service	Amanda Marsh	31/03/11		
	Ensure all staff and managers are supported to achieve their full potential	To work with specialist leads to provide a Corporate L&D programme including in the area of disability	Amanda Marsh	31/03/11		
	Support partner organisations to extend opportunities to engage in volunteering activities	Raise the profile of volunteering in the borough through publicity campaign including developing and hosting the Volunteering awards	Ian Edwards	31/03/11		



Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Task Status	Progress Comment
<b>Sustainable Community Strategy Priority Six: Improving aspiration through education and learning</b>						
A borough where children and young people are healthy, safe and supported, A borough where opportunities are open to all, A prosperous borough	Increase the number of adults with disabilities accessing education, training and employment and training opportunities	Set up WISE Programme (Work in Supported Employment) for ALLDD (Adults with Learning Disabilities)	Alan Dalton	30/09/10		
		Achieve 25 learners on WISE programme	Alan Dalton	31/03/11		
	Deliver outstanding skills and personal learning opportunities for Hillingdon's community	Plan and deliver an annual borough wide events programme to promote library services, reflect the diversity of Hillingdon communities and to support cross cutting agendas around health, community safety, community cohesion, and social inclusion	Alan Dalton	31/03/11		
	Improve the educational standards of Children with disabilities and additional needs	Learner Entitlement Vision includes all Learners with Learning Difficulties and/or Disabilities (LLDD) up to Z5	Mike Merva	31/03/11		
		Implement Inclusion Strategy Year 1	Mike Merva	31/03/11		

This page is intentionally left blank

## RUISLIP VILLAGE CONSERVATION AREA: CONSERVATION APPRAISAL

<b>Cabinet Member</b>	Councillor Keith Burrows
<b>Cabinet Portfolio</b>	Planning and Transportation
<b>Officer Contact</b>	Sarah Harper – Planning, Environment and Community Services
<b>Circulated Separately</b>	<b>Colour copies of the Ruislip Village Conservation Area Appraisal will be circulated separately and available in Group Offices.</b>

### HEADLINE INFORMATION

<b>Purpose of report</b>	To seek approval for the adoption of the Ruislip Village Conservation Area Appraisal.
<b>Contribution to our plans and strategies</b>	The Council's BVPI 219b target, the Hillingdon Partners Sustainable Community Strategy and emerging Local Development Framework and Council Plan.
<b>Financial Cost</b>	Approximately £355 for printing 40 copies of the document and £60 for the production of 50 CDs
<b>Relevant Policy Overview Committee</b>	Residents and Environmental Services
<b>Ward(s) affected</b>	West Ruislip, Eastcote and East Ruislip.

### RECOMMENDATION

That Cabinet:

1. Notes the response to the public consultation and adopts the Ruislip Village Conservation Area Appraisal.
2. Approves the publication and circulation of the Ruislip Village Conservation Area Appraisal.

### INFORMATION

#### Reasons for Recommendations:-

- a) The Ruislip Village Conservation Area Appraisal will be a key background document for the assessment of development proposals and for emerging policy and proposals in the Local Development Framework.

- b) The public consultation showed support for the document, subject to amendments, which have been incorporated.
- c) The publication of paper documents is necessary for reference at local libraries and Council offices, and for use by local amenity groups and ward councillors. In addition, CD Roms will be provided free of charge for residents upon application.

### **Alternative options considered**

Cabinet could decide not to approve the document for formal adoption. If so, there would be no evidence base on conservation matters within the Ruislip Village Conservation Area to support the determination of planning applications and cases at appeal.

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

No request has been made to see this report at this point.

### **Supporting Information**

1. Under Sections 69-71 of the Planning (Listed Buildings and Conservation Areas) Act 1990, local authorities have a duty to designate conservation areas and formulate proposals for the preservation and enhancement of their character and appearance. From April 2007, Best Value Performance Indicator BVPI 219b has also required local planning authorities to complete conservation area appraisals for designated areas.
2. At the Cabinet meeting of 21 January 2010, Members approved the draft appraisal for the Ruislip Village Conservation Area for public consultation. During March, a four week consultation exercise was carried out. The document was placed on the Council's web site for comment and hard copies were made available at Planning Information Services and at Ruislip Manor and Eastcote libraries. Letters were sent to all ward councillors and to all properties within the area asking for views and comments. A drop in session, attended by Conservation Officers, was also held at Ruislip Library between 5pm and 7pm on 18<sup>th</sup> March. In addition, the March/April edition of "Hillingdon People" included a piece on the appraisal and details of the consultation exercise and contacts.
3. The local groups consulted included the Ruislip Residents Association, the Local History and Natural History Societies and the Conservation Panel. English Heritage and Design for London were also consulted.

### **Response to consultation**

4. There was a very limited response to the consultation given that 984 letters were sent out. Three letters of support from residents were received; these included comments on existing poor shop signage in the area, the threat posed by developers proposing blocks of flats and also litter. The Ruislip Residents Association also wrote, commenting that they appreciated how much work that had gone into producing the document and requesting that two further buildings of architectural merit be considered for inclusion; the post office located on the High Street and No 2 Midcroft. A letter was also received from Design for London, supporting the document, and commenting on its high standard and attention to detail. In all, 5 members of the public attended the drop in session, including a well respected local historian who later provided detailed written comments and advice on the history of the area.

5. The comments from the Ruislip Residents Association have been incorporated into Chapter 6, paragraph 6.10, which describes key unlisted buildings and paragraph 6.18 which discusses new development within the High Street area. The comments provided on the history and development of the area have been included within the revisions to Chapter 3, Origins and Historical Development, with changes being made to the sections covering archaeology, historic layout and development and the historic map assessment.

### **Financial Implications**

(a). The cost of the production of the final appraisal will be contained within the existing budget for Planning, Environment and Community Services. The cost of 40 paper copies will be approximately £355 (£8.88 per appraisal) and the production of 50 CD Roms will be £60.

(b). An article confirming the formal adoption of the document will be included in Hillingdon People. This will not have any cost implication for the Planning, Environment and Community Services budget.

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

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

The aim of the recommendation is to adopt the appraisal and agree it for publication, with the intention that it is adopted as a Supplementary Planning Document. It will provide greater clarity for developers, residents and planning officers when considering development proposals, and will identify areas for improvement when funding opportunities arise.

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

The report and the attached document have been circulated internally, to ward councillors and Planning Committee members.

### **CORPORATE IMPLICATIONS**

#### **Corporate Finance**

A Corporate Finance officer has reviewed this report and the financial implications within it, and is satisfied that any costs associated with the production of the final appraisal will be contained within the existing budget for Planning, Environment and Community Services.

#### **Legal**

The drafting of proposals for the preservation and enhancement of Conservation Areas is governed by the Planning (Listed Buildings and Conservation Areas) Act 1990 ("the Act").

Section 71 of the Act requires that proposals, such as appraisal statements, are considered at a public meeting. The drop in session has satisfied this requirement. In addition, the other consultation exercises have provided a good opportunity for members of the public to make a contribution.

To ensure fairness and natural justice, the decision maker must ensure that any consultation responses are considered objectively without any predetermination.

## **Corporate Property**

No objections have been raised to the appraisal.

### **BACKGROUND PAPERS**

- Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990
- Planning Policy Statement 5 Planning for the Historic Environment 2010
- DoE Circular 9/95, General Development Order 1995 (as amended)
- DETR/DCMS Circular 14/97:1/97 Planning and the Historic Environment.
- English Heritage: Guidance on Conservation Area Appraisals August 2005

## COUNCIL BUDGET - 2009/10 REVENUE AND CAPITAL OUTTURN

<b>Cabinet Member</b>	Councillor Jonathan Bianco
<b>Cabinet Portfolio</b>	Finance and Business Services
<b>Report Author</b>	Paul Whaymand/Christopher Neale, Finance and Resources
<b>Papers with report</b>	None

### HEADLINE INFORMATION

<b>Purpose of report</b>	The report sets out the council's overall revenue & capital outturn for 2009/10
<b>Contribution to our plans and strategies</b>	Achieving value for money is an important element of the Council Plan for 2009/10
<b>Financial Cost</b>	N/A
<b>Relevant Policy Overview Committee</b>	Corporate Services and Partnerships
<b>Ward(s) affected</b>	All

### RECOMMENDATIONS

That Cabinet:

1. Notes the revenue and capital outturn position for 2009/10.
2. Notes the annual treasury report at Appendix B
3. Notes the NI179 outturn position at Appendix C

### INFORMATION

#### Reason for Recommendations

- 1 The reason for the recommendations is to ensure the Council achieves its budgetary objectives. The report informs Cabinet of the successful outturn revenue and capital position for 2009/10.

#### Alternative options considered

- 2 There are no other options proposed for consideration.

## **A) Revenue Outturn**

- 3 The outturn position for 2009/10 shows that net expenditure for the year is £5,745k less than the budget, a £769k improvement on the month 11 forecast.
- 4 The balances carried forward at 31 March 2010 are £17,745k. This includes £230k of previously ringfenced Breakspear crematorium reserves. This is a considerable achievement given the continuing economic downturn and the associated pressures on income streams in 2009/10.
- 5 In addition to the £17,745k of general reserves carried forward there are a number of earmarked reserves as follows:
  - £746k for Building Schools for the 21<sup>st</sup> Century
  - £224k for BID pump priming (this being the sum remaining from the £400k previously agreed by Cabinet)
  - £205k unspent priority growth
  - £132k for Ward budgets (this being the remainder of the £550k original ward budget, committed but unspent as at the end of March)
  - £119k unspent Leader's initiative
- 6 Table 1 indicates the overall impact of the expenditure forecasts now reported on the approved budget, and the resulting balances position.



Table 1

2009/10 Original Budget	Budget Changes		2009/10 (As at Month 12)		Variances (+ adv/- fav)		
			Current Budget	Forecast	Variance (As at Month 12)	Variance (As at Month 11)	Change from Month 11
£'000	£'000		£'000	£'000	£'000	£'000	£'000
217,419	99,683	Directorates Budgets on normal activities	317,102	315,785	-1,317	-838	-479
-25,844	-100,683	Corporate Budgets on normal activities	-126,527	-126,651	-124	-120	-4
<b>191,575</b>	<b>-1,000</b>	<b>Sub-total Normal Activities</b>	<b>190,575</b>	<b>189,134</b>	<b>-1,441</b>	<b>-958</b>	<b>-483</b>
1,210	0	Exceptional Items – Asylum	1,210	902	-308	-239	-69
	1,000	In-year recovery savings	1,000	0	-1,000	-1,000	0
	0	Creditors review		-2,472	-2,472	-2,275	-197
<b>1,210</b>	<b>1,000</b>	<b>Sub-total Exceptional Items</b>	<b>2,210</b>	<b>-1,570</b>	<b>-3,780</b>	<b>-3,514</b>	<b>-266</b>
<b>192,785</b>	<b>0</b>	<b>Total net expenditure</b>	<b>192,785</b>	<b>187,565</b>	<b>-5,220</b>	<b>-4,472</b>	<b>-748</b>
<b>189,245</b>	<b>0</b>	<b>Budget Requirement</b>	<b>189,245</b>	<b>189,245</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>3,540</b>	<b>0</b>	<b>Net total</b>	<b>3,540</b>	<b>-1,680</b>	<b>-5,220</b>	<b>-4,472</b>	<b>-748</b>
-16,234		Balances b/f 1/4/09	-16,234	-16,234	0	0	0
0		BID earmarked Reserves	694	400	-294	-294	0
0		Crem earmarked reserves	0	-231	-231	-210	-21
<b>-12,694</b>	<b>0</b>	<b>Balances c/f 31/3/10</b>	<b>-12,000</b>	<b>-17,745</b>	<b>-5,745</b>	<b>-4,976</b>	<b>-769</b>

- 7 Table 2 shows budget and variance at Directorate level reported at outturn and the total position on the Directorates' budgets. Further detail on each directorate is shown in Appendix A.

**Table 2**

2009/10 Original Budget	Budget changes	2009/10 Current Budget (as at Month 12)	Directorate	2009/10 Forecast (as at Month 12)	Variances (+ adv/- fav)		
					Variance (As at Month 12)	Variance (As at Month 11)	Change from Month 11
£'000	£'000	£'000		£'000	£'000	£'000	£'000
84,706	7,173	91,879	Adult Social Care, Health & Housing	91,493	-386	-108	-278
37,274	77	37,351	Environment & Consumer Protection	37,334	-17	-27	+10
57,577	101,119	158,696	Education & Children's Services	158,354	-342	-198	-144
13,810	-36	13,774	Planning & Community Services	13,715	-59	0	-59
15,101	298	15,399	Central Services	15,391	-8	0	-8
6,900	-7,100	-200	Developments Contingency	-312	-112	-112	0
0	0	0	Pay Award	-190	-190	-190	0
2,050	-1,847	203	Growth to be allocated	0	-203	-203	0
<b>217,419</b>	<b>99,683</b>	<b>317,102</b>	<b>Sub-Total</b>	<b>315,785</b>	<b>-1,317</b>	<b>-838</b>	<b>-479</b>
			<b>Exceptional items:</b>				
1,210	0	1,210	Exceptional pressure: Asylum funding	902	-308	-239	-69
0	1000	1,000	In-year savings	0	-1,000	-1,000	0
0	0	0	Creditors review	-2,472	-2,472	-2,275	-197
<b>1,210</b>	<b>1,000</b>	<b>2,210</b>	<b>Sub-Total</b>	<b>-1,570</b>	<b>-3,780</b>	<b>-3,514</b>	<b>-266</b>
<b>218,629</b>	<b>100,683</b>	<b>319,312</b>	<b>Total</b>	<b>314,216</b>	<b>-5,096</b>	<b>-4,352</b>	<b>-744</b>

- 8 **Adult Social Care, Health & Housing** outturn was an **underspend of £386k**, an improvement of £278k on the Month 11 forecast. This forecast excludes sums provided for in contingency for Transitional Children (£1,675k), Mental Health Services (£450k) and Homelessness (£1,300k). This improved position is mainly within the Physical & Sensory Disabilities services (£427k) and Learning Disability Services (£910k) partially offset by an overspend (£891k) in Older peoples services due to the increased demand for nursing and homecare services during the last quarter.
- 9 **Environment and Consumer Protection** outturn was an **underspend of £17k**, a small adverse movement of £10k on the month 11 forecast. It excludes items that were provided for from contingency, recycling (£200k), Waste disposal levy (£732k), vehicle fuel (£60k) and winter gritting (£50k). There was an outturn pressure of £150k in the Street Cleansing service and residual costs and loss of economies of scale on Harlington Road Depot net of actions taken to reduce costs (£216k). There was a pressure in the Street Scene Locality Team (£150k) due to the enhanced scheme activity and an increased pressure in Off-Street Car parking (£91k) due to the adverse impact from the severe winter weather

conditions. There were savings in Waste Disposal (£395k), Trade, recycling and clinical waste (£135k) and green spaces (£64k) which offset these pressures.

- 10 **Education & Children's Services** outturn was an **underspend of £342k**, an improvement of £144k on the month 11 forecast. This excludes the pressure on Asylum and Exhausted All Appeal cases (£902k) which was provided for in contingency. As reported in Month 11 the Asylum services pressure was significantly reduced as a result of successful lobbying which has led to Central Government agreeing to increase the weekly amount the authority can claim for over 18's from £100 to £150. This agreement has also been backdated to 1st April 2008, providing a windfall for that financial year and improved the 2009/10 position from what was previously forecast. There is an underspend of £194k in Resources, Policy & Performance and a previously unforecast underspend in Children's and Families service (£144k) for looked after children, primarily in relation to fostering and P&V. The improvement is mainly due to some care packages that were included in the previous forecast but did not ultimately commence until after the year end.
- 11 **Planning and Community Services** outturn was an **underspend of £59k** an improvement of £59k on the Month 11 forecast. This position excludes the economic downturn pressures - land charges (£727k), development control (£425k) & building control (£183k) and golf (£262k), which were provided for in contingency. There was an underspend of £263k in community safety and in planning & transportation (£36k), which contained the pressures in the directorate (£158k), Arts service (£42k) and Libraries (£24k).
- 12 **Central Services** outturn was an **underspend of £8k**, a favourable movement of £8k on the month 11 forecast. There were gross pressures totalling £284k within Finance & Resources including an ongoing pressure of £129k on income streams from commercial properties, a shortfall of £80k on income from schools buy back of Facilities Management services and £46k on income from the hire of the Middlesex Suite and a pressure of £29k due to maintaining and keeping secure surplus properties prior to their disposal. These pressures have been netted down by savings totalling £291k.
- 13 **Pay award:** The 2009/10 budget was based on an assumed pay award of 1.5%. Of that, 0.3% was utilised to fund the late additional award for 2008/09, leaving a balance of 1.2%. Employers settled on 1% which resulted in an underspend of £190k.
- 14 **Exceptional items:** The underspend on asylum contingency funding is now £308k, an improvement of £69k on Month 11. The review of creditor provisions in the balance sheet (£2,472k) has improved by £197k due to further detailed analysis carried out at closing. The in-year recovery plan (£1m) remains unchanged from Month 11 as the savings have been implemented.
- 15 **Development and Risk Contingency** outturn was an **underspend of £112k**, no change from the month 11 position.
- 16 **Priority Growth outturn** was an **underspend of £203k**, no change on the month 11 position.

## Corporate Budgets' Outturn

17 Table 3 shows the corporate budget outturn.

**Table 3**

2009/10 Original Budget	Budget Changes	2009/10 Current Budget (as at Month 12)	Corporate Budgets	2009/10 Forecast Outturn (as at Month 12)	Variances (+ adv/- fav)		
					Variance (As at Month 12)	Variance (As at Month 11)	Change from Month 11
£'000	£'000	£'000		£'000	£'000	£'000	£'000
-1,892	1,892	0	Unallocated savings	0	0	0	0
9,026	-1,822	7,204	Financing Costs	7,087	-117	-120	+3
3,690	5,401	9,091	FRS 17 Pension Adjustment	9,091	0	0	0
-24,703	-106,061	-130,764	Asset Management A/c	-130,763	+1	0	+1
-11,965	-93	-12,058	Corporate Govt Grants	-12,066	-8	0	-8
<b>-25,844</b>	<b>-100,683</b>	<b>-126,527</b>	<b>Corporate Budgets</b>	<b>-126,651</b>	<b>-124</b>	<b>-120</b>	<b>-4</b>

- 18 The outturn on corporate budgets is an **underspend of £124k**, a small £4k improvement on month 11.
- 19 Debt financing costs were underspent by around £117k due to debt refinancing work undertaken during the year. A report on treasury management activity is attached at Appendix B.

## B) Capital

- 20 Total capital expenditure for the year was £72,112k compared to a revised budget of £89,411 (£83,657k forecast Month 10), £17,299k less than the latest budget and £11,545k less than the month 11 forecast.
- 21 The revised budget for March 2010 is now £89,411k. There were a number of additions, these include increases £363k schools contributions towards additional works on Devolved Formula Capital, £132k revenue contribution on Information Management, £28k Insurance contribution on HRA decent homes, £39k for Welbeck Parade (£30k contribution from Police, £9k HRA revenue contribution), and £2k Mead House revenue contribution. The HRA budget decreased by £300k on the other projects, as the ICT works undertaken were deemed to be revenue.
- 22 Capital receipts from disposals applied to finance the programme in 2009/10 were £1,457k General Fund and £28k Housing Revenue Account. In total £1,485k capital receipts were applied during financing, £22,196k of unsupported borrowing was used, £7k supported borrowing was used and a total of £48,452k grant, HRA, MRA, Section 106 and other contributions were applied.
- 23 Unsupported borrowing was previously forecast to be £29,976k and supported borrowing previously forecast at £3,066k. However, through expeditious financing only £22,196k of unsupported borrowing was required to finance capital in 2009/10. This takes total unsupported borrowing since the introduction of the prudential code in 2004 to £36,090k.

## Outturn Expenditure

- 24 Table 6 shows the actual spend and variance against budget for 2009/10.

**Table 6**

Groups	Original Budget £'000	Revised Budget £'000	Capital Spend Month 12 £'000	Actual Spend % of Revised Budget %	Forecast outturn £'000	Variance (Forecast) £'000	Variance (Outturn) £'000
Adult Social Care, Health & Housing	3,715	5,461	5,171	95%	5,306	-135	-290
Environment & Consumer Protection	8,193	8,781	8,910	101%	8,963	-53	+129
Education & Children's Services	23,613	22,820	14,910	65%	20,606	-5,696	-7,910
Planning & Community Services	2,351	2,411	1,718	71%	2,456	-738	-693
Finance & Resources	2,576	2,498	2,298	92%	2,892	-594	-200
Deputy Chief Executive	2,125	1,951	1,356	70%	1,975	-619	-595
Major Construction Projects	29,181	30,222	26,281	87%	29,996	-3,715	-3,941
<b>Group Total</b>	<b>71,754</b>	<b>74,144</b>	<b>60,644</b>	<b>82%</b>	<b>72,194</b>	<b>-11,550</b>	<b>-13,500</b>
Recovery from Contingency					-1,718	+1,718	0
Programme Contingency	3,196	2,725	0	0%	1,000	-1,000	-2,725
Contingency	1,500	1,137	0	0%	718	-718	-1,137
<b>Contingency Total</b>	<b>4,696</b>	<b>3,862</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>-3,862</b>
HRA	11,745	11,405	11,468	101%	11,463	+5	+63
<b>Total</b>	<b>88,195</b>	<b>89,411</b>	<b>72,112</b>	<b>81%</b>	<b>83,657</b>	<b>-11,545</b>	<b>-17,299</b>



- 25 A summary of the programme for the Major Construction Projects is shown below in more detail:

MCP Group	Original Budget £'000	Revised Budget £'000	Capital Spend Month 12 £'000	Actual Spend % of Revised Budget %	Forecast outturn 2009/10 £'000	Variance (Outturn) 2009/10 £'000
Planning & Community Services Projects	17,682	19,550	18,499	95%	19,678	-1,051
Education & Children's Projects	9,884	10,132	7,492	74%	9,830	-2,640
Finance and Resources Projects	15	10	0	0%	10	-10
Environment Projects	1,600	430	269	63%	418	-161
Project QS Support		100	21	21%	60	-79
<b>MCP Group Total</b>	<b>29,181</b>	<b>30,222</b>	<b>26,281</b>	<b>87%</b>	<b>29,996</b>	<b>-3,941</b>

### Budget amendments to 2010/11 to reflect the 2009/10 final position

- 26 Previous policy has been that 'programme of works' budgets for the following year are not adjusted to reflect the actual outturns for the previous year. The budget can be 'applied' for if required in the new financial year. There were no such applications in 2008/9 or 2009/10. If required, there is also a general contingency of £500k in the 2010/11 capital budget.
- 27 On the basis of E&CS projected capital requirements in 2010/11 it is proposed that the rephasing from November 2009 is allocated into 2011/12 or later, and drawn forward if required. This relates to £3,670k Formula Capital Devolved to Schools grant, £3,657k supported borrowing for School Places Provision, and £2,328k School Modernisation which supported borrowing.
- 28 The table below details the budget amendments made to the 2010/11 as a result of the 2009/10 outturn.

Group	Original 2010/11 Budget £'000	2009/10 Budget Amendment £'000	Revised 2010/11 Budget £'000
Education & Children's Services	27,241	1,594	28,835
Planning & Community Services	15,959	874	16,937
Major Construction Projects	15,215	3,347	18,562
Adult Social Care, Health & Housing	4,960	-107	4,853
Environment & Consumer Protection	7,908	-147	7,761
Finance & Resources	1,378	204	1,582
Deputy Chief Executive	1,825	0	1,825
Partners	670	0	670
Contingency	2,000	0	2,000
<b>Total</b>	<b>77,156</b>	<b>5,765</b>	<b>83,025</b>
HRA	22,568	-206	22,362
<b>Total</b>	<b>99,724</b>	<b>5,559</b>	<b>105,387</b>

## **Current Year Financing**

29 Table 7 shows the financing of both the budget and the expected outturn.

**Table 7**

<b>2009/10</b>	<b>Unsupported</b>	<b>Capital Receipts</b>	<b>Supported</b>	<b>Grants</b>	<b>HRA (inc MRA)</b>	<b>Section 106 and other contributions</b>	<b>Total Capital Programme</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Revised budget 2009/10	25,802	8,800	3,379	36,435	9,896	5,099	89,411
Outturn 2009/10	22,196	1,457	7	33,863	10,181	4,408	72,112

30 Unsupported borrowing was forecast in month 10 to be £29,976k and supported borrowing forecast at £3,066k. Use of grants, S106, contributions and reduced expenditure on forecasts assisted the final position and reduce the borrowing requirements.

31 In total £1,485k (£1,457k GF, £28k HRA) capital receipts were applied during financing, £22,196k of unsupported borrowing was used, £7k supported borrowing was used and a total of £48,452k grant, HRA, MRA, section 106 and other contributions were applied.

32 The £8,800k budgeted level of General Fund capital receipts for 2009/10 were not delivered in full due to market conditions.

## **CORPORATE CONSULTATIONS CARRIED OUT**

### **Financial Implications**

33 The financial implications are contained in the body of the report.

## **CORPORATE IMPLICATIONS**

### **Corporate Finance**

34 This is a Corporate Finance report.

### **Legal**

35 There are no legal implications arising from this report.

## **BACKGROUND PAPERS**

36 Monitoring report submissions from Groups.



## Appendix A: Detailed 2009/10 Outturn – Revenue And Capital

### Adult Social Care, Health and Housing (ASCH&H)

#### Revenue: £386k favourable (£278k improvement)

1. The final outturn position for Adult Social Care, Health, and Housing is an underspend of £386k, a favourable movement of £278k from the M11 position. In summary the department is reporting a small favourable underspend of £386k (0.01%) on a £290m gross budget which by its nature is demand led and volatile; an outturn which reflects well on the departments Managers. The improved final position from last month is due to a number of small year end movements across approx 300 budgets.
2. The department has managed a range of expenditure pressures evident in the forecasting which result from the credit crunch offset by action taken to control the cost of care packages, restrict expenditure including holding some vacancies and to accelerate savings proposal where possible. Although the department has finished with a small underspend there are underlying pressures in Older People and Mental Health services which will adversely impact on the 2010/11 budget forecast. Officers are currently formulating actions to mitigate and reverse this pressure although it is too early to predict whether this will result in a balanced position.
3. The Month 12 report shows a final underspend of £386k following a favourable movement of £278k from the Month 11 position. The overall position for ASCH&H is set out in the table below. During 2009/10 the department successfully implemented phase I of a replacement Adult Social Care management system (IAS) in July 2009 with the phase II Finance module going live in March 2010. As part of the phase II implementation core data in the old system was migrated resulting in a small number of records moving between ASC services which are the main reason for these variances. In total there was a small favourable movement for ASC of £214k (0.24%) on a gross budget of £89m.

Division of Service	Forecast Variance Month 12 £'000	Forecast Variance Month 11 £'000	Change from Month 11 £'000
Older Peoples Services	+891	+599	+292
Physical & Sensory Disability Services	-427	-162	-265
Learning Disability Services	-910	-707	-204
Mental Health Services	+455	+492	-37
Housing Benefits	-444	-375	-69
Housing Need Services	+94	0	+94
ASCH&H Other Services	-44	+44	-88
<b>ASCH&amp;H - Total</b>	<b>-386</b>	<b>-108</b>	<b>-278</b>

#### Older People Services: £891k adverse (£292k adverse)

4. The primary reason for this adverse position has been reported previously and relates to the high demand for nursing and homecare services experienced in the latter part of the year. The adverse movement from M11 is primarily related to the implementation of IAS as reported above.

5. However in addition to this the demand for nursing and homecare provision there remains a pressure which Officers have established isn't necessarily related to new placements but that the number of people no longer requiring residential or nursing care has not fallen as expected. This variance represents an adverse 2% outturn on a gross budget of £41.7m.

**Physical Disabilities: £427k favourable (£265k improvement)**

6. The favourable outturn position is due to underspends in staffing budgets and similarly with the reason for the favourable movement from M11, primarily related to the implementation of IAS as reported above. This variance represents a 4% favourable outturn on a gross budget of £10.1m.

**Learning Disability: £910k favourable (£204k improvement)**

7. The favourable movement first reported in Month 4 has continued as less (transitional) children have transferred from E&CS than originally budgeted for; favourable movement between the PCT and LBH on funding arrangements for individual clients; and a reduction in the number of clients in residential care. The favourable movement from M11 is primarily related to the implementation of IAS as reported above. This variance represents a 3% favourable outturn on a gross budget of £31.5m.

**Mental Health: £455k adverse (£37k improvement)**

8. The primary reason for this adverse position has been reported previously and relates to the high demand for residential services experienced over the last 12 months. The favourable movement from M11 is primarily related to the implementation of IAS as reported above. This variance represents a 9% adverse outturn on a gross budget of £5.3m.

**Housing Benefits: £444k favourable (£69k improvement)**

9. The service is managing a gross budget of over £138m and the outturn position shows an underspend of £444k, the main reason being finalisation of the 2007/08 Housing Benefit grant claim by DWP (£225k). The favourable movement now being reported is due a number of small favourable movements across the services £138m spend.
10. The Housing Benefit budget, as reported previously, is experiencing pressure as a result of increased benefit uptake. Benefit applications within the privately rented accommodation area is showing increases of 23% which is now establishing a pattern resulting in a pressure of over £300k. For 2009/10, this pressure has been mitigated by additional one-off admin grant funding from DWP and other compensating actions. This variance represents a 0.3% adverse outturn on a gross budget of £138m.

**Housing Need Services: £94k adverse (£94k adverse)**

11. The outturn position confirms the underlying pressure around the level reported in previous months despite staffing efforts to contain expenditure within the gross budget of £39m. This overspend would have been greater without management action to mitigate this pressure including strong management of the Private Sector Landlord (PSL) sector with voids being reduced to less than 3% on approx 1,200 properties. However these efforts to contain the pressure is putting at risk the council's ability to achieve the government's 2010 temporary accommodation target as reported

previously. This variance represents a 0.3% adverse outturn on a gross budget of £42m.

**Other ASCH&H Services: £44k favourable (£88k improvement)**

12. The outturn shows a favourable variance of £44k across a number of small budgets within a gross budget of £19m. The overall improvement of £88k is primarily due to an underspend on Supporting People (£43k) and a reduction of £31k in the original estimate for the Careline switchover of existing equipment from analogue to digital. This variance represents a 0.2% adverse outturn on a gross budget of £19m.

**Housing HRA**

13. The HRA has a gross budget of £52m. The outturn position shows an overall favourable variance of £1,135k, which represents an improvement of £215k from the M11 forecast as set out in the table below:

Division of Service	Forecast Variance Month 12 £000	Forecast Variance Month 11 £000	Change from Month 11 £000
HH Ltd: General and Special Services	0	0	0
HH Ltd: Repairs Services	0	0	0
LBH: General and Special Services	-475	-191	-284
LBH: Repairs Services	+52	+52	0
Other Expenditure	-161	-233	+72
Income	-551	-548	-3
<b>In Year (Surplus) / Deficit</b>	<b>-1,135</b>	<b>-920</b>	<b>-215</b>

**LBH General and Special Services: £475 favourable (£284k improvement)**

14. The LBH General and Special Services favourable outturn is due to underspends from the Move-On project, which provides incentives for tenants under occupying larger properties to move into smaller properties; reduced staffing costs and lower than expected insurance costs. In addition there have been further savings from the 20 year leasing programme with Ealing Family Housing association which is the primary reason for the favourable movement from month 11.

**Other Expenditure: £161k favourable (£72k adverse)**

15. There is an overall favourable variance of £161k which is primarily due to achieving lower rental payments for 20 year leased properties. The adverse movement of £71k from the M11 position is mainly due to continuing delays in the disposal of hostels and increased contractor costs for the HRA capital programme.

**Income: £551k favourable (£3k improvement)**

16. The income forecast of £551k is essentially in line with the M11 forecast and results from void performance being well below the target of 2% and good performance in rent collection.

## Environment and Consumer Protection (E&CP)

**Revenue: £17k favourable (£10k adverse)**

1. The outturn for the Group is an underspend of £17k, which represents an adverse movement of £10k from the position reported at month 11.

	<b>Outturn Variance</b>	<b>Forecast Variance Month 11</b>	<b>Change</b>
<b>Division of Service</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Street Cleansing	150	95	+55
Harlington Road Depot	216	169	+47
Waste Disposal	-395	-400	+5
Trade, Recycling & Clinical Waste net	-135	-40	-95
Off Street Parking Income	91	97	-6
Street Scene Locality Team	150	52	+98
Green Spaces	-64	0	-64
Other net variations	-30	0	-30
<b>E&amp;CP - Total</b>	<b>-17</b>	<b>-27</b>	<b>+10</b>

**Contingent Items: Gross Pressure £992k (No change)**

2. The Council's 2009/10 contingent budget contained sums relating to the Waste Disposal Levy, cost pressures on Recycling Services and Vehicle Fuel which impact on the ECP Group position. West London Waste set the 2009/10 levy and this utilised the full amount of the contingency with a minor adverse variance of £12k. The Borough's recycling activity continued to exceed base budgeted levels, and the outturn position made full use of the contingency. The bulk diesel purchase price started to increase again during March, but was contained within the month 11 forecast requirement of £60k.

	<b>Gross Pressure Month 12</b>	<b>Gross Pressure Month 11</b>	<b>Change from Month 11</b>	<b>Contingency</b>	<b>Net Pressure</b>
<b>Division of Service</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Waste Disposal Levy	732	732	0	720	+12
Recycling Services	200	200	0	200	0
Vehicle Fuel	60	60	0	85	-25
<b>E&amp;CP - Total</b>	<b>992</b>	<b>992</b>	<b>0</b>	<b>1,005</b>	<b>-13</b>

**Street Cleansing: £150k adverse (£55k adverse)**

3. The adverse position represents the net outturn across Street Cleansing, Graffiti and Litter Abatement services. The pressure relates to the Street Cleansing service and to activity required to maintain service standards. Management of the service has focused on containing the pressure whilst maintaining service levels.

**Waste Services: £530k underspend (£90k favourable)**

4. **Recycling Costs:** This service showed a net pressure of £30k after allowing for contingency allocations. The major pressure on the service related to Gate Fees and recycling bags, reflecting a continuing improvement in recycling performance across both Household and Composting recycling. This position incorporates the full year costs of new initiatives implemented during 2008/09. These are Estates Based recycling, the Blue Sky scheme, Specialist collections and Battery Bank. Income and rebates from recyclable materials have been favourable and have helped to offset the gross cost of the increased recycling activity.
5. **Waste Disposal:** The Section 52(9) budget was reset as part of the 2009/10 levy setting, however tonnages have continued to show a significant fall throughout 2009/10. A similar trend has been largely reflected across West London Waste Authority's other constituent Boroughs. As a result, there are not expected to be any implications from the Landfill Allowance Trading Scheme (LATS) in 2009/10. The position has also been improved by a net favourable variance across Civic Amenity site budgets.
6. **Trade Waste:** The position has improved to show a £164k favourable variance due to overachievement of income, with the improvement at year-end due to a favourable review of the outstanding debt position. Whilst there has been a decrease in the level of business as a result of cumulative fee increases linked to the Landfill Tax accelerator, this has not been as significant as expected. The position has also been assisted by close monitoring and enforcement of the service, which has facilitated managing the levels of aged debt.
7. **Clinical Waste:** The Council has now taken on the responsibility for the collection and disposal of Clinical waste from residents homes previously undertaken by Hillingdon Primary Care Trust (HPCT), and as required by the Environmental Protection Act 1990. The service transferred during September, and the gross part-year costs for 2009/10 were contained to £17k. However in the longer-term this service is vulnerable to client number variations that can affect costs accordingly.

**Harlington Road Depot: £216k adverse (£47k adverse)**

8. The pressure on the depot chiefly related to a reduction in the intensity of usage. This is due to the movement of some Council services to the Civic Centre, together with the loss of Hillingdon Homes contributions for space occupation at the depot and use of the Stores facility. A number of space rationalisation measures were implemented during January. However the adverse movement in the reported position reflects that the benefit of these changes was not realised in time to impact on the 2009/10 position.

**Off-Street Parking: £91k adverse (£6k favourable)**

9. In terms of Car Park income, the expected favourable seasonal variation in the third quarter of the financial year, was evidenced later, and has not been as significant as previous financial years. The economic climate is considered to be a major factor and was exacerbated by the severe weather conditions experienced in December and early January.

**Streetscene Locality Team: £150k adverse (£98k adverse)**

10. There has been increased activity through the delivery of the enhanced Streets Ahead Week of Action scheme which has led to additional one-off costs principally on publicity, printing and promotional activities.

**Green Spaces: £64k favourable (£64k favourable)**

11. A small underspend on this service has arisen from the unused contingency identified for costs arising from the Cranford Park transfer.

**Other Net variations: £30k favourable (£30k favourable)**

12. Actions taken across ECP to control staff and non-staff budgets generated a net favourable variance of £30k, which was used to partly offset the pressures outlined above.

**Vehicle Fuel Pressure – contingency item: £25k underspend (No change)**

13. The bulk diesel purchase price fluctuated during 2009/10 but showed a steady increase from around 75p in April 2009 to almost £1 per litre by the 31st March 2010. There is an underlying upward trend from industry commentators that will be exacerbated by government duty increases during 2010/11. This is expected to put pressure on the £80k contingency for 2010/11.

## **Education and Children Services (E&CS)**

### **Revenue**

1. On the basis of the final figures, the Group is forecasting an underspend of £342k at the year-end, which is a £144k improvement on the Month 11 position. This includes the overall pressure on asylum funding and the cost of exhausted all appeals cases. The projected variances at the year end are summarised in the following table:

<b>Division of Service</b>	<b>Forecast Variance Year-end £000</b>	<b>Forecast Variance Month 11 £000</b>	<b>Change from Month 11 £000</b>
Schools	-382	n/a	n/a
Central DSG	-863	-469	n/a
Director & Youth Services	0	0	0
Resources, Policy & Performance	-194	-194	0
Learning & School Effectiveness Service	-4	-4	0
ECS Central Budget	0	0	0
Children & Families Service	-144	0	-144
<b>E&amp;CS - Total</b>	<b>-342</b>	<b>-198</b>	<b>-144</b>

#### **Schools: Nil variance (No change)**

2. The Schools Budget is ring fenced and funded from DSG. The schools underspend will be carried forward as part of schools balances. The underspend of £863k within the centrally managed DSG will be carried forward to be used in 2010/11 with the agreement of Schools forum as it is ring fenced and fully funded from the DSG. These variances do not affect the General Fund.

#### **Resources, Policy & Performance: £194k Underspend (No change)**

3. There has been no change to the reported position within the Resources, Policy & Performance.

#### **Learning & School Effectiveness: £4k underspend (No change)**

4. There has been no major change to the position reported within the service areas.

#### **Children and Families: £144k (£144k improvement)**

5. There has been an improvement of £144k in respect of final outturn figures for looked after children, primarily in relation to fostering and P&V. The improvement is mainly due to some care packages that were included in the previous forecast but did not commence in 2009/10.

**Exceptional Items: Asylum Service £902k pressure (£69k improvement)**

6. There has been an improvement of £69k in respect of final outturn figures for the service. As reported in Month 11 the Asylum services pressure was significantly reduced as a result of successful lobbying which has led to the Government agreeing to increase the weekly amount the authority can claim for over 18's from £100 to £150. This agreement has also been backdated to 1<sup>st</sup> April 2008, providing a windfall for that financial year of £1,057k. For 2009/10 the in-year position has improved by £837k as a result of this change.



## Planning and Community Services

### Revenue: £59k underspend (£59k favourable)

1. The Group has an outturn position of £59k favourable variance, this excludes all pressure areas that have identified contingent provisions.

Division of Service	Forecast Variance Month 12 £'000	Forecast Variance Month 11 £'000	Change from Month 11 £'000
Community Safety	-264	-211	-53
Arts Service	42	75	-33
Libraries	24	0	24
Adult Education	7	0	7
Leisure	10	125	-115
Planning & Transportation	-36	11	-47
Directorate	158	0	158
<b>P&amp;CS - Total</b>	<b>-59</b>	<b>0</b>	<b>-59</b>

### Contingent Items: £1,633k Gross Pressure (£36k favourable)

2. The Planning income streams were identified as exceptional items last year. This was due to the downturn in the economy which had impacted the housing market severely and has continued to depress these income streams. The Authority's 2009/10 contingent budget contains provision for these affected income streams. The net position after the application of the contingency is shown in the table below.

Contingent Item	Gross Pressure Month 12 £'000	Month 11	Change from Month 11	Contingency £'000	Net Pressure £'000
Development Control	425	447	-22	350	75
Building Control	183	189	-6	108	75
Land Charges	727	735	-8	715	12
<b>P&amp;CS - Total</b>	<b>1,597</b>	<b>1,633</b>	<b>-36</b>	<b>1,435</b>	<b>162</b>

### Development Control Income: £425k Gross Pressure (£22k favourable)

3. The forecast for Development Control income is a gross pressure of £425k which has decreased from month 11 by £22k. The net position after the application of the contingency is £77k.
4. The fall in Major applications forecast remains at 25% of the previous year. This has improved from the last forecast which showed a 32% drop compared to 2008/09. The Major applications forecast has increased by £66k, due to several minor major fees for sites that were not known about from the pre application process, and therefore not in the forecast.

5. The downturn in the lesser Development Control income streams for both Minor Applications and Other Applications is below last years total activity level. However the numbers of Minor applications for March are marginally above that of the average for the last 4 years at 59 applications compared to 55 and for the last quarter they have been on a par with the 4 year average. Other Applications have shown an increase in activity for March with 219 applications compared to the 4 year average of 194.

**Building Control Income: £183k Gross Pressure (£6k favourable)**

6. The forecast for Building Control income is a gross pressure of £183k. This has improved marginally by £6k and the net position after the contingency is now forecast to be £75k. Income for April to March is down by 13% from the same period in 2008/09.

**Land charges: £727k Gross Pressure (£8k favourable)**

7. Land charge income has moved to a cost recovery basis due to a change in regulations enacted in December 2008. The net pressure currently forecast after the contingent allocation would be £12k.
8. Not reflected in the forecast yet is the potential impact of the guidance issued from the Information Commission Office (ICO). The guidance suggests that the majority of property search data is Environmental Information and that Local Authorities are therefore obliged to allow inspection of this information at no charge. This remains an ongoing issue on which the LGA is leading.

**Community Safety: £263k underspend (£53k favourable)**

9. The outturn position for Community Safety is £263k which is a favourable movement of £53k from period 11. This is due to a £30k saving on the recharge from the Police ASB team, a further saving on the community safety fund of £12k, and a £10k saving on a publicity budget. The final position on the Community Safety Fund was a underspend of £162k (£150k month 11), this was a result of the decision to not commit any further expenditure. There were also previous underspends on staffing £41k and £20k on the MPA grant.

**Arts Service: £42k Pressure (£33k favourable)**

10. As previously reported the service is reporting a pressure on its income streams. This is due to range of factors related to the general difficulties arising from the current economic conditions, e.g. cancellation of bookings. The outturn for the Arts service has improved from last months forecast by £33k. This has been achieved by savings in delaying the recruitment and from the materials budget for Manor Farm Complex.

**Libraries: £24k Pressure (£24k adverse)**

11. The outturn for the Library service has worsened from the forecast nil variance to a pressure of £24k. This is due to the impact of the equal pay charge of £53k, the service was unable to contain this entirely within the final position.

**Adult Education: £7k Pressure (£7k adverse)**

12. The final outturn shows a small pressure of £7k due to the equal pay charge given to the service.

**Leisure: £10k Pressure (£115k favourable)**

13. The outturn position for Leisure is a net pressure of £10k. This is a favourable movement from month 11 by £115k. The position has been improved by a curtailment of expenditure in the Leisure development budget giving a saving of £65k, this was due to the freezing of recruitment and delays in the Community Sport Physical Activity Network (CSPAN) expenditure. In addition to this, the service have received a rebate on the NNDR for a number of the Leisure facilities sites, and received some utility refunds both giving favourable impact.
14. The Golf budgets were set to match the contracted income levels from Mack Trading, the contingency of £262k was set on the basis of the difference between the original budgeted income from Golf prior to the current arrangements. The contingency was distributed to the group as part of closing.

**Planning and Transportation: £36k underspend (£47k favourable)**

15. The improved position of £47k overspend is due to slippage on the recruitment of a number of planning posts and a favourable movement on S106 management fees of £18k.

**Group Directorate: £158k overspend (£158k adverse)**

16. The overspend on the Group Directorate reflects a number of pressures that have been managed across the Group. These included additional costs relating to the appointment of an interim Corporate Landlord and Deputy Director, film income and recharges to Adult Education for business support.

**2009/10 In-year Efficiency Target**

17. The Group achieved its in-year savings target of £90k.

## **Central Services**

### **Revenue: £8k underspend (£8k improvement)**

1. The 2009/10 outturn position for the central services revenue budget was an underspend of £8k, an improvement of £8k on the position reported in Month 11, with the Deputy Chief Executive's Office underspending by £1k and the Finance & Resources Directorate underspending by £7k.

### **Finance & Resources: £7k underspend (£7k improvement)**

2. The Finance & Resources Directorate budgets underspent by £7k, a minor improvement of £7k on the month 11 projections.
3. As previously reported there were a number of overspends within Corporate Property Services, totalling £284k, as set out below:
  - There was an overspend resulting from ongoing pressures on income streams from commercial properties of £129k, due to a number of vacant tenancies in the Warnford Industrial Estate (£87k), 192 High Street, where the premises have remained vacant for a number of months (£28k) and a vacant unit that existed in Uxbridge Market (£14k).
  - There was a shortfall of £46k on income from the Hire of the Middlesex Suite, due to an organisation not renewing its annual hire agreement, and a general slow down in the demand for hiring large sites, especially over the Christmas period.
  - There was a shortfall of £80k on income from schools buy back of FM services, due to schools opting to procure services directly rather than through the FM Team.
  - There was an overspend of £29k on the cost of maintaining and keeping secure surplus properties prior to their disposal.
4. These overspends were managed through delivering savings of £291k, relating to the following:
  - The receipt of a rebate from Matrix totalling £189k.
  - A saving of £102k due to a negotiated reduction in the cost of a number of Civic Centre Service Contracts and the receipt of one off refunds.

## **Capital Programme: £17,299 Underspend (£11,809k Increase)**

1. The overall Capital Programme underspent £17,299k of as at Month 12 (£5,490k Month 10).
2. Expenditure for the whole capital programme is £72,112k (£53,096k Month 10) which equates to 81% of the revised programme. Further detail is provided below for each individual department.

## **Adult Social Care, Health and Housing (ASCH&H)**

### **HRA: £63k Overspend (£277k Adverse)**

3. A summary of the programme for HRA is shown below :

Capital Schemes 2009/10	Original Budget	Revised Budget	Budget Released	Capital Spend Month 12	Actual % of Revised Budget	Forecast Outturn Month 10	Variance Outturn to revised budget
	£' 000	£' 000	Y/N	£' 000	%	£' 000	£' 000
Capital Works	10,000	10,000	Y	10,254	103%	10,022	254
Estates Improvements	1,125	495	Y	273	55%	275	-222
Cash Incentive Scheme	100	100	Y	100	100%	100	0
New Build – Redevelopment	290	120	N	179	149%	120	59
New Build – Long Lane	0	30	Y	28	93%	28	-2
HRA - Pipeline project	0	0	N	0	0%	8	0
Other Projects	230	0	Y	0	0%	250	0
Townfield Community Centre	0	660	Y	634	96%	660	-26
<b>HRA – Total</b>	<b>11,745</b>	<b>11,405</b>		<b>11,468</b>	<b>101%</b>	<b>11,463</b>	<b>63</b>

4. The final outturn position of HRA was £11,468k out of a revised budget of £11,405k, which accounts for 101% of the total programme budget.
5. The budget decreased by £300k on the other projects, as the ICT works undertaken were deemed to be revenue. There was a £28k increase on HRA Decent Homes Works due to an insurance contribution.
6. There is reported an underspend on Estate Improvements of £222k. This relates to the Austin Road estate project and The Glebe project, due to complications relating to planning permission.
7. There is an overspend of £254k on budget, for the HRA Capital works. This relates to rising costs from main contractor of £105K; bringing forward purchase of 200 boilers of £140K and a further £78K for 40 of them being installed. This was fully funded by the HRA, Major repairs allowance and additional grant. This was a draw forward on the 2010/11 budget which will be reduced to reflect this.

## Adult Social Care, Health and Housing: £290k Underspend (£308k Improvement)

8. A summary of the programme for Adult Social Care, Health and Housing is shown below :

Capital Schemes 2009/10	Original Budget £' 000	Revised Budget £' 000	Budget Released Y/N	Capital Spend Month 12 £' 000	Actual % of Revised Budget %	Forecast Outturn Month 10 £' 000	Variance Outturn to revised budget £' 000
<b>100% Grant Funded</b>							
PSRSG for WL Empty Property Grant	0	1,150	Part	1,216	106%	1,200	66
Mental Health – Mead House	114	365	Y	229	63%	363	-136
Improving Care Homes Environment for OP	0	3	Y	3	100%	3	0
<b>ASC,H&amp;H (Non HRA – 100% Grant Funded) – Total</b>	<b>114</b>	<b>1,518</b>		<b>1,448</b>	<b>95%</b>	<b>1,566</b>	<b>-70</b>
<b>Non-Grant Funded</b>							<b>0</b>
Disabled Facilities Grants	2,040	2,017	Y	2,017	100%	2,017	0
Private Sector Renewal Grants	390	360	Y	358	99%	360	-2
LDA Energy Efficiency Grant	0	125	Y	125	100%	93	0
Colne Park Caravan Sites	302	78	Part	144	185%	78	66
Purchase of Benefits customer self-service facilities	225	121	Part	71	59%	121	-50
Purchase of Supporting People software	83	0	N	0	0%	0	0
Improving Information Management and ESCR	218	867	Part	788	91%	795	-79
Enabling Electronic Social Care Record	100	276	Y	181	66%	276	-95
Learning Disability Modernisation Programme	243	60	N	0	0%	0	-60
Mental Health - Welbeck Parade	0	39	0	39	100%	0	0
Mental Health Phase 2 – Hayes Park House	0	0	N	0	0%	0	0
Mental Health Phase 3 – Group Homes	0	0	N	0	0%	0	0
<b>ASC,H&amp;H (Non HRA – Non Grant Funded) – Total</b>	<b>3,601</b>	<b>3,943</b>		<b>3,723</b>	<b>94%</b>	<b>3,740</b>	<b>-220</b>
<b>ASC,H&amp;H – Total</b>	<b>3,715</b>	<b>5,461</b>		<b>5,171</b>	<b>95%</b>	<b>5,306</b>	<b>-290</b>

9. The final outturn position of ASCH&H was £5,171k out of a revised budget of £5,461k, which accounts for 95% of the revised programme budget.

10. The budget increased on Improving Information Management budget by £132k and Mead House by £2k funded via a revenue contribution. Welbeck Parade received a £30k contribution from the police and a £9k revenue contribution.

11. Private Sector Renewal Support Grant (PSRSG) for West London Empty Property Grant is £66k overspent on budget. This is fully externally financed from the London Mayor's targeted funding stream and the West London Partnership. The overspend has been financed from additional grant and will not impact on the 2010/11 budget allocation.

12. The Mead House Mental Health Project underspent in year by £136k. The bankruptcy of the main contractor has delayed project which will now continue into 2010/11.

13. Colne Park Caravan Site overspent by £66k. The 2009/10 revised budget of £78K was used in total for the works carried out on site; however the prelims and fees were not taken account of. The overspend has all been funded from the Gypsy grant for the project and is within the total

budget for the project. A review of the project will be undertaken to contain the overall project costs.

14. The ICT projects Improving Information Management and Enabling Electronic Social Care Records and Purchase of Supporting People software have underspent the revised budget in 2009/10. These projects will be carried forward into 2010/11 however all ICT projects are being centralised to Finance and Resources under the ICT Single Development Plan.

**Environment and Consumer Protection: £129k Overspend (£53k Improvement)**

15. A summary of the programme for Environment and Consumer Protection is shown below.

Capital Schemes 2009/10	Original Budget £' 000	Revised Budget £' 000	Budget Released Y/N	Capital Spend Month 12 £' 000	Actual % of Revised Budget %	Forecast Outturn Month 10 £' 000	Variance Outturn to revised budget £' 000
Highways Improvements	1,358	1,358	Y	1,761	130%	1,358	403
<b>Cabinet Member Initiatives – Highways</b>							0
Road Safety	250	210	Part	137	65%	210	-73
Traffic Congestion Mitigation	200	10	N	0	0%	0	-10
Street Lighting	300	300	Part	205	68%	300	-95
<b>Cabinet Member Initiatives - Parks &amp; Streetscene</b>							0
Green Spaces Strategy	250	187	Part	181	97%	187	-6
Street Scene	250	250	Part	11	4%	122	-239
<b>Cabinet Member Initiatives – Improvement, Partnerships &amp; Community Safety</b>							0
Breakspear Crematorium	1,700	1,876	Y	2,343	125%	2,240	467
Car Park Schemes	200	200	Y	201	101%	200	1
Ruislip Lido	0	18	Y	18	100%	18	0
Hillingdon First – Parking Meters	0	192	Y	133	69%	192	-59
Purchase of Vehicles	0	0	Y	0	0%	0	0
Other Schemes - Public Conveniences	0	185	Y	211	114%	215	26
<b>E&amp;CP – Sub Total</b>	<b>4,508</b>	<b>4,786</b>		<b>5,201</b>	<b>109%</b>	<b>5,042</b>	<b>415</b>
BSP funded by Transport for London	3,685	3,995	Y	3,709	93%	3,921	-286
<b>TFL (100% Grant Funded) – Sub Total</b>	<b>3,685</b>	<b>3,995</b>		<b>3,709</b>	<b>93%</b>	<b>3,921</b>	<b>-286</b>
<b>E&amp;CP – Total</b>	<b>8,193</b>	<b>8,781</b>		<b>8,910</b>	<b>101%</b>	<b>8,963</b>	<b>129</b>

16. The final outturn position of E&CP is £8,910k out of a budget of £8,781k, which accounts for 101% of the revised programme budget.

17. The majority of the expenditure in E&CP has been incurred on Breakspear Crematorium (£2,343k), where the project is completed. The pressure of £467k has been funded by additional contribution by London Borough of Harrow and prudential borrowing. Income from Breakspear Crematorium will be used to pay for the prudential borrowing.

18. The programme for Highways Improvements for £1,358k overspent by £403k. This is significantly offset by the underspend on other programmes of works and is related in part to the first tranche of the urgent pot hole works.

## Education and Children's Services: £7,910k Underspend (£6,059k Increase)

19. A summary of the programme for Education and Children's Services is shown below:

Capital Schemes 2009/10	Original Budget	Revised Budget	Budget Released	Capital Spend Month 12	Actual % of Revised Budget	Forecast Outturn Month 10	Variance Outturn to revised budget
	£' 000	£' 000	Y/N	£' 000	%	£' 000	£' 000
<b>100% Grant/Externally Funded</b>							0
Early Years Foundation Stage – Surestart	0	1,020	Part	697	68%	1,020	-323
Extended Schools	606	419	Y	403	96%	419	-16
Extension of Nursery Care / Education	1,854	24	Part	24	100%	24	0
Formula Capital Devolved to Schools	6,388	5,547	N/A	4,670	84%	4,523	-877
Guru Nanak - Expansion 2010	3,000	7,075	Y	5,942	84%	7,075	-1,133
Home Access for Targeted Groups	0	90	Y	62	69%	90	-28
Information Systems – Every Child Matters	0	41	Y	41	100%	41	0
ISPP Project (Parents & Providers)	0	24	Y	24	100%	24	0
Pathfinder (Playgrounds)	0	504	Part	190	38%	504	-314
Pinkwell	0	30	Y	0	0%	30	-30
Primary Capital Programme	3,893	2,975	N	0	0%	2,975	-2,975
Rosedale College S106 – only	26	26	Y	0	0%	0	-26
Ruislip High School	0	60	Y	0	0%	60	-60
School travel Plans	112	77	Y	76	99%	77	-1
Schools Kitchens	594	999	Part	75	8%	736	-924
Specialist Schools	0	378	Y	366	97%	378	-12
Surestart - AHDC short breaks	157	60	Y	0	0%	1	-60
Vehicle Workshops - West Drayton Young Peoples Centre	0	94	N/A	54	57%	94	-40
Investment in Young People's Facilities	0	167	Part	147	88%	167	-20
<b>Total 100% Grant/Externally Funded</b>	<b>16,630</b>	<b>19,610</b>		<b>12,771</b>	<b>65%</b>	<b>18,238</b>	<b>-6,839</b>
<b>Non Grant Funded</b>							0
Douay Martyrs - Drama, 6th form common rooms	0	65	Y	65	100%	65	0
Expansion Haydon	726	930	Y	916	98%	930	-14
School Improvement Programme	2,000	1,875	Part	1,023	55%	1,250	-852
School Places Provision (Basic Needs)	3,757	100	Part	8	8%	20	-92
Schools Access Programme	500	240	Part	127	53%	103	-113
<b>Total 100% Non Grant Funded</b>	<b>6,983</b>	<b>3,210</b>		<b>2,139</b>	<b>67%</b>	<b>2,368</b>	<b>-1,071</b>
<b>E&amp;CS – Total</b>	<b>23,613</b>	<b>22,820</b>		<b>14,910</b>	<b>65%</b>	<b>20,606</b>	<b>-7,910</b>

20. The final outturn position of E&CS is £14,910k out of a budget of £22,820k which accounts for 65% of the revised programme budget. The budget has increased by £363k schools contributions towards additional works on Devolved Formula Capital.

21. The Guru Nanak Expansion is fully grant funded managed by the school. £5,942k of the £7,075k budget allocation was spent in 2009/10. The rephasing of £1,133k will be added to the 2010/11 budget of £5,710 to give a revised budget of £6,843.



22. The Primary Capital Programme underspent by £2,975k. £810k of this has been released from the Capital Moratorium in May 2010. Further PCP funds have been allocated and spent against specific projects in the Major Construction Projects area.

23. The School Kitchens underspent by £924k, and the School Improvement Programme underspent by £852k mainly due to the lead time in construction projects. Expenditure is expected to occur mostly over Easter and Summer School holidays.

**Planning and Community Services: £693k underspend (£738k Increase)**

24. A summary of the programme for Planning and Community Services is shown below:

Capital Schemes 2009/10	Original Budget	Revised Budget	Budget Released	Capital Spend Month 12	Actual % of Revised Budget	Forecast Outturn Month 10	Variance Outturn to revised budget
	£' 000	£' 000	Y/N	£' 000	%	£' 000	£' 000
<b>100% Grant/Externally Funded</b>							0
SSCF	0	100	Y	90	90%	100	-10
S106/S278 Schemes	411	307	Y	302	98%	307	-5
Botwell Multi Use Games Area		150	Part	8	5%	125	-142
NLDC	0	10	Y	9	90%	10	-1
<b>Total 100% Grant/Externally Funded</b>	<b>411</b>	<b>567</b>		<b>409</b>	<b>72%</b>	<b>542</b>	<b>-158</b>
<b>Non Grant Funded</b>							0
Assisted Funding	150	32	N	17	53%	32	-15
Libraries Refurbishment	1,500	1,500	Y	1,205	80%	1,570	-295
Voltage Optimisation Equipment	40	40	Y	0	0%	40	-40
Harmondsworth Dog Free Mini Football Area	0	70	Y	65	93%	70	-5
Ruislip Lido Public Conveniences	0	100	Y	0	0%	100	-100
The Stables Manor Farm Redevelopment Project	0	80	Y	0	0%	80	-80
CCTV Programme	250	22	Part	22	100%	22	0
<b>Total Non Grant Funded</b>	<b>1940</b>	<b>1,844</b>		<b>1309</b>	<b>71%</b>	<b>1914</b>	<b>-535</b>
<b>P&amp;CS – Total</b>	<b>2,351</b>	<b>2,411</b>		<b>1,718</b>	<b>71%</b>	<b>2,456</b>	<b>-693</b>

25. The final outturn position of PC&S is £1,718k out of a budget of £2,411k, which accounts for 71% of the total programme budget. The projected underspend on Botwell Multi Use Games Area increased to £142k due to delays starting the project. The remaining funds will be spent in 2010/11.

26. The Library Refurbishment Programme underspent by £295k in 2009/10. This related to delays at the new Botwell Library and continues into 2010/11.

27. The voltage optimisation equipment is to be fitted in the libraries, therefore the rephrased budget will be applied directly to the Library Refurbishment Programme in 2010/11

28. Works on the Ruislip Lido Public Conveniences were delayed due to the resident foraging bats. Bat surveys have been undertaken and rebuild plans include roosts for the bats. Work is expected to continue in 2010/11.

29. The Stables Manor Farm Redevelopment Project were estimating full spend however officers were investigating the status of the building, as the Manor Farm site is a listed site. The investigations affected the timing of works and delayed the project to 2010/11. Various feasibility options are under consideration.

## Major Construction Projects: £3,941k underspend (£3,715k increase)

30. A summary of the programme for Major Construction Projects is shown below:

Capital Schemes 2009/10	Revised Budget	Budget Released	Capital Spend Month 12	Actual % of Revised Budget	Forecast Outturn 2009/10 Month 10	Forecast Outturn 2010/11 Month 10	Forecast Variance Total Project	Variance 2010/11
	£' 000	Y/N	£' 000	%	£' 000	£' 000	£' 000	£' 000
<b>Planning and Community Services</b>								
Brookfield – Second Floor	256	Y	249	97%	256	6	-2	-7
Hillingdon Sports and Leisure Centre	8,372	Y	7,552	90%	8,372	346	+250	-820
Botwell Green (including Gymnastics Centre )	10,391	Y	10,239	99%	10,621	520	+750	-152
Boxing Club	0	N/A	41	No Budget	41	0	+41	+41
Minet Cycle Club	501	Part	366	73%	358	356	-1	-135
Queensmead Fitness Centre Refurbishment	30	Y	52	173%	30	50	0	+22
<b>Education and Children's Services – 100% Grant/Externally Funded</b>								
Children's Centres – Phase 2	2,080	Y	1,683	81%	1,864	215	-1	-397
Children's Centres – Phase 3	765	Y	142	19%	650	3,171	+436	-623
Longmead	1,250	Y	901	72%	1,150	1,263	-690	-349
Merrifields fit out for short breaks	45	Y	40	89%	45	0	0	-5
Pinkwell New Classrooms	391	Y	380	97%	391	9	0	-11
Pinkwell School Hall	0	Y	42		0	520	0	+42
<b>Education and Children's Services – Non Grant Funded</b>								
Harefield School Nursery	1,247	Y	1,233	99%	1,247	0	0	-14
Glebe Primary School	229	Y	204	89%	229	6	+6	-25
Heathrow Primary	172	Y	163	95%	170	2	-9	-9
Ruislip High School	308	Y	35	11%	308	0	0	-273
Targeted Capital - Oak Farm	398	Y	10	3%	398	0	0	-388
Targeted Capital - Uxbridge High	1,247	Y	1,215	97%	1,578	111	+442	-32
New Young People's Centre	2,000	Y	1,444	72%	1,800	1,369	+170	-556
<b>Finance &amp; Resources</b>								0
Farm Barns	10	N	0	0%	10	0	-5	-10
<b>Environment and Consumer Protection</b>								
New Years Green Lane Civic Amenity Site	400	Part	227	57%	400	3,800	0	-173
Arundel Road Development HIP	30	Y	12	40%	18	12	0	-18
Hillingdon Cemetery & Chapel - Insurance work	0		30			227		+30
<b>Council Wide</b>								
Project QS support	100	0	21	21%	60	0	-40	-79
<b>Major Construction Projects – Total</b>	<b>30,222</b>		<b>26,281</b>	<b>87%</b>	<b>29,996</b>	<b>11,983</b>	<b>+3,947</b>	<b>-3,941</b>

31. The final outturn position of MCP is £26,281k out of a budget of £30,222k, which accounts for 87% of the revised programme budget.
32. The Majority of the works by MCP are large capital projects and continue across financial years. Minor timing difference may affect the in year expenditure.
33. The variance expenditure on Pinkwell School Hall is a draw forward on the previously released Section 106 budget in 2010/11 and relates the works on the new classrooms and Children's Centre at the school.
34. The main works at Ruislip and Oak Farm Schools are complete and the remaining budgets relates to snagging and retention amounts.
35. There were delays on the South Ruislip Young Peoples Centre, Northwood however opened in March 2010, Charville is due to open in June and South Ruislip in December 2010.
36. Feasibility work has been undertaken on the Farm Barns however this project is still being developed. The underspent budget for 2009/10 will be added to the 2010/11 budget for this project.

**Central Services: £795k Underspend (£1,213k Increase)**

A summary of the programme for Central Services is shown below:

Capital Schemes 2009/10	Original Budget £' 000	Revised Budget £' 000	Budget Released Y/N	Capital Spend Month 12 £' 000	Actual % of Revised Budget %	Forecast Outturn Month 10 £' 000	Variance Outturn to revised budget £' 000
Leader's Initiative	200	125	Y	84	67%	125	-41
Chrysalis	1,000	1,018	Y	992	97%	1,067	-26
Town Centre Initiative	325	438	N	235	54%	413	-203
HIP Projects	600	370	Part	45	12%	370	-325
<b>DCE - Total</b>	<b>2,125</b>	<b>1,951</b>		<b>1,356</b>	<b>70%</b>	<b>1,975</b>	<b>-595</b>
ICT Asset Management Strategy	500	454	Part	401	88%	454	-53
ICT Works at the Crematorium	0	97	Y	107	110%	97	10
Victoria Hall	0	53	Y	51	96%	53	-2
Manor Farm	0	0	Y	100	No Budget	350	100
Hillingdon First Card	182	200	Y	200	100%	200	0
Property Enhancement Programme	500	241	Part	223	93%	241	-18
Property Enhancement Programme Contingency	0	179	N	201	112%	179	22
YOT Consolidation Link 1A/Cashiers	372	360	Y	330	92%	360	-30
Civic Centre Electrical Works	2	55	Y	383	696%	395	328
Civic Centre Security Improvements	236	127	Part	20	16%	127	-107
Civic Centre - Photovoltaic Cells	34	34	Y	35	103%	35	1
Civic Centre Enhancements	750	648	Part	194	30%	348	-454
Civic Centre Boilers	0	50	Y	53	106%	53	3
<b>F&amp;R - Total</b>	<b>2,576</b>	<b>2,498</b>		<b>2,298</b>	<b>92%</b>	<b>2,892</b>	<b>-200</b>
<b>Central Services - Total</b>	<b>4,701</b>	<b>4,449</b>		<b>3,654</b>	<b>82%</b>	<b>4,867</b>	<b>-795</b>

37. The final outturn position of Central Services is £3,654k out of a revised budget of £4,449k, which accounts for 82% of the revised programme budget.

38. The Town Centre Initiative project was delayed in West Drayton/Yiewsley area due to other infrastructure works and is due to complete in 2010/11.
39. The ICT Projects came in £43k under budget as a whole, the works at the Crematorium were £10k over budget, with the main projects £53 under budget.
40. The Manor Farm project is subject to a contractual claim. There is a possibility this will not be resolved this financial year.
41. The overspend of £328k on the Civic Centre Electrical Works was contained in the Civic Centre Enhancement budget which underspent by £454k.
42. The Civic Centre Security Improvements were delayed and will be completed in 2010/11.

**Capital Contingency: £3,862k underspend (£1,718k Improvement)**

43. A summary of the programme contingency is shown below:

Capital Schemes 2009/10	Original Budget	Revised Budget	Capital Spend Month 12	Actual Spend % of Revised Budget	Forecast call on contingency	Variance
	£' 000	£' 000	£' 000	%	£' 000	£' 000
Programme Contingency	3,196	2,725	0	0%	+1,000	-3,196
Contingency	1,500	1,137	0	0%	+718	-1,137
<b>Contingency – Total</b>	<b>4,696</b>	<b>3,862</b>	<b>0</b>	<b>0%</b>	<b>1,718</b>	<b>-3,862</b>

44. The forecast outturn of £1,718k assumed that all of the pressures identified below would need to be funded from the contingency. The final position was no call on the remaining contingency in 2009/10.
45. A number of the schemes did not realise the projected expenditure in 2009/10. In addition where possible Council funded scheme overspends were funded by underspends from other parts of the capital programme within the Group concerned. After taking these factors into account there was no call on Contingency in 2009/10.

<b>Calls on Contingency from existing programme</b>	<b>Funding</b>	<b>Revised Budget</b>	<b>Forecast Outturn (Month 10)</b>	<b>Forecast Contingency Call 2009-10</b>	<b>Outturn (Month 12)</b>	<b>Contingency Call 2009-10</b>
		<b>£'000</b>	<b>£'000</b>		<b>£'000</b>	<b>£'000</b>
<b>Programme contingency</b>						
Hillingdon Sports and Leisure Development	Council	8,372	8,372	-0	7,552	-820
Leisure Development - Botwell Green, Hayes	Council	10,391	10,621	+230	10,239	-152
<b>Sub Total</b>		<b>18,763</b>	<b>18,993</b>	<b>+230</b>	<b>17,791</b>	<b>-972</b>
<b>General contingency</b>						
Boxing Club	Council	0	41	+41	41	+41
Manor Farm	Council	0	350	+350	100	+100
Library Refurbishment Programme	Council	1,500	1,570	+70	1,205	-295
Breakspears Crematorium	Council element	1,876	2,240	+257	2,343	+360
<b>Sub Total</b>		<b>0</b>	<b>391</b>	<b>+718</b>	<b>141</b>	<b>+206</b>
<b>Total</b>		<b>22,139</b>	<b>19,384</b>	<b>+948</b>	<b>17,932</b>	<b>-766</b>

The Table below details the previous releases from contingency.

<b>Previous releases from contingency</b>	<b>£' 000</b>	<b>£' 000</b>
<b>General Contingency</b>		
<b>Original budget</b>	<b>1500</b>	<b>1500</b>
Approved projects to date		
Harmondsworth Dog Free Mini Football Area		70
Ruislip Lido Toilets		100
Project QS support		100
Douay Martyrs - Drama, 6th form common rooms		65
Brookfield		28
total released to date		363
<b>Balance remaining</b>		<b>1,137</b>
<b>Programme contingency</b>		
<b>Original budget</b>	<b>3,196</b>	<b>3,196</b>
Approved projects to date		
Purchase of Vehicles		471
<b>Balance remaining</b>		<b>2,725</b>

### Annual Treasury Report 2009/10

#### 1. Background

The CIPFA definition of Treasury Management is “the management of the Council’s investments and cash flows, its banking and its capital market transactions; the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks”.

The Treasury Management Code requires public sector authorities to determine an Annual Treasury Management Strategy and now, as a minimum, formally report on their treasury activities and arrangements mid-year and after the year-end. These reports enable those tasked with implementing policies and undertaking transactions to demonstrate they have properly fulfilled their responsibilities, and enable those with ultimate responsibility and governance of the treasury management function to scrutinise and assess its effectiveness and compliance with policies and objectives.

#### 2. Scope

This report is prepared in accordance with the revised CIPFA Treasury Management Code and the revised Prudential Code. It presents details of capital financing, borrowing, debt rescheduling and investment transactions; reports on the risk implications of treasury decisions and transactions; gives details of the outturn position on treasury management transactions in 2009/10; and confirms compliance with treasury limits and Prudential Indicators.

#### 3. Revisions to the CIPFA Treasury Management and Prudential Codes, CLG Guidance on Investments

In November 2009 CIPFA released the revised Code of Practice for Treasury Management in the Public Services and accompanying Guidance Notes and the revised Prudential Code for Capital Finance in Local Authorities. The CLG also issued revised Guidance on Local Authority Investments for English authorities. The revised Codes/Guidance re-emphasise an appropriate approach to risk management, particularly in relation to the security and liquidity of invested funds. Authorities were also henceforth required to demonstrate value for money when borrowing in advance of need and ensure the security of such funds. Authorities are now also required to have a separate body or committee responsible for the scrutiny of the treasury function. The Council has revised its treasury policy and practices documentation to take account of the requirements and changes in the revised Codes and Guidance.

#### 4. Economic Outlook for 2009/10

At the time of determining the Treasury Strategy Statement for 2009/10 in February 2009, the outlook for the economy and interest rates was as follows:

- The UK, Eurozone and US economies were contracting, globally economies faced a prolonged recession or period of weakness following the financial market meltdown in the autumn of 2008. Availability of credit was restricted as banks undertook to repair their balance sheets. This exacerbated the slowdown as finance for small businesses effectively came to a standstill.
- Asset values were falling and were forecast to drop further, particularly those which related to commodities and housing. The increase in food and energy inflation, which had exerted a

powerful squeeze on real incomes in 2008, was, however, expected to fade in 2009. Wage inflation was forecast to remain low and the labour market to remain weak; the threat of unemployment was likely to influence consumers to scale back spending and save instead.

- The UK Bank Rate had been cut to 0.5% and in March 2010 the Bank of England announced its initial £75bn of Quantitative Easing (QE). There remained a sizeable gap between short-dated London Interbank Borrowing Rate (LIBOR) rates (i.e. the rates at which banks are willing to borrow from other banks) and the Bank Rate; this gap was forecast to narrow. Gilts were expected to benefit from QE, resulting in lower yields.

## **5. The Economy and Events in 2009-10**

After the particularly torrid economic recession and a severe downturn in growth that extended into early 2009, there were reports of an emerging recovery. The Bank of England forecast UK growth to fall by 3.9% in 2009, whilst inflation was forecast to be heading lower and staying lower for longer. The depth of the recession was borne out by the 5.9% year-on-year fall in Gross Domestic Product (GDP) recorded at the end of the second quarter of 2009. The service sector, the dominant element of UK economy, also stalled for much of early 2009 despite a number of optimistic surveys to the contrary. Green shoots of recovery were finally evident in the final quarter of 2009 with growth registering 0.4% for the quarter.

In order to stimulate growth, the Bank of England maintained the Bank Rate at 0.5% throughout the year. The Bank also took extreme measures on an extraordinary scale to revive the economy through its QE programme. Financed by the issuance of central bank reserves QE was initially announced at £75bn, and then extended in stages to £200bn.

The Bank appears to have successfully staved off the very real risk of deflation. The increased supply of money in the system due to QE did not however translate into an increase in the movement of money in the system as banks are still unwilling to lend, and consumers are unwilling to borrow at pre-crisis levels.

The housing market showed some signs of stability but increases in house prices were modest. Nationwide House prices registered a year on year growth of 9% at the end of March 2010.

Consumer Price Inflation (CPI), having hit a high of 5.2% in September 2008, began the year at 3.2% (Feb 2009 data), fell to a low of 1.1% in September 2009 as the oil, commodity, utility and food prices (the main drivers of high inflation in 2008) fell out of the year-on-year statistical calculations. Thereafter, inflation pushed higher with rising oil and transport costs and VAT reverting to 17.5%. CPI at year-end was 3.0% (Feb 2010 data).

Companies and households on the whole reduced rather than increased their levels of debt. Credit remained scarce and at a premium, and certainly as compared to that available two years earlier. Businesses retrenched rather than hired workers and unemployment rose rapidly to just under 2.5 million. Against this background, wage growth was muted.

The November 2009 Budget was primarily about public debt. The Chancellor's forecast for net public sector borrowing in 2009/10 was £175bn or 12.4% of GDP. Gross gilt issuance was expected to hit a quite staggering £220bn in 2009/10. Standard & Poor's responded to the debt that the UK government was building up and a lack of a credible plan to reduce the debt burden by changing the UK's rating outlook from stable to negative.

The outlook for 2010 was therefore for a period of slow and patchy growth in the economy accompanied by stubbornly high unemployment. The UK fiscal deficit remained acute. Cuts in public spending and tax increases were becoming inevitable and a credible plan to reduce the deficit was urgently required after the May General Election, the absence of which increases the potential of a sovereign downgrade.

## Gilts and Money Market Rates

LIBOR and LIBID rates (i.e. the rates at which a banks are willing to borrow from and lend to other banks) which had been stubbornly high in early 2009, slowly moved lower towards the Bank Rate of 0.5%.

UK Government Gilts were the main beneficiary of the economic downturn (it is an asset class that responds positively to poor economic news); they also formed the significant bulk of the QE purchases and are thought to have pushed gilt yields, and consequently the cost of borrowing, lower by 0.5%.

## 6. Treasury Portfolio 2009-10

	Balance at 31/3/2009 £m	Average Rate paid/received	Balance at 31/03/10 £m	Average Rate paid/received
<b>Debt</b>				
PWLB Fixed Rate Maturity	149.60		94.60	
PWLB Fixed Rate EIP	0.00		15.00	
Market Fixed Rate	48.37		48.00	
PWLB Variable Rate EIP	0.00		15.00	
Temporary	0.00		10.00	
<b>Total Borrowing</b>	<b>197.97</b>	<b>4.24%</b>	<b>182.60</b>	<b>3.94%</b>
Long term Liabilities	4.25		3.91	
<b>Total External Debt</b>	<b>202.22</b>		<b>186.51</b>	
<b>Deposits</b>				
Instant Access	29.90		12.80	
Short Term Fixed	43.10		45.00	
Long Term Fixed	2.00		0.00	
Investment default	20.00		14.80	
<b>Total Deposits</b>	<b>95.00</b>	<b>5.04%</b>	<b>72.60</b>	<b>1.74%</b>

In 2009/10 the Council appraised its operating lease contracts in order to ascertain the appropriateness of their accounting status as “off balance sheet” items. Following this exercise two leases were reclassified as finance leases and brought onto the balance sheet at a net book value of £592k. The aggregate external debt including these leases remained within the Council’s Prudential Borrowing Limit.

The Council has one Private Financing Initiative (PFI) contract in place, which has been included on the balance sheet since its inception in 1999.

The year-end deposit balance shows a temporarily inflated position as it includes temporary borrowing of £10.0m, which was put in place during mid March, and a business rate overpayment of £37.1m received on the 31/03/10. Both the overpayment and the temporary borrowing were paid back on the 1/04/10.

The accounting for the Icelandic impairment of £5.6m is not included in the above figures.



## 7. Long-term Borrowing: Strategy and Outturn

The Council's Capital Financing Requirement for 2009/10 was estimated at £236m however the strategy implemented was to defer new borrowing and where viable reduce the current loan portfolio by prematurely redeeming debt.

The Prudential Code permits the Council the flexibility to bring forward or defer borrowing in relation to its Capital Financing Requirement. During the year the differential between debt costs and investment earnings was significant. In order to eliminate the high "cost of carry" associated with the higher cost of long term borrowing compared to temporary investment returns (between 0.25% and 1.5%), the Council used internal resources in lieu of borrowing. By doing so, the Council lowered overall treasury risk during the year. The Council recognises that utilising investments in lieu of borrowing clearly has a finite duration and that future borrowing will be required to support capital expenditure; this will be kept under review in 2010/11.

The cost of Public Works Loan Board (PWLB) variable rate debt fell below 1% and during 2009/10 this significantly reduced the 'cost of carry' associated with the cost of borrowing and income earned on investments. This was advocated as a borrowing option by Arlingclose taking into account the substantial proportion of fixed rate debt in the Council's portfolio. Interest rates would undoubtedly rise over the medium term, but the increase in the cost of variable rate borrowing would be mitigated by a parallel increase in investment income earned at variable rates. Existing PWLB arrangements also permit the conversion of variable rate debt to fixed rate debt at minimal cost.

Equal Instalments of Principal (EIP) loans also reflected the steepness exhibited in the borrowing curve and was advocated as a borrowing option by Arlingclose. EIP loan principal is repaid evenly over the life of the loan and thus avoids adding to specific peaks in the maturity profile of debt

Against the above backdrop no new loans were raised in 2009/10, however both variable and EIP loans were used in debt restructuring (as discussed in detail in section 8).

The Council has £48m of market loans, which are LOBO<sup>1</sup> loans (Lender's Options Borrower's Option) of which £14m of loans were in their option state in 2009/10. During the year the lenders of these loans did not exercise any call options and therefore the loans remain outstanding on the same terms. For 2010/11 the loans that are in an option state total £10m.

The opening and closing external borrowing portfolio is summarised below:

	<b>Balance at 01/4/2009 £m</b>	<b>Replacement Borrowing £m</b>	<b>Maturing loans £m</b>	<b>Premature redemptions £m</b>	<b>Balance at 31/3/2010 £m</b>
PWLB Fixed Rate Maturity	149.60	30.00	0.00	85.00	94.60
PWLB Fixed Rate EIP	0.00	15.00	0.00	0.00	15.00
Market Fixed Rate	48.37	0.00	0.00	0.37	48.00
PWLB Variable Rate EIP	0.00	15.00	0.00	0.00	15.00
Temporary Borrowing	0.00	68.50	58.50	0.00	10.00
<b>Total Borrowing</b>	<b>197.97</b>	<b>128.50</b>	<b>58.50</b>	<b>85.37</b>	<b>182.60</b>

<sup>1</sup> LOBO loans are where the principal is borrowed at a fixed rate of interest for a specified period of time, after which the lender has the option to change the rate of interest and the borrower has the option to continue with the loan at the new rate or repay the principal before maturity without penalty

The Council's borrowing costs were £6,871k against a budgeted cost of £8,708k. The saving of £1,837 against the budget was due to premature repayments and debt rescheduling activity throughout the year.

## 8. Debt Rescheduling Activity

The main objective of debt rescheduling is to reduce the Council's overall exposure to the risk of interest rate movements, to lower the long-term interest charges paid on its debt, to smooth the maturity profile without compromising the overall longer-term stability, or to alter its volatility profile (i.e. exposure to variable rate debt).

Debt rescheduling became more challenging after the introduction by the PWLB of a separate, lower set of repayment rates in November 2007. This increased the costs associated with the premium payable and diminished the discount receivable, thus reducing the cost savings achievable. Nevertheless, volatility in PWLB rates provided opportunities to reschedule debt and the following loans were either repaid or refinanced:

### Loans Prematurely Repaid:

Date	Lender	Principal £	Rate %	Period outstanding (years)	Premium/ (Discount) £
28/04/09	PWLB	5,000,000	4.25	28	(56,844)
28/04/09	PWLB	5,000,000	4.25	29	(57,855)
19/06/09	PWLB	7,500,000	4.50	21	61,061
19/06/09	PWLB	7,500,000	4.50	22	52,279
30/06/09	Liverpool & Victoria	165,495	5.91	10	21,593
27/07/09	Axa	190,339	6.88	26	18,562

### Loans Rescheduled:

Date	Lender	Principal £	Rate %	Period outstanding (years)	Premium/ (Discount) £
23/06/09	PWLB	5,000,000	4.20	34	(192,930)
23/06/09	PWLB	5,000,000	4.20	36	(171,192)
23/06/09	PWLB	10,000,000	4.25	44	(137,305)
23/06/09	PWLB	10,000,000	4.25	43	(233,937)
27/10/09	PWLB	5,000,000	4.15	37	95,123
27/10/09	PWLB	5,000,000	4.15	38	96,237
11/11/09	PWLB	5,000,000	4.15	40	48,870
22/12/09	PWLB	7,500,000	4.50	17	263,839
22/12/09	PWLB	7,500,000	4.50	18	256,185

## Replacement Borrowing for Rescheduled Loans:

Date	Lender	Principal £	Rate %	Period of Loan (years)	Type of Loan
25/06/09	PWLB	10,000,000	3.88	11	Fixed Maturity
25/06/09	PWLB	10,000,000	3.75	10	Fixed Maturity
25/06/09	PWLB	10,000,000	3.45	8	Fixed Maturity
23/12/09	PWLB	15,000,000	2.89	10	Fixed EIP
10/03/10	PWLB	15,000,000	0.70	10	Variable EIP

The above premature redemptions and rescheduling activity achieved a reduction in the weighted average rate on the Council's outstanding debt, changing it from 4.15% at 1st April 2009 to 3.58% at 31st March 2010. The average rate paid throughout the year reduced from 4.24% to 3.94% and interest costs from £9.4m to £6.9m. Excluding temporary borrowing the portfolio average life decreased from 36.9 years to 29.3 years and the proportion of variable rate debt increased from 0% to 9%.

The premiums (£914k) and discounts (£851k) were amortised in with the accounting requirements of the 2009 SORP and regulatory requirements of the Capital Finance and Accounting Regulations (SI 2007 No 573).

## 9. Annual Investment Strategy and Outturn

The CLG's Guidance on Investments, revised during 2009/10, reiterated security and liquidity as the primary objectives of a prudent investment policy. Although the Guidance becomes operative on 1<sup>st</sup> April 2010, its principal recommendations run parallel to the credit risk management requirements in the revised Treasury Management Code. In the revised Guidance, Specified Investments are those made with a body or scheme of "high credit quality". Both the Guidance and the revised Treasury Management Code emphasise that counterparty credit criteria should not rely on credit ratings alone but should include a wider range of indicators. The revised Code nonetheless requires that ratings assigned by all three rating agencies; Fitch, Moody's and Standard & Poor's be taken into account and the lowest rating be used.

In determining suitable investment counterparties, the Council was, in any event, already taking into consideration economic and financial information as well as evaluating alternative assessments of credit strength (for example, potential sovereign support, sovereign strength as evidenced by the ratings and GDP, sovereign and counterparty credit default swaps).

Managing counterparty risk continued to be the Council's overwhelming investment priority. Financial markets remained in a fragile state particularly at the beginning of 2009/10. Taking into account these conditions, the Council continued to place investments with a small, select list of counterparties.

'Specified' and 'non-specified' investments (see Appendix 1) were determined for use having assessed their risks and benefits in relation to the Council's particular circumstance, risk threshold and investment objectives. New investments were restricted to the Debt Management Account Deposit Facility, AAA-rated Money Market Funds, and deposits with banks and building societies which are eligible institutions under the UK Government's 2008 Credit Guarantee Scheme and with a long-term AA- (AA minus) rating. The Council accepted the diminution in investment return from investing with highly rated counterparties as an acceptable risk-reward trade-off.

The UK Bank Rate was maintained at 0.5% from March 2009 onwards. Money market rates soon fell too and remained at historic lows. Whilst existing investments provided some insulation against falling rates, new investments could only be made at the prevailing lower rates of interest. This has had a significant impact on investment income.

The focus was therefore to utilise cash balances as efficiently as possible by prematurely redeeming outstanding debt and matching longer-term deposits with expected capital spend. The balance of funds was placed in instant access accounts to ensure liquidity for day-to-day cash flow requirements and rescheduling opportunities. This approach not only reduced borrowing costs but also lowered investment counterparty risk.

The Council held average cash balances (excluding Iceland) of £65m during the year. These represented working cash balances and the Council's reserves. Investment income for the year was £1,133k compared to a budget of £1,550k. The reduction in income was due to low interest rates and reduced investment holdings as a result of premature debt repayment.

All investments made during the year complied with the Council's agreed Treasury Management Strategy, Prudential Indicators, Treasury Management Practices and prescribed limits. Maturing investments were repaid to the Council in full and in a timely manner.

### **Icelandic Investments**

At the beginning of 2009/10 the Council had unpaid investments of £15m with Heritable Bank and £5m with Landsbanki Islands. During the year three dividends were received from the administrators of Heritable totalling £5.3m. No repayments had been received from Landsbanki Islands.

**Heritable:** The administration process of Heritable Bank is going to plan with the latest projection now showing the best case estimated return of between 79-85p.

The latest LAAP 82 bulletin (May 2010) notes that a strategy of winding up the bank by 2012 is expected to produce a return at the top end of the range of 84.98%; a strategy of winding up the bank before 2012 would lead to lower returns. On this basis, the Local Authority Accounting Panel considers that a recovery at the top end of the estimate is the most likely outcome, and this therefore forms its best estimate.

The expected dividend profile is as follows:

Date	Repayment	Date	Repayment
June 2010	5%	September 2011	5%
September 2010	5%	December 2011	5%
December 2010	5%	March 2012	5%
March 2011	5%	June 2012	5%
June 2011	5%	September 2012	5%

**Landsbanki:** The priority status originally granted to the Local Authority creditors of Landsbanki, was challenged and an objection filed by a number of non-priority creditors. In response, Bevan Brittan has developed a workplan for legal action that will be needed in Iceland to confirm local authority depositors' status as priority creditors. A number of authorities have been selected by the Winding Up Board as "Test Cases" to allow the full range of issues to be argued before the Icelandic courts. The "Test Case" judgement will not be automatically binding on other cases. Therefore, to ensure the earliest possible resolution of matters for all authorities, Bevan Brittan has invited the Winding Up Board to refer all authorities' claims to the court now. Allowing for the court

cases to be heard, and for the appeals process to run its course, it is considered unlikely that there will be a settled position on priority status before the second quarter of 2011.

The Local Authority Accounting Panel considers, on the basis of the legal advice obtained by local authorities and advice provided by the Local Government Association, that it remains the most likely outcome that the claims will enjoy priority status. Based on this assumption the estimated recovery is 94.86% with the following dividend profile:

Date	Repayment	Date	Repayment
October 2011	22.17%	October 2015	8.87%
October 2012	8.87%	October 2016	8.87%
October 2013	8.87%	October 2017	8.87%
October 2014	8.87%	October 2018	19.47%

## 10. Minimum Revenue Provision (MRP)

The Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 (SI 2008/414) place a duty on local authorities to make a prudent provision for debt redemption. The four MRP options available are:

- Option 1: Regulatory Method
- Option 2: CFR Method
- Option 3: Asset Life Method
- Option 4: Depreciation Method

Options 1 and 2 can be used on all capital expenditure incurred before 1st April 2008 and on Supported Capital Expenditure on or after that date. Options 3 and 4 are considered prudent options for Unsupported Capital Expenditure on or after 1st April 2008 and can also be used for Supported Capital Expenditure whenever incurred.

The Council's MRP policy for 2009/10 was approved by Council. It was determined that Option 1 would be adopted for Supported Borrowing and Option 3 for Unsupported Borrowing.

## 11. Compliance with Treasury Limits and Treasury-related Prudential Code Indicators

The Council implemented its strategy within the limits and parameters set in its Treasury Policy, Strategy Statement and Prudential Indicators against the prevailing market conditions and opportunities as follows:

- (a) Deferring long-term funding for the Council's supported and unsupported borrowing requirement from the PWLB and market sources.
- (b) Prematurely redeeming and restructuring existing long-term loans to lower debt financing costs without compromising longer-term stability.
- (c) Adhering to the paramount requirement of safeguarding the council's invested balances during a period of unprecedented money market dislocation; maintaining adequate diversification between institutions; optimising investment returns subject to the overriding requirement of security and liquidity.
- (d) Forecasting and managing cash flow and undertaking short-term borrowing and lending to preserve the necessary degree of liquidity.

## Treasury-related Prudential Indicators

The Council adopted of the CIPFA Code of Treasury Management in March 2002 and the new revised code in February 2010.

At it's meeting in February 2009 Council approved the Prudential Indicators for 2009/10.

(a) **Authorised Limit:** This is the maximum amount of external debt that can be outstanding at one time during the financial year. The limit, which is expressed gross of investments, is consistent with the Council's existing commitments, proposals for capital expenditure and financing and with its approved treasury policy and strategy and also provides headroom over and above for unusual cash movements. This limit was set at £296m for 2009/10.

(b) **Operational Boundary:** This is set to reflect the Council's best view of the most likely prudent (i.e. not worst case) levels of borrowing activity and is based on the Authorised Limit excluding the headroom for unusual cash movements. For 2009/10 the limit was set at £271 m.

The levels of debt were measured on an ongoing basis during the year for compliance with the Authorised Limit and the Operational Boundary. The Council maintained its total external borrowing and other long-term liabilities within both limits; at its peak this figure was £197.97m.

(c) **Upper Limits for Interest Rate Exposure:** These indicators allow the Council to manage the extent to which it is exposed to changes in interest rates. The exposures are calculated on a net basis, i.e. fixed rate debt net of fixed rate investments. The upper limit for variable rate exposure allows for the use of variable rate debt to offset exposure to changes in short-term rates on our portfolio of investments.

	Estimated %	Actual %
<b>Upper Limit for Fixed Rate exposure</b>	100	97.0
<b>Upper Limit for Variable Rate exposure</b>	50	(350.7)

The negative variable rate exposure shown above is the net result of a greater variable rate investment balance compared to the variable rate loan balance.

(d) **Maturity Structure of Fixed Rate borrowing:** This indicator is to limit large concentrations of fixed rate debt needing to be replaced at times of uncertainty over interest rates. It is calculated as the amount of projected borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate.

	Upper limit %	Lower limit %	Actual Borrowing as at 31/3/2010 £	Percentage of total as at 31/3/2010
under 12 months	25	0	14,500,000	8.6
12 months and within 24 months	25	0	1,500,000	0.9
24 months and within 5 years	50	0	9,000,000	5.4
5 years and within 10 years	50	0	34,500,000	20.6
10 years and above	100	30	108,100,000	64.5

(e) **Total principal sums invested for periods longer than 364 days:** This indicator is set in order to allow the Council to manage the risk inherent in investments longer than 364 days. For 2009-10 this limit was set at £50m. At their peak, these investments totalled £2m.

Non-treasury related Prudential Indicators are included in Appendix 2.

## **12. Balanced Budget**

The Council complied with the Balanced Budget requirement.

## **13. External Service Providers**

Arlingclose is appointed as the Council's treasury management advisor. The Council is clear as to the services it expects and is provided under the contract. The service provision is comprehensively documented. The Council is also clear that overall responsibility for treasury management remains with the Council.

## **14. Housing Finance Reform**

In March 2010 the CLG published proposals for the reform of the Housing Revenue Account (HRA) and abolition of the current subsidy system. Under the self-financing system it is intended for authorities with housing to keep all of the rent they collect and all the receipts from sales of housing or land. The self-financing model indicates a level of opening HRA debt for each local authority and the modelled figures give an estimate as to whether the Authority would receive a capital sum from or pay a capital sum to the Government under the HRA reform.

The Council will need to evaluate to what extent the modelled figures in the consultation documents resemble the reality of the Council's HRA position and business plans and also needs to consider the direct impact of the proposals and also any indirect impacts, for example on the General Fund or on Treasury Management costs.

The Government is formally consulting on these proposals with a closing date for responses of 6th July 2010. If there is agreement, Government proposes to work towards voluntary implementation from 2011/12, subject to confirmation at the next Spending Review. If there isn't agreement, Government will seek to implement self-financing through new primary legislation possibly as early as 2012/13.

The Council has now received a provisional offer that would require a one off capital payment of £236.7m to central government. The subsidy savings are approximately £13.5m a year and set to increase further over the next few years.

## **15. Training**

CIPFA's revised Code requires the Director of Finance & Resources ensures that all members tasked with treasury management responsibilities, including scrutiny of the treasury management function, receive appropriate training relevant to their needs and understand fully their roles and responsibilities.

The CLG's revised Investment Guidance also recommends that a process is adopted for reviewing and addressing the needs of the authority's treasury management staff for training in investment management.

The Council adopts a continuous performance and development programme to ensure staff are regularly appraised and any training needs addressed. Treasury staff also attend regular training sessions, seminars and workshops. These ensure their knowledge is up to date and relevant. Details of the training received are maintained as part of the performance and development process.

Treasury Management is included in the general finance training for members. Discussions are ongoing with Arlingclose, the Council's treasury management advisors and other service providers, on devising specific training for Audit Committee.



## **Specified and Non-Specified Investments determined for use by the Council**

### Specified Investments:

Instruments with a maximum maturity of 1 year.

- Term deposits in banks and building societies
- Certificates of deposit with banks and building societies
- Debt Management Account Deposit Facility
- Other local authorities
- Money market funds with a AAAM rating and a constant net asset value
- UK Government bonds (Gilts)
- UK Treasury Bills.

### Non-Specified Investments:

Instruments with a maturity date of longer than one year but less than six years. Total maximum exposure of £60m.

- Bonds issued by Multilateral Development Banks (i.e. European Investment Bank, World Bank)
- Bonds issued by institutions with an explicit UK Government Guarantee
- UK Government bonds (Gilts)
- Other local authorities

The minimum credit criteria is the short-term/long-term ratings assigned by one or more of the following agencies: Moody's Investors Services, Standard & Poor's, Fitch. For the financial year 2009/10 the minimum credit criteria set by the Council was long-term AA-, short-term F1+. The lowest common denominator approach was not applied during 2009/10.

## Compliance with Non Treasury Prudential Indicators 2009/10

### 1 Estimated and Actual Capital Expenditure

This indicator is set to ensure that the level of proposed investment in capital assets remains within sustainable limits and, in particular, to consider the impact on the Council Tax and in the case of the HRA, housing rent levels.

No.1	Prudential Indicator	2009/10 Estimated £m	2009/10 Outturn £m
	<b>Capital Expenditure</b>		
	Non-HRA	76.5	61.2
	HRA	11.7	<b>10.9</b>
	<b>Total</b>	<b>88.2</b>	<b>72.1</b>

### 2 Estimated and Actual Ratio of Financing Costs to Net Revenue Stream

This is an indicator of affordability and demonstrates the revenue implications of capital investment decisions by highlighting the proportion of the revenue budget required to meet the borrowing costs associated with capital spending. The financing costs include existing and proposed capital commitments.

No.2	Prudential Indicator	2009/10 Estimated %	2009/10 Outturn %
	<b>Ratio of Financing Costs to Net Revenue Stream</b>		
	Non-HRA	4.90	<b>2.50</b>
	HRA	4.15	<b>4.30</b>
	<b>Total</b>	<b>4.72</b>	<b>2.95</b>

### 3 Capital Financing Requirement

- 3.1 The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow for a capital purpose. In order to ensure that over the medium term net borrowing will only be for a capital purpose, the Council ensures that net external borrowing does not, except in the short term, exceed the CFR in the preceding year plus the estimates of any additional CFR for the current and next two financial years.
- 3.2 The Council had no difficulty meeting this requirement in 2009/10, nor are there any difficulties envisaged for future years. This view takes into account current commitments, existing plans and the proposals in the approved budget.

## 3.3

<b>No.3</b>	<b>Prudential Indicator</b>	31/3/10	<b>31/3/10</b>	31/3/11	31/3/12
		Estimated £m	<b>Outturn £m</b>	Estimated £m	Estimated £m
	<b>Capital Financing Requirement</b>				
	Non-HRA	172.0	<b>149.3</b>	181.2	207.9
	HRA	64.0	<b>64.1</b>	68.3	71.1
	<b>Total</b>	<b>236.0</b>	<b>213.4</b>	<b>249.5</b>	<b>279.0</b>

3.4 The 2009 SORP and IFRS have resulted in two leases being brought on balance sheet, adding to the CFR.

#### 4 Actual External Debt:

4.1 This indicator is obtained directly from the Council's balance sheet. It is the closing balance for actual gross borrowing plus other long-term liabilities. This Indicator is measured in a manner consistent for comparison with the Operational Boundary and Authorised Limit.

<b>No. 4</b>	<b>Actual External Debt as at 31/03/2010</b>	<b>£m</b>
	Borrowing	182.60
	Other Long-term Liabilities	3.91
	<b>Total</b>	<b>186.51</b>

#### 5 Incremental Impact of Capital Investment Decisions

5.1 This is an indicator of affordability that shows the impact of approved capital investment decisions on Council Tax and Housing Rent levels when the budget for the year was set.

<b>No. 5</b>	<b>Prudential Indicator</b>	2009/10 £
	<b>Incremental Impact of Capital Investment Decisions</b>	
	Increase in Band D Council tax	17.64
	Increase in average weekly housing rents	-0.03

Capital investment decisions do not impact on the weekly housing rents as the Council sets its housing rents in line with the policy laid down by CLG. There is no variation to Council Tax once it has been set prior to the commencement of the financial year.

## Appendix C

### NI179 Outturn 2009/10

- 1 NI179 is one of the indicators in the National Indicator Set and is the mechanism through which councils report their progress on achieving VFM gains in the Comprehensive Spending Review (CSR07).
- 2 The definition of the NI is “***the total net value of ongoing cash-releasing value for money gains that have impacted since the start of the 2008/09 financial year***”. Councils are required to submit NI179 data twice each year. This is the second submission for 2009/10 (July 2010) and provides the 2009/10 Actual cumulative gains for the Council.
- 3 The CSR07 required Councils to achieve 3% per annum of on-going cashable efficiency gains from 2008-2011. Further to an announcement in the 2009 National Budget an additional 1% VFM gains is now required in 2010/11. This means that Councils are now expected to achieve £5.5bn cash-releasing efficiencies by 2010/11, measured against the 2007/08 baseline expenditure. For Hillingdon this 3% target equates to achieving cashable efficiencies amounting to £27,240k by 2010/11.
- 4 We are reporting actual cumulative VFM gains for 2009/10 as £7,452k, comprising £6,142k from council services (efficiencies and procurement), £164k from asset management and £1,146k from Hillingdon Homes. The savings from council services are identified and delivered through the MTFF process, asset management VFM savings are identified from asset disposals and Hillingdon Homes are delivering efficiencies from their partnering contracts.
- 5 The number we are submitting now for NI179 also includes the value of any gains we are permitted to carry-forward from SR04 uplifted by the GDP deflators (2.5% for 2008/09 and 2% for 2009/10). Hillingdon is therefore permitted to carry forward £19,949k. The total actual cumulative NI179 figure being submitted is £27,401k by the end of 2009/10, an improvement of £2.56million since the 2008/09 outturn submission. This means that Hillingdon has already achieved its 3% target.

## COUNCIL BUDGET - MONTH 2 2010/11 REVENUE AND CAPITAL MONITORING

<b>Cabinet Member</b>	Councillor Jonathan Bianco
<b>Cabinet Portfolio</b>	Finance and Business Services
<b>Report Author</b>	Paul Whaymand/Christopher Neale, Finance and Resources
<b>Papers with report</b>	None

### HEADLINE INFORMATION

<b>Purpose of report</b>	<p>The report sets out the council's overall 2010/11 revenue &amp; capital position, as forecast at the end of Month 2 (May). The in year revenue position is forecast as being £1,440k more net expenditure than budgeted.</p> <p>Total forecast capital expenditure for the year is estimated to be £92,985k, £12,462k less than the latest budget.</p>
<b>Contribution to our plans and strategies</b>	Achieving value for money is an important element of the Council Plan for 2010/11.
<b>Financial Cost</b>	N/A
<b>Relevant Policy Overview Committee</b>	Corporate Services and Partnerships
<b>Ward(s) affected</b>	All

### RECOMMENDATIONS

#### That Cabinet:

1. Note the forecast budget position for revenue and capital as at Month 2.
2. Note the treasury update at Appendix B.
3. Approves the virement of £80k capital budget from ICT Single Development Plan contingency to the Libraries Refurbishment project.
4. Approves the virement of £810k from E&CS to the Major Construction Projects team in PE&CS to fund the first phase of the Primary capital programme to provide sufficient places for September 2010.
5. Notes the addition of £60k grant funding in the E&CS capital programme to fund ICT to support Looked After Children.
6. Agree to the appointment of interim staff at a cost of £400k as set out in Appendix C which it is anticipated can be funded from within existing budgets.
7. Agree in principle to the appointment of 6 consultants for the South Ruislip Scheme at a cost of £226,887 as set out in Appendix D, and delegates the authority to accept tenders for such consultants to the Cabinet Member for Finance and Business Services, in consultation with the Director of Environment, Planning and Community Services.

## **INFORMATION**

### **Reasons for Recommendations**

1. The reason for the monitoring recommendation is to ensure the Council achieves its budgetary objectives. The report informs Cabinet of the latest forecast revenue and capital position for the current year 2010/11.
2. New controls introduced on interim staff require individual interim staff with a projected cost of over £50k to be approved by Cabinet. Agency spend for the year to date shows a 19% reduction from that incurred to the same point last year (which also showed a reduction on the previous year). This has been achieved as a result of continued efforts to review the use of interim staffing given the financial pressures on the authority.

### **Alternative options considered**

3. There are no other options proposed for consideration.

## **SUMMARY**

### **A) Revenue**

4. The in year revenue monitoring position as at Month 2 (May) shows that forecast net expenditure for the year 2010/11 is £1,440k more than the budget. This is primarily due to the in-year government grant cuts of £3.6m recently announced which have been treated as an exceptional item and are explained in more detail below. The forecast outturn on normal activities is an overspend of £15k. There are a number of significant pressures forecast in services. These primarily relate to pressures that were forecast when the budget was set and are provided for in contingency. However, the demographic pressure on Older Peoples Services is significantly higher at this stage of the year than was provided for in contingency.
5. The monitoring position incorporates the financial impact of the Coalition Government's announcement on local government in-year grant reductions for 2010/11. The cuts notified are in Area Based Grant (£1.8m), Housing and Planning Delivery Grant (£0.1m), LAA Reward Grant (£1.8m) and LABGI (£0.4m). The net impact of the reductions in grant on the Council's current year budget is £3.6m and this has been treated as an exceptional pressure.
6. An in-year recovery plan is being developed that is seeking to recover at least £2m of the £3.6m through permanently reducing expenditure in areas previously funded by the grants being reduced or through accelerating BID efficiency proposals. The remaining £1.6m will be targeted through one-off measures.
7. There continues to be pressures from the economic downturn particularly in relation to the property market and the effect this has on Council income. These are being treated as contingency items and at month 2 show a net pressure of £158k. There are positive signs in relation to Development Control (-£235k) and Land Charges (-£47k) but there are still pressures on Corporate Landlord rental income streams (+£332k) primarily related to un-let properties and on Building Control (+£108k).
8. Capital financing costs are projected to underspend by £1m due to budgets set aside in advance for schools capital financing and other priority projects which will not be needed in this financial year.
9. The balances brought forward at 31st March 2010 were £17,745k. £1,500k of this sum was applied in support of the 2010/11 budget as part of the budget strategy agreed at Council

Tax setting. The forecast balances as at 31st March 2011 are £14,996k as a result of the budgeted drawdown from balances (-£1,500k), the forecast in-year overspend (-£1,440k) and the transfer from earmarked reserves (+£191k).

10. In addition to the £14,996k of general balances the Council has £746k of balances earmarked for Building Schools for the 21<sup>st</sup> Century brought forward from last year. The Government has announced that the funding for Building Schools Programmes across the whole country is being withdrawn. The Council was already in the process of winding down costs associated with this programme. Around £150k has been spent so far this year. The balance of funds not spent will be transferred to general reserves and will be used to support financing costs for the Primary Capital Programme.

## **B) Capital**

11. Total forecast capital expenditure for the year is estimated to be £92,985k, £12,462k less than the latest budget. At this stage of the year most budget managers assume that their budget will be spent in full. This assumption will be refined as the months go by and a clearer picture of what is likely to be spent in this year becomes apparent.

12. The £8,595k budgeted level of capital receipts for 2010/11 is currently anticipated to be fully achieved.

13. A virement of £80k from ICT Single Development Plan contingency to the Libraries Refurbishment project has been requested. This relates to works relating to the refurbishment of two libraries.

## A) Revenue

14. Table 1 indicates the overall impact of the expenditure forecasts now reported on the approved budget and the resulting balances position.

**Table 1**

2010/11 Original Budget	Budget Changes		2010/11 (As at Month 2)		Variances (+ adv/- fav)
			Current Budget	Forecast	Variance (As at Month 2)
£'000	£'000		£'000	£'000	£'000
223,425	11,506	Directorates Budgets on normal activities	234,931	235,946	+1,015
-27,731	-11,506	Corporate Budgets on normal activities	-39,237	-40,237	-1,000
<b>195,694</b>	<b>0</b>	<b>Sub-total Normal Activities</b>	<b>195,694</b>	<b>195,709</b>	<b>+15</b>
		<b>Exceptional items:</b>			
0	0	Central govt grant cuts	0	3,600	+3,600
0	0	In-year recovery savings	0	-2,000	-2,000
0	0	Team bonus underspend	0	-175	-175
<b>0</b>	<b>0</b>	<b>Sub-Total</b>	<b>0</b>	<b>+1,425</b>	<b>+1,425</b>
<b>195,694</b>	<b>0</b>	<b>Total net expenditure</b>	<b>195,694</b>	<b>197,134</b>	<b>1,440</b>
-					
<b>194,194</b>	<b>0</b>	<b>Budget Requirement</b>	<b>-194,194</b>	<b>-194,194</b>	<b>0</b>
<b>1,500</b>	<b>0</b>	<b>Net total</b>	<b>1,500</b>	<b>2,940</b>	<b>1,440</b>
-17,745	0	Balances b/f 1/4/10	-17,745	-17,745	0
0	0	Transfer from earmarked reserves	0	-191	-191
<b>-16,245</b>	<b>0</b>	<b>Balances c/f 31/3/11</b>	<b>-16,245</b>	<b>-14,996</b>	<b>+1,249</b>



## Directorates' Forecast Expenditure Month 2

15. Table 2 shows further details on the budget, forecast and variance at Directorate level now reported. Further detail on each directorate is shown in Appendix A. A restructure of the Council is currently in progress. The month 3 position will reflect the new Group structure.

**Table 2**

2010/11 Original Budget	Budget changes	2010/11 Current Budget (as at Month 2)	Directorate		2010/11 Forecast (as at Month 2)	Variances (+ adv/ - fav)
						Variance (As at Month 2)
£'000	£'000	£'000			£'000	£'000
279,115	-2,408	276,708	Adult Social Care, Health & Housing	<i>Expenditure</i>	279,790	+3,082
-		-		<i>Income</i>	-186,495	-1,101
185,595	201	185,394		<b>Total</b>	<b>93,295</b>	<b>+1,981</b>
<b>93,521</b>	<b>-2,207</b>	<b>91,314</b>				
			Planning & Community Services	<i>Expenditure</i>	25,866	-45
25,815	96	25,911		<i>Income</i>	-13,813	+30
-13,843	0	-13,843		<b>Total</b>	<b>12,053</b>	<b>-15</b>
<b>11,973</b>	<b>96</b>	<b>12,069</b>				
			Environment & Consumer Protection	<i>Expenditure</i>	74,660	+158
72,511	1,991	74,502		<i>Income</i>	-37,658	+13
-35,680	-1,991	-37,671		<b>Total</b>	<b>37,002</b>	<b>+171</b>
<b>36,831</b>	<b>0</b>	<b>36,831</b>				
			Education & Children's Services	<i>Expenditure</i>	333,876	0
313,819	20,056	333,876		<i>Income</i>	-267,696	0
-		-		<b>Total</b>	<b>66,180</b>	<b>0</b>
261,246	-6,450	267,696				
<b>52,573</b>	<b>13,606</b>	<b>66,180</b>				
			Central Services	<i>Expenditure</i>	28,611	-47
28,759	-101	28,658		<i>Income</i>	-12,633	47
-12,792	111	-12,680		<b>Total</b>	<b>15,978</b>	<b>0</b>
<b>15,967</b>	<b>11</b>	<b>15,978</b>				
			Developments Contingency		9,938	-822
10,760	0	10,760			1,500	-300
1,800	0	1,800	Growth to be allocated			
			<b>Sub-Total Normal Activities</b>		<b>235,946</b>	<b>+1,015</b>
<b>223,425</b>	<b>11,506</b>	<b>234,931</b>				

16. **Adult Social Care, Health & Housing** are projecting a **pressure of £1,981k** as at Month 2. The department is reporting an adverse position of £1,981k on a £277m gross budget. This is consistent with the activity seen in the last quarter of 2009/10 around Older People (£1,623k pressure) and Mental Health services (£358k pressure). Action is being taken to try and mitigate these pressures. This forecast excludes sums provided for in contingency for Transitional Children (£2,300k), Mental Health Services (£1,250k), Homelessness (£800k) and for Older Peoples Services (£760k) held in earmarked reserves.

17. **Environment & Consumer Protection** are forecasting a **pressure of £171k** as at Month 2 mainly due to ongoing cost pressures on Harlington Road Depot (£171k). There is also a pressure forecast in Street Cleansing (£100k), offset by forecast overachievement of income within Trade Waste (£65k) and Civic Amenity sites (£35k). This forecast excludes the additional amounts for the Waste Disposal Levy (£1,758k), Recycling services (£150k), Highways Maintenance (£500k) and Vehicle Fuel costs (£80k) which are contingency items, where the forecasts are in line with the original budgeted amounts.
18. **Education & Children's Services** are forecasting a **nil variance** as at Month 2. This excludes the pressure on asylum and Exhausted All Appeal cases which are being treated as contingency items. As at month 2 a pressure of £1,230k on asylum is forecast which is £20k greater than contingency provides for (£1,210k).
19. **Planning & Community Services** are projecting a small **underspend of £15k** as at Month 2. There are pressures in the Arts and Libraries services offset by salary cost savings in Community Safety. The significant pressures in the Group all relate to the economic downturn and the impact this has on income streams in the Corporate Landlord and Planning services. There are pressures of £332k in the corporate landlord service due to pressure on income streams from commercial properties (£151k), a shortfall of £72k on income from the hire of the Middlesex Suite and a shortfall of £81k from schools buy back of Facilities Management services. There is also a cost pressure (£28k) due to maintaining and keeping secure surplus properties prior to their disposal. Other pressures are on Development Control (£75k), Building Control (£243k) and Land Charges (£668k) income and Golf (£262k) which are all provided for within contingency. The Building Control fees for the first 2 months of 2010/11 are down by 7% on the same period in 2009/10, and 17% below the 3 year average.
20. **Central Services** are forecasting a **nil variance** as at month 2. There is a forecast pressure in Finance & Resources of £141K relating to ICT contract cost pressures. However, this is offset by increased income from schools buy back of accounting services and other staff savings in the Group. There is a small forecast overspend in the Deputy Chief Exec's office (£27k). The pressures are a projected £79k shortfall in income offset by salaries cost savings (£52k) primarily due to posts being held vacant.

**Development & Risk Contingency: £822k underspend**

21. £10,760k of potential calls on the Development & Risk Contingency were identified as part of the budget setting process for 2010/11 held in the base budget. Table 3 shows the amounts that have been allocated or earmarked as at Month 2.

**Table 3**

<b>Development and Risk Contingency</b>	<b>2010/11 Budget</b>	<b>Agreed</b>	<b>Earmarked</b>	<b>Variance (+adv / - fav)</b>
<i>2010/11 allocations:</i>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Total net contingency at start of the year</b>	<b>10,760</b>			
<b>Commitments:</b>				
General Contingency	1,000		0	-1,000
Increase in Transitional Children due to Demographic Changes	2,300		2,300	0
Social Care Pressures (Adults & Childrens)	800		800	0
Homelessness Budget - Reduction in DWP Funding	800		800	0
Increase in Mental Health Packages due to Demographic Changes	450		450	0
Waste Disposal Levy	1,528		1,528	0
Highways Maintenance (Recovery from Snow and Ice)	500		500	0
Cost Pressures on Recycling Service	150		150	0
Vehicle Fuel Monitoring Pressure	80		80	0
Asylum non-EAA monitoring pressure	850		497	-353
Asylum Exhausted All Appeals	360		733	+373
Uninsured claims	420		420	0
Local Development Framework (LDF) legal & consultancy fees	100		100	0
Corporate landlord income	0		332	+332
Local Land Charges Income	715		668	-47
Development Control Income	310		75	-235
Building Control Income	135		243	+108
Golf Courses Income	262		262	0
<b>Total net contingency</b>	<b>10,760</b>		<b>+9,938</b>	<b>-822</b>

22. A large proportion of the total contingency is expected to be required in full however a net underspend on some items and the assumption that the £1m general contingency will not be drawn down have resulted in an overall underspend of £822k on the contingency budget.

23. The forecast asylum spend is £1,230k in excess of base budget provision within Children's Services. This is £20k in excess of the net sum provided for within contingency (£1,210k). The underspend on the non EAA element of Asylum contingency (£353k) is due to assuming the favourable agreement reached with the UKBA in 2009/10 for indirect costs will continue. The current forecast in Exhausted all Appeals cases (£733k) represent an adverse variance of £373k due to the costs of ineligible (£594k) and naturalised clients (£139k).

24. Within ASCH&H the contingency items in relation to Transitional Children, Mental Health and homelessness are forecast to be needed in full at this early stage of the year.
25. Pressures related to the economic downturn continue to be budgeted for within contingency. As at month 2 they are projected as being £158k more than that provided for within contingency. There are ongoing Corporate Landlord pressures in income streams (£332k) mainly arising from un-let properties. Development control income is forecast as a gross pressure of £75k, £235k less than provided for within contingency, due to an upward trend in applications, however this is a volatile area and given the scale of the fees the position could change during the year. Land charge income has also a favourable variance (£47k) on a gross pressure of £668k. The forecast for building control income is a gross pressure of £243k, £108k above that provided for within contingency based on a reduction in income of 7% from the same period in 2009/10.
26. A sum of £80k has also been included in the contingency to cover fuel pressures. At this stage given the level of volatility in the market, it is considered prudent to forecast that the totality of this sum will be required.
27. In addition there is a forecast pressure of £420k for uninsured claims, £150k for the Recycling service, £500k for Highways maintenance, £100k for the Local Development Framework costs £100k and £262k on Golf income, all of which are expected to be required in full.

**Priority Growth: £300k Underspend**

28. £1m was included in the 2010/11 budget for priority growth and £800k for HIP Initiatives (including £300k for waste & recycling projects).
29. In addition to the new budgeted amounts there was £205k of unspent priority growth from 2009/10 carried forward in earmarked balances to potentially fund one-off priority growth in 2010/11. £14k of this sum is likely to be spent on a playground at Hillingdon hospital. The remaining balance is being transferred back to general reserves.
30. Table 4 summarises the position with regards to each element of priority growth.

**Table 4**

<b>Priority Growth</b>	<b>2010/11 Budget</b>	<b>Agreed draw downs</b>	<b>Commitments</b>	<b>Unallocated</b>
<i>2010/11 Unallocated Priority Growth at start of the year</i>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>HIP Initiatives New budget:</b>	800			
<b>Agreed:</b>				
Waste & recycling initiatives			0	<b>-300</b>
Heritage projects		63		
Environmental projects		5		
<b>HIP Initiatives unallocated balance</b>	<b>800</b>	<b>68</b>	<b>0</b>	<b>432</b>
<b>Unallocated non specific growth</b>	1,000			
<b>Balance of unallocated growth</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>1,000</b>
<b>Total</b>	<b>1,800</b>	<b>68</b>	<b>0</b>	<b>1,432</b>

31. HIP Steering group have approved £68k of allocations so far this year, the Heritage allocations are for the Crest Mosaic £12.8k and Signage £50k, and the environmental project is for soil and tree surveys at the Ruislip Lido overflow car park. At this stage this expenditure has all been drawn down from the HIP revenue contingency. Some of this expenditure might be transferred to capital once it is analysed in more detail.
32. The expected further commitments of £300k on Waste and Energy are now not likely to require HIP funding as they can be contained within base budgets so the monitoring position assumes that this will not be spent.
33. There is an estimated £432k remaining from the HIP initiatives budget and £1m of unallocated non-specific priority growth budget. The month 2 forecast assumes that remaining £432k HIP initiatives budget and the £1m priority growth budgets will be spent in full.

### **Corporate Budgets' Forecasts: £1,000k underspend**

34. Table 5 shows budget, forecast and variance now reported on corporate budgets as at Month 2.

**Table 5**

2010/11 Original Budget	Budget Changes	2010/11 Current Budget (as at Month 2)	Corporate Budgets	2010/11 Forecast Outturn (as at Month 2)	Variances (+ adv/- fav)
					Variance (As at Month 2)
£'000	£'000	£'000		£'000	£'000
-2,564	0	-2,564	Unallocated savings	-2,564	0
10,109	-42	10,067	Financing Costs FRS 17 Pension	9,067	-1,000
9,160	0	9,160	Adjustment	9,160	0
-23,535	-11,181	-34,716	Asset Management A/c	-34,716	0
-20,901	-283	-21,184	Corporate Govt Grants	-21,184	0
<b>-27,731</b>	<b>-11,506</b>	<b>-39,237</b>	<b>Corporate Budgets</b>	<b>-40,237</b>	<b>-1,000</b>

35. Financing costs show a forecast underspend of £1,000k at Month 2. This is due to £1,000k being set aside for capital financing for schools or other priority projects which is not likely to be needed in 2010/11.
36. Debt financing and investment income are at this early stage of the year forecast to be in line with the budget. A summary of treasury management activity is attached at Appendix B.

## B) Capital

### Background

37. A budget of £99,724k was set by council in February 2010 which was revised to £105,387k following the amendments to budgets, as a result of the final outturn in 2009/10.

Group	Original 2010/11 Budget	2009/10 Budget Amendment	Revised 2010/11 Budget
	£'000	£'000	£'000
Education & Children's Services	27,241	1,594	28,835
Planning & Community Services	13,869	841	14,710
Major Construction Projects	15,215	3,347	18,562
Adult Social Care, Health & Housing	4,960	-107	4,853
Environment & Consumer Protection	7,908	-147	7,761
Finance & Resources	3,468	341	3,809
Deputy Chief Executive	1,825	0	1,825
Partners	670	0	670
Contingency	2,000	0	2,000
<b>Total</b>	<b>77,156</b>	<b>5,869</b>	<b>83,025</b>
HRA	22,568	-206	22,362
<b>Total</b>	<b>99,724</b>	<b>5,663</b>	<b>105,387</b>

38. Following the restructure of Corporate Landlord functions, facilities management and property related capital programmes (£2,157k) have moved from Finance and Resources to Planning and Community Services. ICT has also been centralised, however this was reflected in the original budget.

39. The revised budget for May 2010 is now £105,447k. The increase is due to £60k in E&CS additional grant funding being identified and added to the capital programme.

## Current Year Expenditure

40. Table 6 shows the actual spend to date and the projected outturn for 2010/11.

**Table 6**

Groups	Original Budget	Revised Budget	Capital Spend Month 2	Actual Spend % of Revised Budget	Forecast outturn	Variance (Forecast)
	£'000	£'000	£'000	%	£'000	£'000
Adult Social Care, Health & Housing	4,960	4,853	0	0%	4,823	-30
Environment & Consumer Protection	7,908	7,761	502	6%	7,861	+100
Education & Children's Services	27,241	28,895	226	1%	25,963	-2,932
Planning & Community Services	15,959	16,867	282	2%	10,737	-6,130
Finance & Resources	1,378	1,652	38	2%	1,652	0
Deputy Chief Executive	1,825	1,825	2	0%	1,825	0
Major Construction Projects	15,215	18,562	1,702	9%	17,328	-1,234
Partners - LAA Reward Grant	670	670	0	0%	664	-6
<b>Group Total</b>	<b>75,156</b>	<b>81,085</b>	<b>2,752</b>	<b>3%</b>	<b>70,853</b>	<b>-10,232</b>
Recovery from Contingency					0	0
Programme Contingency	1,500	1,500	0	0%	0	-1,500
Contingency	500	500	0	0%	0	-500
<b>Contingency Total</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>-2,000</b>
HRA	22,568	22,362	0	0%	22,132	-230
<b>Total</b>	<b>99,724</b>	<b>105,447</b>	<b>2,752</b>	<b>3%</b>	<b>92,985</b>	<b>-12,462</b>

41. The Capital Programme budget is projecting an underspend of £12,462k as at month 2, There are a number of projects forecasting an overspend, however it is anticipated that overall, these pressures can be managed within the capital programme budget within each directorate.

42. Actual spend of £2,752k shown above includes £2,499k accruals (E&CP £1,801k, E&CS £555k, and the remaining departments total £143k).

43. The components of the areas with pressures (£2,403k) are shown in table 7.

**Table 7**

Scheme	Funding	Revised Budget	Actual Spend (incl accruals)	Forecast Outturn (Month 2)	Variance (Current Month)
	£'000	£'000	£'000	£'000	£'000
Manor Farm	Council	0	1	257	+257
Hillingdon Sport & Leisure Centre	Council	1,266	102	1,537	+271
Botwell Green Leisure Development	Council	627	824	1,988	+1,361
Farm Barns	Council	250	0	302	+52
Childrens Centres Phase 2	Grant	626	51	816	+190
Uxbridge High	Grant/Council /School contribution	32	0	111	+79
Property Enhancements Programme Contingency	Council	0	5	5	+5
Civic Centre Electrical Works	Council	0	8	8	+8
HRA - New Build - Extra Care Sites Phase 1 (Triscott House)	Grant/HRA	3,430	0	3,510	+80
TfL - Corridors	Grant	1,412	0	1,512	+100
<b>Total</b>		<b>7,643</b>	<b>991</b>	<b>10,046</b>	<b>+2,403</b>

44. The pressure of £257k on Manor Farm relates to earlier works. This pressure was identified in 2009.

45. Hillingdon Sport & Leisure Centre is carried forward from 2009/10. It was completed in March 2010. Currently LBH is in negotiation on the final value of the contract. The settlement is likely to be in the range of £21,749k to £22,664k. This would result in a forecast overspend between £271k and £644k. The lower sum is currently being assumed in the forecast.

46. Botwell Green Leisure Development. The current forecast for 2010/11 is an overspend of £1,361k and excludes £296k retention due in 2011/12. The total forecast overspend on the whole contract is between £1,657k and £2,814k. This is subject to further discussions with the contractor. The overspend is due to changes made in the design of the project, leading to additional costs which were not included at the tender stage.

47. There is a £52k pressure reported on the Farm Barns. There is a budget in 2011/12 of £155k. This scheme is being reviewed by officers and it is anticipated to be contained within the total budget.

48. The pressure on the civic centre electrical works is currently being investigated by officers and relates to work in the previous year. It is anticipated that this overspend can be contained in the 2010/11 Civic Centre Enhancements budget.

49. The pressure on Phase 2 of the Children's Centres is being investigated by officers and it is currently anticipated this may be contained within the overall grant funding.

50. Uxbridge High is forecasting an overspend, however any additional costs will be met by the school as a contribution to the project.

51. The £80k overspend reported on Triscott House relates to a swap of project funding and spend between HRA Pipeline schemes and the Triscott House project. Overall these 2 schemes will balance out.



52. The £100k overspend reported relates to Transport for London corridor schemes where it is anticipated an increase in grant funding will enable the budget to be increased in month 3.

### **Current Year Financing**

53. Table 8 shows the financing of both the budget and the expected outturn.

**Table 8**

2010/11	Unsupported £'000	Capital Receipts £'000	HRA Capital Receipts £'000	Supported £'000	Grants £'000	HRA (inc MRA) £'000	Section 106 and other contributions £'000	Total Capital Programme £'000
Revised budget								
2010/11	29,994	8,595	452	4,036	46,319	13,954	2,097	105,447
Outturn 2010/11	21,477	8,595	452	3,123	42,417	14,369	2,552	92,985

54. The level of unsupported borrowing forecast as at Month 2 is £21,477k (£29,994k Revised Budget), a decrease of £8,517k on the original budget. The supported borrowing forecast has decreased by £913k from £4,036k to £3,123k. This is primarily due to delays in schemes progressing.

## **CORPORATE CONSULTATIONS CARRIED OUT**

### **Financial Implications**

55. The financial implications are contained in the body of the report.

## **CORPORATE IMPLICATIONS**

### **Corporate Finance**

56. This is a Corporate Finance report.

### **Legal**

57. There are no legal implications arising from this report.

## **BACKGROUND PAPERS**

58. Monitoring report submissions from Groups.

## APPENDIX A – Detailed Group Forecasts

### Adult Social Care, Health and Housing (ASCH&H)

#### Revenue: **£1,981k Pressure**

1. The ASCH&H budgets are predominantly demand led and significantly affected by external pressures such as demographic trends which require robust and positive management. The pattern of demand for the current year continues to be closely scrutinised as during the latter part of 2009/10 there was an unusual adverse pattern across a range of service areas.
2. In summary the department is reporting an adverse position of £1,981k on a £277m gross budget. This is consistent with the activity seen in the last quarter of 2009/10 around Older People and Mental Health services. The forecast assumes that all corporate contingency held on the departments behalf is received.
3. The department manages a range of expenditure pressures evident in the forecasting which result from the national economic situation. Officers are taking action to offset these pressures such as reviewing the cost of care packages, restricting expenditure including holding some vacancies and accelerating savings proposals where possible. Officers will continue to formulate actions to mitigate and reverse this pressure although it is too early to predict whether this will be successful and result in a balanced departmental position at year end.

Division of Service		Forecast Variance Month 2 £'000
	<i>Expenditure</i>	+2,724
	<i>Income</i>	-1,101
Older People	<b>Total</b>	<b>+1,623</b>
	<i>Expenditure</i>	+358
	<i>Income</i>	0
Mental Health	<b>Total</b>	<b>+358</b>
<b>ASCH&amp;H Total</b>	<b><i>Expenditure</i></b>	<b>+3,082</b>
	<b><i>Income</i></b>	<b>-1,101</b>
<b>ASCH&amp;H</b>	<b>Total</b>	<b>+1,981</b>

#### Older People Services: **£1,623k adverse**

4. This service is currently forecasting a £1,623k adverse position due to the ongoing effect of residential and nursing placements made in the last quarter of 2009/10 as reported at the time. This forecast also assumes that the £760k can be drawn down from the Earmarked Reserve held for Older People Services reducing the pressure from £2,383k to £1,623k as reported in this forecast.
5. Officers are actively attempting to manage down this unprecedented increase which is further complicated by a slowing down in the number of clients no longer requiring a service. At this stage it is too early to gauge how successful these actions will be and it is unlikely that this service will deliver a balanced outturn position at year end.
6. This service is managing a gross budget of £40m, received £249.4k of unavoidable growth and has a savings target of £17.6k as part of the 2010/11 budget setting process.

#### Physical Disabilities: **Nil variance**

7. This service is currently forecasting a balanced outturn position.

8. This service is managing a gross budget of £9m, received no growth and has a savings target of £396.5k as part of the 2010/11 budget setting process.

**Learning Disability: Nil variance**

9. This service is currently forecasting a balanced outturn which assumes that the £2,295k corporate contingency held for transitional children is received thereby reducing the pressure from £2,295k to nil as reported in this forecast. This forecast also assumes that the rate of transfer from Children to Adult services is in line with current expectations.
10. This service is managing a gross budget of £32m, received £75.3k of unavoidable growth and has a savings target of £201.8k as part of the 2010/11 budget setting process.

**Mental Health: £358k adverse**

11. This service is currently forecasting a £358k adverse position due to due to the ongoing effect of residential and nursing placements made during 2009/10 as reported last year. This forecast also assumes that the £1,250k corporate contingency held for Mental Health Services is received reducing the pressure from £1,608k to £358k as reported in this forecast.
12. In May the department received a challenge regarding ordinary residence relating to 12 clients currently charged to other authorities. An initial review would suggest that it is likely that this will be referred to the Secretary of State for a decision and legal opinion is being sought about the risk. The current forecast which excludes this risk may need to be increased once the position has been further assessed.
13. This service is managing a gross budget of £6m, received no growth and has a savings target of £15.4k as part of the 2010/11 budget setting process.

**Housing Benefits: Nil variance**

14. This service is currently forecasting a balanced outturn on a gross budget of £138m.
15. The Housing Benefit budget, as reported last year experienced increased benefit uptake. For 2010/11 this could translate into a pressure on the budget and this will be reviewed next month as at this stage a pattern has not yet emerged.

**Housing Need Services: Nil variance**

16. This service is currently forecasting outturn to be on budget and assumes that the £0.8m corporate contingency held for this Service is received thereby reducing the pressure from £0.8m to nil as reported in this forecast.
17. There is an emerging pressure of £350k as a result of possible slippage in delivery an MTFF savings item (£250k) and the budget for Bed and Breakfast (£100k), which is the result of increased unit nightly prices.
18. This service is managing a gross budget of £28m, received £5.15m of unavoidable growth; and has a savings target of £1,240k as part of the 2010/11 budget setting process.

**Other ASCH&H Services: Nil variance**

19. This service is currently forecasting outturn to be on budget.
20. This service is managing a gross budget of £24m, received £150k of unavoidable growth; and has a savings target of £100k as part of the 2010/11 budget setting process.

## Housing HRA

21. This service is currently forecasting outturn to be favourable by £120k as shown in the table below:

<b>Division of Service</b>	<b>Forecast Variance Month 2 £'000</b>
HH Ltd: General and Special Services	0
HH Ltd: Repairs Services	0
LBH: General and Special Services	0
LBH: Repairs Services	0
Other Expenditure	-120
Income	0
<b>HRA Balance</b>	<b>-120</b>

22. This is due to a favourable impact of reduction in the consolidated rate of interest reducing the cost of HRA debt.

## Environment and Consumer Protection (E&CP)

### Revenue: **£171k Pressure**

1. At Month 2, the Group is forecasting an adverse variance of £171k. The forecast variances are expressed net of any contingency provisions, which are detailed within the report.

Division of Service		Forecast Variance Month 2 £'000
	<i>Expenditure</i>	+100
	<i>Income</i>	0
Street Cleansing	<b>Total</b>	<b>+100</b>
	<i>Expenditure</i>	0
	<i>Income</i>	-65
Trade Waste	<b>Total</b>	<b>-65</b>
	<i>Expenditure</i>	0
	<i>Income</i>	-35
Civic Amenity Sites	<b>Total</b>	<b>-35</b>
	<i>Expenditure</i>	+58
	<i>Income</i>	+113
Harlington Rd Depot & Stores	<b>Total</b>	<b>+171</b>
	<i>Expenditure</i>	<b>+158</b>
	<i>Income</i>	<b>+13</b>
<b>Group</b>	<b>Total</b>	<b>+171</b>

### Contingent Items: **Gross Pressure £1,758k**

2. The Council's 2010/11 contingent budget contains sums relating to the Waste Disposal Levy, Cost pressures on Recycling Services and Vehicle Fuel which impact on the ECP Group position. The Waste Disposal Levy was formally set by West London Waste Authority at the end of January 2010. The contingency contains the last two years increases in the levy, and the gross pressure reflects the actual requirement based on the levy notification received in February 2010.

Division of Service	Gross Pressure £'000	Contingency £'000	Net Pressure £'000
Waste Disposal Levy	1,528	1,528	0
Recycling Services	150	150	0
Vehicle Fuel	80	80	0
<b>E&amp;CP - Total</b>	<b>1,758</b>	<b>1,758</b>	<b>0</b>

### Waste Services: **Nil variance**

3. **Street Cleansing:** An adverse expenditure variance of £95k is currently forecast. The pressure relates to the activity required to maintain service standards. Management of the service continues to be focused on examining options to reduce the pressure without impacting on service levels.
4. **Recycling Costs:** At month 2 the indications are that Recycling service will fully utilise the available £150k contingency. As recycling rates continue to rise pressures are anticipated on the variable elements of the budget, particularly Gate Fees and recycling bags. Income trends for

recyclable materials will also be closely monitored, recognising the seasonal variations in the service, for example on green waste levels.

5. **Trade Waste:** A favourable income variance of £65k is forecast. The service is continuing to monitor activity in this area for the anticipated reductions in levels of business. These are expected as a result of the cumulative impact of price increases linked to the annual Landfill Tax accelerator, and the economic downturn. Close monitoring and enforcement is being maintained to ensure that the levels of aged debt are controlled.
6. **Civic Amenity Sites:** A favourable income variance of £35k is forecast, based on the currently buoyant prices for recovery of metal-based materials. This income stream will be closely monitored as the year progresses, given that metal prices are highly volatile.

**Harlington Road Depot: £171k adverse**

7. The pressure on the depot chiefly relates to a reduction in the intensity of usage. This is due to the movement of some Council services to the Civic Centre, together with the loss of Hillingdon Homes contributions for space occupation at the depot and use of the Stores facility. Options are currently being examined to offset these variances, through further changes to accommodation usage and income generation possibilities.

**Vehicle Fuel Pressure – contingency item: Nil variance (full usage)**

8. The bulk diesel purchase price has been relatively steady at around 98p per litre for the first two months of the year. The industry commentators still point to an underlying upward trend. The price peaked at just over £1 per litre at the end of 2009/10, having started the financial year at around 78p per litre.
9. At this early stage in the year, full usage of the contingency is anticipated. However this position does not allow for any sustained price rise from the current levels. Therefore this position will be closely monitored and updated throughout the year as price data and trends become clearer.

## Planning and Community Services (P&CS) Month 2

### Revenue: £15k Underspend

- The Group has an outturn position of £15k underspend excluding areas that are treated as a call on contingency.

Division of Service		Forecast Variance Month 2 £'000
	<i>Expenditure</i>	-35
	<i>Income</i>	0
Community Safety	<b>Total</b>	<b>-35</b>
	<i>Expenditure</i>	-10
	<i>Income</i>	+10
Arts Service	<b>Total</b>	<b>0</b>
	<i>Expenditure</i>	+20
	<i>Income</i>	0
Leisure	<b>Total</b>	<b>+20</b>
	<i>Expenditure</i>	-45
	<i>Income</i>	+30
<b>Group</b>	<b>Total</b>	<b>-15</b>

### Contingent Items: £1,580k Gross Pressure

- The Planning income streams were identified as exceptional items last year. This was due to the downturn in the economy which had impacted the housing market severely and has continued to depress these income streams. The Authority's 2009/10 contingent budget contains provision for these affected income streams. The net position after the application of the contingency is shown in the table below.

Contingent Item	Gross Pressure Month 2 £'000	Contingency £'000	Net Pressure £'000
Development Control	75	310	-235
Building Control	243	135	108
Land Charges	668	715	-47
Golf	262	262	0
Corporate Landlord Income	332	0	332
<b>P&amp;CS - Total</b>	<b>1,580</b>	<b>1,422</b>	<b>158</b>

### Development Control Income: £75k Gross Pressure

- The forecast for Development Control income is a gross pressure of £75k, the net position after the application of the contingency is -£235k.
- The position on Development Control Income has mainly improved due to the increased forecast for Major applications. Income received to date has been boosted by a significant fee of £250k for an Airport site. Minor and Other applications have both shown positive trends over the last quarter of 2009/10 and this has continued in the first 2 months of 2010/11, Minor applications are now at the level of the last 4 years average and Other applications is now at 92% of the 4 year average.

### **Building Control Income: £243k Gross Pressure**

5. The forecast for Building Control income is a gross pressure of £243k. The fees for the first 2 months of 2010/11 are down by 7% on the same period in 2009/10, and 17% below the 3 year average.

### **Land charges: £668k Gross Pressure**

6. Land charge income has moved to a cost recovery basis due to statutory changes in regulations enacted in December 2008. The net pressure currently forecast after the contingent allocation would be a favourable £47k.
7. Not reflected in the forecast yet is the potential impact of the guidance issued from the Information Commission Office (ICO). The guidance suggests that the majority of property search data is Environmental Information and that Local Authorities are therefore obliged to allow inspection of this information at no charge. This remains an ongoing issue on which the LGA is leading.

### **Corporate Landlord: £332k pressure**

8. The service is reporting a series of ongoing pressures that total £332k. These are listed below.
  - There is an ongoing pressure on income streams from commercial properties of £151k, due to a number of vacant tenancies in the Warnford Industrial Estate (£121k), 192 High Street, where premises have remained vacant (£16k) and a vacant unit in the Uxbridge Market (£14k).
  - There is an anticipated shortfall of £72k on income from the hire of the Middlesex Suite, due a general slow down in demand set against a challenging income target.
  - There is an anticipated shortfall of £81k on income from schools buy back of Facilities Management (FM) services, due to schools opting to procure services directly rather than through the FM Team.
  - There is a pressure of £28k on the cost of maintaining and keeping secure surplus properties prior to their disposal.

### **Community Safety: £35k Underspend**

9. The underspend is due to savings on staffing due maternity and sabbatical leave not being backfilled (£8k) and a saving on the Police ASB team (£27k).

### **Arts Service: Nil Variance**

10. There is a pressure on income of £10k, which will be compensated for from Arts expenditure budgets.

### **Leisure: £20k Pressure**

11. The service is reporting a £11k pressure due to the impact of the late opening of Botwell on the GLL management fee and a £9k pressure resulting from the need to pay security costs to undertake enforcement at car parks.
12. The Golf budgets were set to match the contracted income levels from Mack Trading, the contingency of £262k was set on the basis of the difference between the original budgeted income from Golf prior to the current arrangements. This budget is still required and will need to be allocated to the service.



## Education and Children Services (E&CS)

### Revenue: Nil variance

1. The Group is projecting a nil variance as at Month 2 for the 2010/11 financial year. This excludes the overall pressure on asylum funding and the cost of exhausted all appeals cases which are reported under exceptional items elsewhere in this report.
2. The projected variances at Month 2 are summarised in the following table:

Division of Service		Forecast Variance Month 2 £'000
	<i>Expenditure</i>	+9,404
	<i>Income</i>	-8,174
<b>Asylum Seekers Services</b>	<b>Total</b>	<b>+1,230</b>
<b>Group - Total</b>		<b>+1,230</b>

### Schools: Nil variance

3. The Schools Budget is ring fenced and funded from the DSG. Schools' payroll and non-payroll expenditure is monitored quarterly with any forecast year-end deficits being the subject of detailed discussions with the schools concerned. Schools forecasting deficits are required to supply recovery plans identifying how they intend to eliminate their deficit, but these do not affect the general fund.
4. Any underspend or overspend of the Schools Budget in 2010-11 would be carried forward into 2011-12 and would have no effect on the General Fund.

### Children and Families: Nil variance

5. The Children & Families is projecting a break even position as at Month 2.
6. However the SEN transport service is forecasting a pressure in respect of new routes and fuel costs of £316k. In the previous financial years, this pressure has been offset by one off savings in other areas within the service.
7. The management team envisages that through a forthcoming review and re-negotiation of SEN transport contract and routes, the service will be able to absorb the above pressure.

### Asylum Service **£1,230k (£20k greater than that provided for in contingency)**

8. The Asylum service is reporting a budget pressure of £1,230k in the 2010/11 financial year. The pressure is due to the ongoing demand for the service and the continued under-funding by the Government and in respect of the following areas:
9. The pressure within Exhausted All Appeals and ineligible clients is £594k and Naturalised clients is £139k.
10. Shortfall between actual cost to the service for and maximum recovery as per ceiling set by UKBA for indirect cost is £497k.

## Central Services

### Revenue: Nil Variance

1. The forecast position for the central services revenue budget as at month 2 is breakeven.

Division of Service		Forecast Variance Month 2 £'000
	<i>Expenditure</i>	-52
	<i>Income</i>	+79
<b>Deputy Chief Executive's Office</b>	<b>Total</b>	<b>+27</b>
	<i>Expenditure</i>	+173
	<i>Income</i>	-32
<b>Finance &amp; Resources</b>	<b>Total</b>	<b>+141</b>
	<i>Expenditure</i>	+121
	<i>Income</i>	+47
<b>Recovery Plan savings</b>		-168
<b>Central Services</b>	<b>Total</b>	<b>0</b>

### Finance & Resources: (£141k overspend)

2. The Finance & Resources Directorate budgets are projecting an overspend of £141k in month 2, of which there is a projected overspend of £173k on expenditure budgets, netted down by a projected surplus of £32k from income streams.
3. The overspend of £173k on expenditure relates to a number of pressures in the ICT Service, linked primarily to the increased cost of contracts including the Northgate contract, where there are variation orders relating to the continued development of the HR system, the cost of the contract for the Novell Licences, which recently went through a procurement exercise following a decision to take a payment holiday in 2009/10, and the Fordway support and maintenance contract.
4. The surplus of £32k in income streams relates primarily to an increase in the volume of services that schools are buying back from Accounting Services.

### Deputy Chief Executive's Office: (£27k overspend)

5. The Deputy Chief Executive's Office budgets are projecting an overspend of £27k in month 2, of which there is a projected shortfall in income of £79k, netted down by a projected underspend of £52k on expenditure budgets.
6. The shortfall of £79k on income streams relates to a number of budgets as follows:
  - A projected shortfall of £18k on income from Births, Deaths and Marriages, where there is an anticipated drop in the number of marriages taking place in the year.
  - A shortfall of £15k on income from fees and charges in Hillingdon People, where there has been a noticeable drop in the number of enquiries for advertising space.
  - A shortfall of £14k on the buy back of Payroll services by schools, where three schools did not renew their contract this year.
  - A shortfall of £9k in Occupational Health.
  - The non achievement of budgeted income in both Strategic HR (£5k) and Shared Services (£3k).

- A pressure of £15k on the Uxbridge Town Centre Management project, based on a projected shortfall in income received from our partners.
7. The underspend of £52k on expenditure relates to staffing costs across the service, primarily due to a number of vacant posts that exist.

**Recovery Plan Savings: £168k target**

8. Both Senior Management teams have put in place a process to consider a range of options to address the relevant variances within their department. As they develop, they will be fed directly into the budget monitoring report.

## Capital Programme: £12,462k Underspend

1. The Capital Programme is reporting an underspend of £12,462k of as at Month 2.
2. Expenditure for the whole capital programme is £2,752 which equates to 3% of the revised programme. Further detail is provided below for each individual department.

Groups	Original Budget	Revised Budget	Capital Spend Month 2	Actual Spend % of Revised Budget	Forecast outturn	Variance (Forecast)
	£'000	£'000	£'000	%	£'000	£'000
Adult Social Care, Health & Housing	4,960	4,853	0	0%	4,823	-30
Environment & Consumer Protection	7,908	7,761	502	6%	7,861	+100
Education & Children's Services	27,241	28,895	226	1%	25,963	-2,932
Planning & Community Services	15,959	16,867	282	2%	10,737	-6,130
Finance & Resources	1,378	1,652	38	2%	1,652	0
Deputy Chief Executive	1,825	1,825	2	0%	1,825	0
Major Construction Projects	15,215	18,562	1,702	9%	17,328	-1,234
Partners - LAA Reward Grant	670	670	0	0%	664	-6
<b>Group Total</b>	<b>75,156</b>	<b>81,085</b>	<b>2,752</b>	<b>3%</b>	<b>70,853</b>	<b>-10,232</b>
Recovery from Contingency					0	0
Programme Contingency	1,500	1,500	0	0%	0	-1,500
Contingency	500	500	0	0%	0	-500
<b>Contingency Total</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>-2,000</b>
HRA	22,568	22,362	0	0%	22,132	-230
<b>Total</b>	<b>99,724</b>	<b>105,447</b>	<b>2,752</b>	<b>3%</b>	<b>92,985</b>	<b>-12,462</b>

## Adult Social Care, Health and Housing (ASCH&H)

### HRA: £230k Underspend

3. A summary of the programme for HRA is shown below :

Capital Schemes 2009/10	Original Budget	Revised Budget	Budget Released	Capital Spend Month 2	Actual % of Revised Budget	Forecast Outturn	Variance
	£' 000	£' 000	Y/N	£' 000	%	£' 000	£' 000
Capital Works	10,000	9,746	Y	0	0%	9,746	0
HRA - New Build - HRA Pipeline Sites Phase 1	7,508	7,508	Y	0	0%	7,348	-160
HRA - New Build - Extra Care Sites Phase 1 (Triscott House)	3,430	3,430	Y	0	0%	3,510	80
Cash Incentive Scheme	150	150	Y	0	0%	0	-150
HRA - Estates Improvements	1,280	1,502	Y	0	0%	1,502	0
Other Projects	200	0	N	0		0	0
Townfield Community Centre	0	26	Y	0	0%	26	0
<b>HRA – Total</b>	<b>22,568</b>	<b>22,362</b>		<b>0</b>	<b>0%</b>	<b>22,132</b>	<b>-230</b>

4. The outturn of HRA is £22,132k out of a revised budget of £22,362k.
5. The Cash Incentive scheme has been deemed to be of a revenue nature and has been transferred to the revenue budget.

6. The underspend on the HRA New Build of £160k relates to a swap of project funding and asset spend between HRA Pipeline and Triscott House project of £160k reduction in 10/11 for Pipeline but for Triscott £80K addition in both 10/11 and 11/12. This is to reflect that 3 units were dropped at Hoskins Close on the HRA Pipeline project and replaced by 1 dwelling unit at 27 Horton Road and 2 dwelling units at Triscott House.

### Adult Social Care, Health and Housing: £30k Underspend

7. A summary of the programme for Adult Social Care, Health and Housing is shown below :

Capital Schemes 2009/10	Original Budget £' 000	Revised Budget £' 000	Budget Released Y/N	Capital Spend Month 2 £' 000	Actual % of Revised Budget %	Forecast Outturn Month 2 £' 000	Variance revised budget £' 000
<b>100% Grant Funded</b>							
PSRSG for WL Empty Property Grant	1,100	1,100	Part	0	0%	1,100	0
Mental Health – Mead House	114	250	Y	0	0%	250	0
<b>ASC,H&amp;H (Non HRA – 100% Grant Funded) – Total</b>	<b>1,214</b>	<b>1,350</b>		<b>0</b>	<b>0%</b>	<b>1,350</b>	<b>0</b>
<b>Non-Grant Funded</b>							
Disabled Facilities Grants	3,000	2,823	Y	0	0%	2,823	0
Private Sector Renewal Grants	450	450	Y	0	0%	420	-30
Colne Park Caravan Sites	296	230	Y	0	0%	230	0
<b>ASC,H&amp;H (Non HRA – Non Grant Funded) – Total</b>	<b>3,746</b>	<b>3,503</b>		<b>0</b>	<b>0%</b>	<b>3,473</b>	<b>-30</b>
<b>ASC,H&amp;H – Total</b>	<b>4,960</b>	<b>4,853</b>		<b>0</b>	<b>0%</b>	<b>4,823</b>	<b>-30</b>

8. The outturn position of ASCH&H is £4,823k out of a revised budget of £4,853k.
9. A small under spend of £30K has been forecasted against a revised budget of £4,853K (99.4% of Budget). The under spend has been caused from a potential non achievement of Private Sector renewal grant client contributions. These have always been difficult to estimate and will be dependant upon the chargeability of the works on private residents dwellings.
10. The ICT projects Improving Information Management and Enabling Electronic Social Care Records and Purchase of Supporting People software underspent the revised budget in 2009/10. These projects have been carried forward into 2010/11 however all ICT projects have been centralised to Finance and Resources under the ICT Single Development Plan.

## Environment and Consumer Protection: £100k Overspend

Capital Schemes 2009/10	Original Budget	Revised Budget	Budget Released	Capital Spend Month 2	Actual % of Revised Budget	Forecast Outturn Month 2	Variance to revised budget
	£' 000	£' 000	Y/N	£' 000	%	£' 000	£' 000
Highways Improvements	1,100	1,100	Part	510	46%	1,100	0
Highways Localities Programme	258	258	N	0	0%	258	0
<b>Cabinet Member Initiatives – Highways</b>							
Road Safety	250	250	Part	0	0%	250	0
Street Lighting	300	300	Part	-8	-3%	300	0
<b>Cabinet Member Initiatives - Parks &amp; Streetscene</b>							0
Environmental Assets	2,000	2,000	0	0	0%	2,000	0
<b>Cabinet Member Initiatives – Improvement, Partnerships &amp; Community Safety</b>							
Purchase of Vehicles	0	471	Y	0	0%	471	0
<b>E&amp;CP – Sub Total</b>	<b>3,908</b>	<b>4,379</b>		<b>502</b>	<b>11%</b>	<b>4,379</b>	<b>0</b>
BSP funded by Transport for London	4,000	3,382	N	0	0%	3,482	100
<b>TFL (100% Grant Funded) – Sub Total</b>	<b>4,000</b>	<b>3,382</b>		<b>0</b>	<b>0%</b>	<b>3,482</b>	<b>100</b>
<b>E&amp;CP – Total</b>	<b>7,908</b>	<b>7,761</b>		<b>502</b>	<b>6%</b>	<b>7,861</b>	<b>100</b>

11. The outturn position of E&CP is £7,861k out of a budget of £7,761k.

12. The £100k overspend reported relates to Transport for London corridor schemes where it is anticipated an increase in grant funding will enable the budget to be increased in month 3.

13. The majority of the Highways Improvements budget has already been allocated to schemes relating to the potholes around the borough. This work is a combination of revenue and capital dependant on the work required.

## Education and Children's Services: £2,932k Underspend

Capital Schemes 2009/10	Original Budget	Revised Budget	Budget Released	Capital Spend Month 2	Actual % of Revised Budget	Forecast Outturn	Variance to revised budget
	£' 000	£' 000	Y/N	£' 000	%	£' 000	£' 000
<b>100% Grant/Externally Funded</b>							
Early Years Foundation Stage – Surestart	1,169	1,379	0	-48	-3%	1,379	0
Extended Schools	251	621	Part	137	22%	621	0
Formula Capital Devolved to Schools	3,876	3,207	N/A	0	0%	2,245	-962
Guru Nanak - Expansion 2010	5,710	6,843	Y	0	0%	6,843	0
Pathfinder (Playgrounds)	598	310	Part	9	3%	310	0
Pinkwell	0	189	Y	0	0%	189	0
Primary School Expansions Phase I	1,942	1,942	Part	0	0%	1,942	0
Primary School Expansions Phase II	5,150	5,150	N	0	0%	5,150	0
Rosedale College S106 – only	0	26	N	0	0%	26	0
School travel Plans	0	127	Y	0	0%	86	-41
Schools Kitchens	4,928	4,346	Part	124	3%	4,346	0
Specialist Schools	0	12	Y	0	0%	12	0
Surestart - AHDC short breaks	365	55	Y	4	7%	55	0
Vehicle Workshops - West Drayton Young Peoples Centre	0	40	N/A	0	0%	40	0
Investment in Young People's Facilities	167	167	Part	0	0%	167	0
Island U - Virtual School Project	0	60	0	0	0%	60	0
<b>Total 100% Grant/Externally Funded</b>	<b>24,156</b>	<b>24,474</b>	<b>0</b>	<b>226</b>	<b>32%</b>	<b>23,471</b>	<b>-1,003</b>
<b>Non Grant Funded</b>							
Expansion Haydon	0	14	Y	0	0%	14	0
Urgent Building Condition Projects (Modernisation)	1,985	2,837	Part	0	0%	1,986	-851
School Places Provision (Basic Needs)	0	92	Part	0	0%	92	0
Building Schools for the 21st Century	1,000	1,000	0	0	0%	0	-1,000
Schools Access Programme	100	478	Part	0	0%	400	-78
<b>Total 100% Non Grant Funded</b>	<b>3,085</b>	<b>4,421</b>		<b>0</b>	<b>0%</b>	<b>2,492</b>	<b>-1,929</b>
<b>E&amp;CS – Total</b>	<b>27,241</b>	<b>28,895</b>		<b>226</b>	<b>1%</b>	<b>25,963</b>	<b>-2,932</b>

14. The outturn position of E&CS is £25,963k out of a budget of £28,895k.

15. The Government has announced that the funding for Building Schools Programmes across the whole country is being withdrawn. Spend for the current year will therefore be nil.

16. Formula Capital Devolved to Schools and Urgent Building Condition Projects (Modernisation) have reported an underspend. This forecast is based on historic trends with schools expenditure, due to the timescales in developing programmes and the difficulties in scheduling work in school holidays. The schools report on a quarterly basis and accurate expenditure and forecasts are expected at the end of quarter 1.

17. In July 2009 the council received a capital grant of £60,000 to implement IslandU, a virtual community for young people in Hillingdon. In the first instance the project will be developed as a dedicated virtual community for Looked After Children to complement the Virtual School. The intention is to purchase an 'island' in Teen Second Life which a team of Looked After Children would then help to develop into a virtual community to complement the Virtual School. Teen Second Life is the virtual world operated by Linden Lab for young people aged between 13 and 17. The project will be designed to encourage active engagement, learning and support across a number of areas via custom-built social and specialist (e.g. health) social spaces.



## Planning and Community Services: £6,130k Underspend

Capital Schemes 2009/10	Original Budget	Revised Budget	Budget Released	Capital Spend Month 2	Actual % of Revised Budget	Forecast Outturn	Variance to revised budget
	£' 000	£' 000	Y/N	£' 000	%	£' 000	£' 000
<b>100% Grant/Externally Funded</b>							
S106/S278 Schemes	0	109	Part	27	25%	109	0
Safer Stronger Communities Fund	50	50	N	13	26%	50	0
Botwell Multi Use Games Area	100	242	Part	129	53%	242	0
<b>Total 100% Grant/Externally Funded</b>	<b>150</b>	<b>401</b>		<b>169</b>	<b>42%</b>	<b>401</b>	<b>0</b>
<b>Non Grant Funded</b>							<b>0</b>
South Ruislip Development	4,661	4,661	N	0	0%	3,733	-928
Highgrove Pool Phase II	4,100	4,100	N	0	0%	500	-3,600
Hayes End Library Development	2,600	2,600	N	0	0%	800	-1,800
Winston Churchill Hall Refurbishment	430	430	N	0	0%	430	0
Manor Farm Stables Development	371	451	N	0	0%	451	0
Willow Tree Centre	300	300	N	0	0%	300	0
William Byrd Pool	250	250	N	0	0%	250	0
North Hillingdon Adult Education Centre Roof Replacement	155	155	N	0	0%	155	0
Manor Farm	0	0	Y	1		257	257
Property Enhancements Programme	500	500	N	10	2%	495	-5
Property Enhancements Programme Contingency	0	0	N	5		5	5
Youth Offending Team consolidation into Link 1A / cashiers	0	30	Y	3	10%	30	0
Civic Centre Electrical Works	0	0	Y	8		8	8
Civic Centre Security Improvements	0	107	Y	4	4%	107	0
Civic Centre Enhancements	1,590	1,590	Part	16	1%	1,523	-67
Libraries Refurbishment	622	957	Part	67	7%	957	0
Harmondsworth Dog Free Mini Football Area	0	5	Y	-4	-80%	5	0
Ruislip Lido Toilets	0	100	Y	0	0%	100	0
CCTV Programme	230	230	N	3	1%	230	0
<b>Total Non Grant Funded</b>	<b>15,809</b>	<b>16,466</b>		<b>113</b>	<b>1%</b>	<b>10,336</b>	<b>-6,130</b>
<b>P&amp;CS – Total</b>	<b>15,959</b>	<b>16,867</b>		<b>282</b>	<b>2%</b>	<b>10,737</b>	<b>-6,130</b>

18. The outturn position of P&CS is £10,737k out of a budget of £16,867k

19. The South Ruislip Development is projecting to underspend by £928k in the current year, however is not reporting a variance on total budget. The planning application will be submitted in June 2010. The tendering process will start in November 2010. The total budget for the South Ruislip Development is £7,619k over 3 years; this incorporates the new library, adult education centre and new dwellings.

20. Highgrove Pool phase 2 is reporting an outturn of £500k from its £4,100k budget. The remainder to be spent in 2011/12.

21. Hayes End Library Development is reporting £800k to be spent in 2010/11, with £1,800k in 2011/12. The planning application will be submitted end of July 2010. The tendering process will start in October.

59. The pressure of £257k on Manor Farm relates to earlier works. This pressure was identified in 2009.

60. The pressure on the civic centre electrical works is currently being investigated by officers and relates to work in the previous year. It is anticipated that this overspend can be contained in the 2010/11 Civic Centre Enhancements budget.

### Major Construction Projects: £1,234k underspend

Capital Schemes 2009/10	Revised Budget	Budget Released	Capital Spend Month 2	Actual % of Revised Budget	Forecast Outturn 2010/11	Forecast Outturn 2011/12	Forecast Variance 2010/11	Forecast Variance Total Project
	£' 000	Y/N	£' 000	%	£' 000	£' 000	£' 000	£' 000
<b>Planning and Community Services</b>								
Brookfield – Second Floor	15	Y	0	0%	6	0	-9	-9
Hillingdon Sports and Leisure Centre	1,266	Y	102	8%	1,537	0	+271	+271
Botwell Green (including Gymnastics Centre )	627	Y	824	131%	1,988	0	+1,361	+1,361
Boxing Club	0	N/A	0	No Budget	0	0	0	0
Minet Cycle Club	349	Part	149	43%	339	10	-10	0
Queensmead Fitness Centre Refurbishment	28	Y	16	57%	28	0	0	0
<b>Education and Children's Services – 100% Grant/Externally Funded</b>								
Children's Centres – Phase 2	626	Y	51	8%	816	0	+190	+190
Children's Centres – Phase 3	2,528	Y	194	8%	2,528	0	0	0
Longmead	1,612	Y	0	0%	1,612	0	0	0
Merrifields fit out for short breaks	375	Y	0	No Budget	370	5	-5	0
Pinkwell New Classrooms	20	0	0	0%	20	0	0	0
Pinkwell School Hall	478	Y	178	37%	478	0	0	0
<b>Education and Children's Services – Non Grant Funded</b>								
Glebe Primary School	31	Y	0	0%	31	0	0	0
Heathrow Primary	18	Y	0	No Budget	18	0	0	0
Ruislip High School	273	Y	0	0%	273	0	0	0
Targeted Capital - Oak Farm	388	Y	0	0%	388	0	0	0
Targeted Capital - Uxbridge High	32	Y	0	0%	111	0	+79	+79
New Young People's Centre	1,726	Y	178	10%	1,726	0	0	0
<b>Finance &amp; Resources</b>							0	
Farm Barns	250	N	0	0%	302	0	+52	-103
<b>Environment and Consumer Protection</b>							0	
New Years Green Lane Civic Amenity Site	3,973	Part	7	0%	3,816	0	-157	-157
Arundel Road Development HIP	3,018	Part	0	0%	12	0	-3,006	-3,006
Hillingdon Cemetery & Chapel - Insurance work	0		0	Insurance claim	0	0	0	0
<b>Council Wide</b>								
Project QS support	79	N	3	4%	79	0	0	0
Major Construction Project Fees	850	0	0	0%	850	0	0	0
<b>Major Construction Projects – Total</b>	<b>18,562</b>	<b>0</b>	<b>1,702</b>	<b>9%</b>	<b>17,328</b>	<b>15</b>	<b>-1,234</b>	<b>-1,374</b>

61. The outturn position of MCP is £17,328k out of a budget of £18,562k

62. Hillingdon Sport & Leisure Centre is carried forward from 2009/10. It was completed in March 2010. Currently LBH is in negotiation on the final value of the contract. The settlement is likely to be in the range of £21,749k to £22,664k. This would result in a forecast over spend between £271k and £644k.
63. Botwell Green Leisure Development. The current forecast for 2010/11 is an over spend of £1,361k, excludes £296k retention due in 2011/12. The total forecast overspend on the whole contract is between £1,657k and £2,814k. This is subject to further discussions with the contractor. The over spend is due to changes made in the design of the project, leading to additional costs which were not included for the tender stage.
64. The pressure on Phase 2 of the Children's Centres is being investigated by officers and it is currently anticipated this may be contained within the overall grant funding.
65. There is a £52k pressure reported on the Farm Barns. There is a budget in 2011/12 of £155k. This scheme is being reviewed by officers and it is anticipated to be contained within total budget.
66. Uxbridge High is forecasting an overspend, however any additional costs will be met by the school as a contribution to the project.
67. Arundel Road Development is currently on hold so a zero outturn has been reported.

#### Central Services: **£Nil Variance**

Capital Schemes 2009/10	Original Budget £' 000	Revised Budget £' 000	Budget Released Y/N	Capital Spend Month 2 £' 000	Actual % of Revised Budget %	Forecast Outturn £' 000	Forecast Variance £' 000
Leader's Initiative	300	300	N	2	1%	300	0
Chrysalis	1,000	1,000	Y	0	0%	1,000	0
Town Centre Initiative	525	525	N	0	0%	525	0
<b>DCE - Total</b>	<b>1,825</b>	<b>1,825</b>		<b>2</b>	<b>0%</b>	<b>1,825</b>	<b>0</b>
ICT Asset Management Strategy	1,378	1,652	Part	38	2%	1,652	0
<b>F&amp;R - Total</b>	<b>1,378</b>	<b>1,652</b>		<b>38</b>	<b>2%</b>	<b>1,652</b>	<b>0</b>
<b>Central Services - Total</b>	<b>3,203</b>	<b>3,477</b>		<b>40</b>	<b>1%</b>	<b>3,477</b>	<b>0</b>

68. The final outturn position of Central Services is £3,477k out of a revised budget of £3,477k
69. The ICT Asset Management Strategy includes a £500k contingency budget of which £80k is requested to be vired to the Libraries Refurbishment programme. The remaining ICT budget is expecting to be fully spent due the BID work being undertaken and the anticipated ICT requirements.

#### Capital Contingency: **£2,000k underspend**

Capital Schemes 2009/10	Original Budget £' 000	Revised Budget £' 000	Capital Spend Month 2 £' 000	Actual Spend % of Revised Budget %	Forecast Outturn £' 000	Variance £' 000
Purchase of Vehicles	1,500	1,500	0	0%	0	-1,500
General Contingency	500	500	0	100%	0	-500
<b>Contingency - Total</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>100%</b>	<b>0</b>	<b>-2,000</b>

70. The contingency is not currently forecasting any outturn due to the underspend in the main capital programme enabling overspends to be contained in the directorates or total programme.

## APPENDIX B – Treasury Management Report

1. The following information is provided as an update on the activities on the Treasury function for the month of May 2010.
2. As at 31<sup>st</sup> May 2010 the Council's portfolio of deposits and debt were as follows (deposit balances can move substantially from day to day in line with cash flow requirements).

### Outstanding Deposits - Average Rate of Return on Deposits: 1.19%

	Actual £m	Actual %	Bench- mark %
Up to 1 Month	28.7	53.55	70.00
1-2 Months	0.0	0.00	0.00
2-3 Months	0.0	0.00	5.00
3-6 Months	8.1	15.11	15.00
6-9 Months	0.0	0.00	5.00
9-12 Months	2.0	3.73	5.00
<b>Subtotal</b>	<b>38.8</b>	<b>72.39</b>	<b>100</b>
Unpaid Maturities	14.8	27.61	0.00
<b>Total</b>	<b>53.6</b>	<b>100</b>	<b>100</b>

3. With the exception of the unpaid Icelandic investments, our deposits are held with UK institutions, which hold at a minimum, a Fitch AA- long-term credit rating.
4. Deposits are currently held with the following institutions; Fidelity MMF, Goldman Sachs MMF, Henderson MMF, Invesco Aim MMF, Royal Bank of Scotland, Standard Life MMF, Barclays Bank, Lloyds TSB Banking Group and Nationwide BS.
5. During May fixed-term deposits have continued to mature in line with cash flow requirements. £8.1m has been placed in medium term deposits to enhance investment income. Any other surplus funds were spread between instant access accounts, short-term fixed deposits in order to meet near term cash flow requirements and remain within our counterparty limits.

### Outstanding Debt - Average Interest Rate on Debt: 3.57%

	Actual £m	Actual %
PWLB	121.6	71.7
Long-Term Market	48.0	28.3
Temporary	0.0	0.0
<b>Total</b>	<b>169.6</b>	<b>100</b>

6. There were no natural loan maturities, early debt repayments or rescheduling activities during May.

### Prudential Indicators

7. There were no breaches of the prudential indicators during May.

### Ongoing Strategy

8. The current strategy is to place medium-term deposits, when cashflow allows. These deposits will enhance investment income for 10/11. Short-term balances are to be placed in instant

access accounts and short-term fixed deposits to ensure funds are available to meet June's payment obligations.

9. During May the PWLB rates fell further forcing the premiums to repay debt higher. Therefore, it is not currently feasible to carry out any rescheduling of debt. The fall in rates has not been sufficient enough to consider new borrowing, so other long term fixed borrowing will be deferred as long as possible to obviate the cost of carry.

## Appendix C

### Retaining of agency for Planning, Environment and Community Services.

Contract workers have been employed to undertake a range of duties in the following areas: Corporate Landlord (Post 1), Deputy Director/Head of Culture (Post 2) and Change Management Consultancy (Post 3).

- Post 1 - to undertake a range of duties including Corporate Landlord over the period of June 2010 to March 2011 or earlier if the contract is terminated.
- Post 2 - to undertake a range of duties including Deputy Director, Head of Arts, Culture and operational Head of Libraries over the period of June 2010 to March 2011 or earlier if the contract is terminated.
- Post 3 - specialist advice on strategic planning matters as required for Major Initiatives, including the work undertaken on the Third Runway, High Speed 2 and other national policies that impact on Hillingdon. The agency person will be required until the end of September and the cost quoted reflects this.

At the present time, the Corporate Director of Planning, Environment and Community Services is in the process of developing a new management structure and once approved the permanent positions will be advertised. The cost for these contracts total a maximum of £261k for 2010/11 and covers the period June 2010 to March 2011. These costs will be lower if any of the permanent posts are filled earlier. The funding for posts 1 and 2 are covered by existing established posts that are currently planned for in the 2010/11 Group budget. Post 3 in relation to the Third Runway and High Speed 2 will need to be funded from contingency as there is no service budget to cover the post.

### Retaining of agency staff for Deputy Chief Executive's Office.

A contract worker has been employed to programme manage the BID programme (post 4). This is the Council's key transformation programme aimed at delivering £30m of saving over the next 3 years. Existing authorisation was in place for this post which expires at the end of June. The estimated cost from July 2010 to March 2011 will be in the region of £79k. The BID programme is likely to be a time limited programme. By then end of this financial year it should be more clear what the long term requirements are in terms of supporting ongoing transformation are and this will be built into the DCEO structure. The post is funded from within existing budgets so no further funding is required.

### Retaining of agency staff for Finance & Resources

An interim Accountant is required for a period of 6 months to assist for Director of Planning, Environment and Community Services in assimilating services into the new Group and challenging and improving on existing business processes. The cost of this post can be absorbed within existing budgets.

The table below summarises the maximum cost for covering the 5 posts outlined.

<b>Roles</b>	<b>Cost £ 000's</b>
Post 1	92
Post 2	100
Post 3	69
Post 4	79
Post 5	60
<b>Total</b>	<b>400</b>

## Appendix D

Appointment of Specialist Consultants to provide various design and consultancy services in relation to the development of the South Ruislip Library site to obtain construction tenders

The proposal outlined below is for the professional fees of a consultancy team from submission of detailed planning consent to obtaining construction tenders and on to completion of the project. These are in addition to a previous Cabinet Members Report for the release of consultancy fees up to planning submission, in the sum of £104,567.

1 Structural Design	£37,520
2 Mechanical and Electrical Design	£41,172
3 Quantity Surveyor/Contract Administrator	£49,580
4 Employers Agent	£83,415
5 Drainage/Site Investigation	£7,700
6 Health and Safety Advice	£7,500
Total	£226,887

The recommended approval to appoint the professional consultants is necessary as the resources to carry out these works, in accordance with the project programme, are not available within the Council. The consultant appointments now need to be approved to progress the detailed design of the proposed redevelopment to enable competitive tenders for the building contract to be procured and analysed following the submission of detailed planning application(s).

The total estimated costs of the consultants as outlined above are within the budget for professional fees that are included within the overall scheme costs for the South Ruislip development. The scheme was approved by Cabinet and Council in February 2010, as part of the capital programme for 2010/11 and beyond, with an overall budget of £7.6 million, of which £4.7 million was programmed for the 2010/11 financial year. £1.378 million of capital has been released to date.



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government (Access to Information) Act 1985 as amended.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government (Access to Information) Act 1985 as amended.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government (Access to Information) Act 1985 as amended.

Document is Restricted

This page is intentionally left blank