



HILLINGDON  
LONDON



# Cabinet

**Date:** THURSDAY, 17 FEBRUARY  
2011

**Time:** 7.00 PM

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

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

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## Councillors in the Cabinet

Ray Puddifoot (Chairman)  
*Leader of the Council*

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

Jonathan Bianco  
*Finance, Property & Business Services*

Keith Burrows  
*Planning, Transportation & Recycling*

Philip Corthorne  
*Social Services, Health & Housing*

Henry Higgins  
*Culture, Sport & Leisure*

Douglas Mills  
*Improvement, Partnerships & Community Safety*

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

**Published:** Wednesday, 9 February 2011

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# Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest in matters before this meeting
- 3 To approve the minutes of the last Cabinet meeting held on 20 January 2011 1 - 12
- 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 Corporate Services & Partnerships Policy Overview Committee review on the Census 2011 (Cllr Mills) 13 - 42
- 6 Residents' & Environmental Services Policy Overview Committee review on Town Twinning relationships (Cllrs Mills and Higgins) 43 - 68
- 7 Monthly Council Budget Monitoring Report - Month 9 (Cllr Bianco) 69 - 104
- 8 The Council's Budget - Medium Term Financial Forecast 2011/12 - 2014/15 (Cllrs Puddifoot and Bianco) **\*REPORT TO FOLLOW\***
- 9 Schools Budget 2011/2012 (Cllr Simmonds) **\*REPORT TO FOLLOW\***
- 10 Housing Revenue Account Rent Setting 2011-2012 (Cllr Corthorne) 105 - 126
- 11 Regulation of Street Entertainment - Busking (Cllr Bianco) 127 - 144
- 12 Responsible Retailer Scheme (Cllr Mills) 145 - 150
- 13 Older People's Plan 2008-2011 (Cllrs Corthorne and Puddifoot) 151 - 176
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- 15 The Mayoral Community Infrastructure Levy (Cllr Burrows) 191 - 206

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| <b>16</b> | Guru Nanak Sikh School - surrender and renewal of lease to facilitate application for Academy status (Cllrs Bianco and Simmonds) | 207 - 214 |
| <b>17</b> | Extension of Parking Enforcement Contract (Cllrs Burrows and Seaman-Digby)   | 215 - 220 |
| <b>18</b> | Recruitment Advertising Services Contract (Cllr Seaman-Digby)  | 221 - 226 |
| <b>19</b> | Council Tax telephony service (Cllrs Bianco and Seaman-Digby)  | 227 - 232 |
| <b>20</b> | Hayes End Library Site - award of contract to construct a new library and fifteen apartments (Cllr Bianco)                       | 233 - 240 |
| <b>21</b> | 7 Breakspear Road North, Harefield (Cllr Bianco)   | 241 - 246 |
| <b>22</b> | Proposals to change the first tier management structure of the Council (Cllr Puddifoot) <b>*CIRCULATED SEPARATELY*</b>           |           |

*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.*

- 23** Any other items the Chairman agrees are relevant or urgent

## Minutes

### Cabinet

Thursday, 20 January 2011

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



Published on: 21 January 2011

Decisions come into effect on: 28 January 2011

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

Ray Puddifoot (Chairman)

David Simmonds

Jonathan Bianco

Keith Burrows

Philip Corthorne

Douglas Mills

Scott Seaman-Digby

#### **Members also Present:**

Josephine Barrett

George Cooper

Judith Cooper

Brian Crowe

Catherine Dann

Dominic Gilham

Mo Khursheed

Edward Lavery

Mary O'Connor

John Riley

Brian Stead

#### **238. APOLOGIES FOR ABSENCE**

Councillor Henry Higgins.

#### **239. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING**

None.

#### **240. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING HELD ON 16 DECEMBER 2010**

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

#### **241. 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.

**242. STANDARDS AND QUALITY IN EDUCATION 2010**

**RESOLVED:**

**That the Cabinet notes the report.**

**Reasons for decision**

Cabinet received the most recent data on educational attainment and achievement. Cabinet noted the standard and quality of education in Hillingdon's schools and the performance trends and inspection outcomes for the academic year 2009/10.

**Alternative options considered and rejected**

None.

**Officer to action:**

Tim Lake, Education and Children's Services

**243. LOW COST HOME OWNERSHIP - PHASE 2 OF THE HRA PIPELINE PROGRAMME**

**RESOLVED:**

**That Cabinet:**

- 1. Approves that officers accept and draw down the funding that is available from the HCA for building 29 homes for Hillingdon residents that will be available for purchase at low cost (otherwise known as low cost home ownership or LCHO).**
- 2. Approves that the expenditure for this scheme not covered by grant funding and sales receipts is covered by a combination of prudential borrowing and HRA receipts.**
- 3. Approves that officers enter into the required grant agreement with the HCA that will set out the terms and conditions of the grant funding.**
- 4. Approves that officers conduct a tender exercise (OJEU procedure) to appoint a contractor to carry out the building works.**
- 5. Approves that officers carry out a tender exercise to appoint specialists to coordinate the programme (an Employers Agent and CDM Co-ordinator responsible for health and safety).**
- 6. Approves the appointment of external solicitors to undertake specialist work in relation to the grant agreement.**

7. Approves that in the event of one of the sites not proceeding, one of the substitute sites named in Paragraph 18 of the report is included in the programme instead.

***Cabinet asked officers to seek Member approval on any expenditure above that given by the grant or on the development of alternative sites.***

#### **Reasons for decision**

Cabinet agreed to the deployment of inward investment to support its objectives to build additional homes for low cost home ownership whilst also redeveloping sites in the Borough that were vandalised, derelict or underused. Cabinet welcomed this funding opportunity to give local residents greater access to the property ladder and good quality housing. Cabinet asked officers to seek Member approval on any expenditure above that given by the grant or on any alternative site development.

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

Cabinet could have decided not to proceed with the projects and not provide any additional housing opportunities for residents. Alternatively, Cabinet could have decided to proceed but fund the projects entirely with the council's own resources.

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

Paul Feven, Adult Social Care, Health and Housing

## **244. LOCAL SAFEGUARDING CHILDREN BOARD ANNUAL REPORT**

#### **RESOLVED:**

**That Cabinet notes the Local Safeguarding Children Board Annual Report and takes account of its conclusions in future planning for children's services.**

#### **Reasons for decision**

Cabinet received the Annual Report of the Local Safeguarding Children Board and noted the effectiveness of children's safeguarding in Hillingdon and priorities for future action and attention.

#### **Alternatives considered and rejected**

None

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

Paul Hewitt, Education and Children's Services

## **245. MONTHLY COUNCIL BUDGET MONITORING REPORT - MONTH 8**

### **RESOLVED:**

**That Cabinet:**

- 1. Note the current forecast budget position for revenue and capital as at Month 8.**
- 2. Note the treasury update at Appendix B.**
- 3. Approves the retaining of six agency staff, four in Planning, Environment and Community Services, one in Finance and Business Services and one in Adult Social Care, Health & Housing as detailed in Appendix C.**
- 4. Approves the car parking fees and charges as set out in Appendix D to be effective from 31st January 2011, amended to show where 30 minutes free parking currently exists it continues for both residents and non-residents.**
- 5. Agree the approval of the car parking fees and charges as urgent and requests that the scrutiny call-in be waived so that the decision takes immediate effect.**

### **Reasons for decision**

Cabinet noted the latest forecast revenue and capital position for the current year 2010/11 and the treasury update. Cabinet also approved retaining skilled agency staff and agreed the fees and charges for car parking in the Borough that would come into effect from 31<sup>st</sup> January, amended to retain the free parking period for both residents and non-residents.

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

None.

### **Officers to action:**

Christopher Neale / Paul Whaymand, Finance and Business Services

## **246. SECURITY SERVICES - CONTRACT AWARD**

### **RESOLVED:**

**That Cabinet notes the outcome of the tendering exercise and agrees the award of a contract to MJF Corporate Guarding Limited for a period of 3 years with an option to extend for a further 2 years in the sum of £431,984.90 per annum commencing on 1<sup>st</sup> March 2011.**

### **Reasons for decision**

Cabinet considered the outcome of the tendering exercise for the Security Manned Guarding Contract and agreed the award of a contract to MJF Corporate Guarding Limited. Cabinet agreed that the tender presented by the company delivered the best value option for the Council by reducing security costs in future years.

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

Cabinet could have decided to not award the contract which would have negated any savings being made.

### **Officer to action:**

Steve Smith, 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).*

## **247. CARER SUPPORT SERVICE - CONTRACT AWARD**

### **RESOLVED:**

**That Cabinet approves the appointment of Hillingdon Carers for a period of three years commencing from the 1<sup>st</sup> April 2011 to provide:**

- 1. A generic information, advice and support service for carers in Hillingdon and;**
- 2. A Young Carers Project to support those under 18 who provide care.**

### **Reasons for decision**

Cabinet was acutely aware of the importance of Carers and the need to provide residents with caring responsibilities with the necessary support. Following full market testing of the Carer Support Service, the Cabinet decided to award the contract which represented best value.

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

Cabinet could have undertaken other options which would have not complied with procurement standing orders or would have resulted in organisations new to Hillingdon not being able to bid for this service.

**Officer to action:**

Paul Feven, Adult Social Care, Health and Housing

**Exempt Information**

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**248. PLANNING APPLICATION SERVICE - CONTRACT AWARD**

**RESOLVED:**

**That the Cabinet approves the appointment of Terra Quest to validate, assess and otherwise process specific categories of planning applications.**

**Reasons for decision**

Cabinet noted that the three existing planning application outsource contracts would end in May 2011 and did not provide for further extension. Cabinet therefore considered the open tender process undertaken by officers and agreed the planning consultant that offered the Council best value, both in terms of value for money and quality of service.

**Alternative options considered and rejected**

Cabinet could have chosen an alternative planning consultant tender that was not the most economically advantageous or it could have decided to bring all planning and validation services back in-house, resulting in additional costs.

**Officers to action:**

James Rodger / Matthew Duigan, Planning, Environment and Community Services

**Exempt Information**

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**249. MENTAL HEALTH FLOATING SUPPORT - CONTRACT AWARD**

**RESOLVED:**

**That Cabinet:**

- 1. Agrees the award of the contract to Hestia Housing and Support for a new floating support service people with mental health needs.**
- 2. Agrees to the inclusion within the contract to be awarded to Hestia Housing a clause allowing the council to vary the volume of units of floating support both upwards and downwards.**

**Reasons for decision**

Cabinet noted that the contracts for existing mental health floating support services in the Borough were coming to an end and that officers had undertaken a competitive tendering exercise for a replacement service. Cabinet agreed the tender that offered best value and achieved efficiency savings over the three year period.

**Alternative options considered and rejected**

Cabinet could have decided to decommission the service but this would have left vulnerable residents without support.

**Officer to action:**

Paul Feven, Adult Social Care, Health and Housing

**Exempt Information**

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**250. NEW CATTLE FEED BARN AT WHITEHEATH FARM- CONSTRUCTION CONTRACT AWARD**

**RESOLVED:**

- 1) That Cabinet accept the tender submitted by Brian McCarthy Contractors Limited. in the sum of £324,002.89, which officers consider offers the Council best value for the construction of a new barn.**

- 2) That the Cabinet approves the increase of the 2010/11 Farm Barns budget to £320k with the addition of £70k of unsupported borrowing.

#### **Reasons for decision**

Cabinet agreed that it should fulfill its statutory responsibilities as a landlord of agricultural land and following a procurement process, it agreed the tender which represented best value for the construction of a cattle feed barn at Whiteheath Farm in Harefield ward. Cabinet noted that the current barn was dilapidated and not likely to last another winter which would place the livestock at a risk of infection and possibly reduce the milk yield.

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

Cabinet could have decided not to fulfill its responsibilities which would have put livestock at risk and led to the possibility of a claim against the Council to the Agricultural Land Tribunal.

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

Michael Kinsella, Planning, Environment & Community Services

#### **Exempt Information**

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## **251. PRIMARY SCHOOL AND SCHOOL CAPITAL PROGRAMME - CONSTRUCTION CONTRACT DECISIONS**

### **RESOLVED:**

**That Cabinet:**

#### **Phase 1**

**1) Agree to additional Architect Led Design Team consultancy costs of 221,000 in addition to the costs as per the previous Cabinet decision on 15 July 2010 for the pre-construction phase;**

**2) Agree a Consultant Contract with Drivers Jonas Deloitte for the contract administration of construction projects at six primary schools sites, at a contract figure of £594,129 for the construction phase;**

3) Agree a Consultant Contract with Hunters for the Construction Design and Management Coordinator at six primary schools, at a contract figure of £49,660 for both pre-construction and construction phases;

4) Agree to a Building Contract with Leadbitter Construction Ltd for the construction works at six primary schools, at a contract figure of £16,796,329;

#### Phase 1A

5) Agree to a Consultant Contract with Mace for the pre-construction design phase and contract administration to provide 7 forms of entry at various schools that are to be identified, at a contract figure of £213,150;

6) Delegate authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Director of Planning, Environment & Community Services, to make a decision on the award of contracts for school expansion projects, as they arise, on the receipt of relevant tender information and any necessary education approvals;

#### Proposed Rosedale School Expansion

7) Agree a Consultant Contract with Mace for the design and contract administration at Rosedale school, at an anticipated contract figure of £209,000;

8) Delegate authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Director of Planning, Environment & Community Services, to make a decision on the award of contracts for the Rosedale school expansion project upon the receipt of relevant tender information;

#### Necessary School Planning Applications

9) Delegate authority to the Director of Planning, Environment and Community Services, in consultation with the Leader of the Council and Cabinet Members for Education and Children's Services and Finance, Property and Business Services, to:

a) Approve the submission of any planning applications required to progress the overall schools expansion programme and;

b) Agree any consultancy services necessary for the submission of such planning applications.

#### Capital release & Virement

10) Subject to the agreement of the Leader of the Council and Cabinet Member for Finance Property and Business Services at the meeting, approve to release

**£23,239k of capital funds in order to progress the above recommendations. The amount previously release was £919k;**

**11) Approve the virement of £2,974k from the Primary School Expansions budgets within Education & Children's Services to Major Construction Projects;**

### **Urgency**

**12) Agree the urgency of this matter and the need to ensure the expedient delivery of the school expansion programme and therefore requests the call-in procedures be waived on the above recommendations so that any decisions take immediate effect.**

### **Reasons for decision**

Cabinet received a report to further progress the primary school and school capital programme. Cabinet agreed the need for new school buildings, conversion of existing buildings and provision of temporary accommodation to mitigate the risk of a significant shortfall in primary school and other school places for September 2011 and in subsequent years.

In carefully considering the tender and financial information in the report, Cabinet approved the necessary building and consultant contracts and agreed to delegate the approval of further contracts to Cabinet Members due to the tight timescales involved. Cabinet agreed that planning applications should be forthcoming for the relevant sites and approved the release of significant capital funds to provide the finances for this expansion programme.

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

Cabinet could have decided not to proceed with or delay the school expansion works which would have resulted in a severe shortfall of school places for the start of the September school year of 2011.

### **Officers to action:**

Bill Ogden, Norman Benn, Graham Davies, Michael Gallagher - Planning, Environment and Community Services

### **Exempt Information**

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## **Urgency Provisions**

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

### **252. ANY OTHER ITEMS THE CHAIRMAN AGREES ARE RELEVANT OR URGENT**

None.

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The meeting closed at 7.26pm

## **IMPORTANT INFORMATION**

### **DECISION AUTHORITY**

The following Cabinet decisions were agreed as urgent and after the Cabinet meeting the call-in period was waived in accordance with the Policy Overview and Scrutiny Procedure Rules in the Constitution:

- Item 8 (minute 245) - decision no.4 on parking fees and charges
- Item 14 (minute 251) - all decisions.

The above decisions therefore come into immediate effect.

The remainder of the Cabinet's decisions were not called-in by the Executive Scrutiny Committee and therefore come into effect from Friday 5pm, 28<sup>th</sup> January 2011 after the call-in period expires.

### **Changes to proposed decisions:**

Officers should note that the Cabinet amended recommendations and thereby agreed revised decisions on the following items:

- Item 8 (minute 245)

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**CORPORATE SERVICES & PARTNERSHIPS  
POLICY OVERVIEW COMMITTEE ON THE CENSUS 2011  
HOW THE COUNCIL CAN CONTRIBUTE TO IMPROVING  
THE POPULATION DATA FOR THE BOROUGH**

<b>Cabinet Member</b>	Councillor Douglas Mills
<b>Cabinet Portfolio</b>	Improvements, Partnerships & Community Safety
<b>Officer Contact</b>	Khalid Ahmed, Deputy Chief Executive's Office
<b>Papers with report</b>	Final Report

## HEADLINE INFORMATION

<b>Purpose of report</b>	To receive the Corporate Services & Partnerships Policy Overview Committee's report which has made recommendations to improve the Borough's returned Census questionnaires for the Census for 2011
<b>Contribution to our plans and strategies</b>	The data from the Census will contribute to a whole range of Council plans and strategies
<b>Financial Cost</b>	There are no direct financial costs associated with the recommendations of this report, as any resource requirements will be provided from within existing resources. However the benefits of a more robust set of population data collected through the Census could potentially have a positive impact on the resources that the Council receives in the future , as Government funding provided to local authorities takes into account population statistics.
<b>Relevant Policy Overview Committee</b>	Corporate Services & Partnerships Policy Overview Committee
<b>Ward(s) affected</b>	All

## RECOMMENDATIONS

That Cabinet:

1. Welcomes the review's final report from the Corporate Services & Partnerships Policy Overview Committee and gives consideration to the following recommendations;
  - a) That where practicable and subject to budgetary provision, officers be asked to consider some of the engagement methods and techniques gathered during the review, and tailor them towards the needs and issues applicable to Hillingdon. These be integrated into the Council's Census and Engagement and Consultation strategy.

- b) That the data from the Housing in Multiple Occupation (HMO) survey be shared with the Office for National Statistics to enable the engagement and participation in the Census of those residents who lived in structures in back gardens.
- c) That Hillingdon's Census Engagement and Communications Strategy be aligned as far as possible with the national initiatives and timescales, to ensure maximum impact and participation in the Census process.
- d) That in the Council's Census Engagement and Communications Strategy reference be made in the publicity for the Census to the strictly confidential nature of the information provided in the Census questionnaire and also the impact of non-participation in the Census on the Council's funding and on the delivery of essential services.
- e) That support be given to ONS working in collaboration with front line Council services to promote the participation of residents in the Census 2011 and to helping them complete the Census questionnaire.

## **INFORMATION**

### **Reasons for recommendations**

The recommendations are aimed at allowing Cabinet to take forward the POC's recommendations in relation to the review they undertook for the Census 2011.

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

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

### **Supporting Information**

The review held three witness sessions in September, October and November 2010 and the purpose behind the review was to work with the Office for National Statistics on engagement and communication measures which will be required to ensure the maximum participation and coverage of all residents in the Borough.

A high return of Census questionnaires is beneficial to the Council as in the long term the population data which results from a Census will contribute to the level of funding the Council receives from Central Government. Also, In view of the present economic climate with local government having to rationalise budgets, it will be to the Council's advantage if population data from the Census is as accurate as possible to ensure Government funding reflects the true population of the Borough.

The Committee's final report which is attached to this report provides full details of the review.

### **Officer Comments on Recommendations**

The review proposed the following five recommendations. Comments from officers regarding the recommendations are provided for Cabinet's information.

**Recommendation 1: That where practicable and subject to budgetary provision, officers be asked to consider some of the engagement methods and techniques gathered during**

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**the review, and tailor them towards the needs and issues applicable to Hillingdon. These be integrated into the Council's Census and Engagement and Consultation strategy.**

The review was provided with various methods which other local authorities were to use to get the Census message across to residents. Working in conjunction with the Office for National Statistics and within budgetary provision, the Council's Census Engagement and Communications Strategy would supplement ONS engagement and publicity activity to ensure the best possible count for the Borough.

This would include utilising the existing Council and Local Partnership communications channels to promote the Census; promoting the Census with communities throughout the Borough who are classified as "Hard to Count" and who have historically had a low response rate to the Census. Work would take place with local and regional organisations who have contact with communities to promote the Census and encourage local groups to assist others to complete their Census forms through completion events. One of the main tasks undertaken has been effectively promoting Census jobs to residents and Council staff to ensure Hillingdon has a strong field workforce to support Census delivery and collection.

The initial communications methods used so far have been community events which have involved community groups, interfaith networks and residents associations, marketing on the Council's website, an article in Hillingdon People and press releases to the local media. Activities will step up as Census Day on 27 March 2011 approaches.

**Recommendation 2: That the data from the Housing in Multiple Occupation (HMO) survey be shared with the ONS to enable the engagement and participation in the Census of those residents who lived in structures in back gardens.**

During the review the ONS were made aware of the London wide issue of houses / structures in the back gardens of homes, something raised by the Residents' and Environmental Services POC in a review on Planning Enforcement – Construction and Use of Detached Out Buildings (Homes in Back Gardens) undertaken last year. The people who lived in these structures were not known to the authorities and were not on the electoral register or registered for Council Tax. Reference was made to observations made during a Houses in Multiple Occupation (HMO) survey whereby it was estimated that in Hayes alone there were between 2000 and 3000 such structures.

The review asked that the information from the HMO survey be passed to ONS to enable contact to be made with residents in these properties to ensure their participation in the Census process. This information sharing between the Council and ONS was important as it would enable ONS to identify those people in the Borough that they would not have been able to engage with. It was stressed to the Committee that Census information would not be shared and was confidential.

**Recommendation 3: That Hillingdon's Census Engagement and Communications Strategy be aligned as far as possible with the national initiatives and timescales, to ensure maximum impact and participation in the Census process.**

The ONS provided the review with extensive details of the national communications strategy which would run from February 2011 to May 2011. Joint working was taking place between the Area Manager for ONS and Council officers to ensure maximum impact of the Census message. Particular importance would be the engagement of the community and voluntary sector.

The ONS and the Council had worked closely on covering the engagement which was planned with community and voluntary groups and organisations operating in the Borough that support “Hard to Count” groups.

**Recommendation 4: That in the Council’s Census Engagement and Communications Strategy reference be made in the publicity for the Census to the strictly confidential nature of the information provided in the Census questionnaire and also the impact of non-participation in the Census on the Council’s funding and on the delivery of essential services.**

As detailed in the final report, in the long term, Council funding is affected by the population data which comes out a Census. This directly affects the planning and delivery of Council services. Therefore, the message should be communicated to residents of the Borough that completing the Census questionnaire will benefit the Council in terms of the funding it receives from Government and the service provided to residents of the Borough.

From research undertaken one of the reasons that some residents gave for not wanting to participate in the Census, was the distrust in public authorities in terms of the use of personal information as supplied in the Census questionnaire. ONS officers gave assurances to the review that the information supplied on Census questionnaires was treated in strictest confidence and would not be used for any other purpose, other than for the purpose of the Census. The information supplied would not be used by any other Government Department, local Councils or marketing agencies. It is important that the message of confidentiality be communicated to residents during the publicity for the Census.

**Recommendation 5: That support be given to ONS working in collaboration with front line Council services to promote the participation of residents in the Census 2011 and to helping them complete the Census questionnaire.**

A major part of the ONS recruitment strategy for the Census has been recruiting Council employees to the Census as field staff and enumerators. Field staff recruited will be representative of the community areas they will be covering to encourage participation and to assist residents in the translation of the Census material, if required.

Of particular importance is the use of Council front-line staff that have face-to-face contact with the public.

Protocols were being worked on with local Councils in relation to the ONS enabling Council front line staff such as carers, to communicate the message of the Census to service users. Included in this would be providing an appropriate level of assistance to users to enable them to complete the Census questionnaire.

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

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

The Committee’s recommendations will improve the profile of the Census campaign and remind residents of the importance of completing the Census questionnaire. This is because the population data which comes out of a Census affects Council funding and the planning and delivery of services.

## **Consultation Carried Out or Required**

The Committee took evidence from ONS officers, from Council officers and from a Community Advisor for ONS.

## **Financial Implications**

There are no direct financial costs associated with the recommendations of this report, as any resource requirements will be provided from within existing resources. However the benefits of a more robust set of population data collected through the Census could potentially have a positive impact on the resources that the Council receives, as Government funding provided to local authorities takes into account population statistics.

The activities which will be undertaken as part of the Census process and which will be included in the Council's Census Engagement and Communications Strategy will all be within existing budgets and within planned workloads of officers concerned. ONS, through the national communications strategy will provide the overall funding for most of the engagement activities for the Census.

Joint working will take place between ONS and public organisations such as Hillingdon Council, and the Council on its part is providing assistance to the Area Manager of ONS in terms of providing storage space for literature associated with the Census.

## **CORPORATE IMPLICATIONS**

### **Corporate Financial Implication**

Corporate Finance has reviewed this report and is satisfied that the financial implications properly reflect the direct resource implications for the Council. An improved returned Census questionnaire may have a positive impact for Hillingdon, as the Government takes into account population statistics, when allocating funding.

### **Legal Implications**

Ensuring maximum participation in the census will help direct Council services where they are most needed and will inform future policy decisions. The recommendations tabled in this report are designed to ensure that maximum benefit is obtained from statistics that are compiled from information gathered during the Census.

Cabinet is authorised by Regulation 7.08(c) (5) of the Constitution to consider this matter.

## **BACKGROUND PAPERS**

Corporate Services & Partnerships Policy Overview Committee's final report on the Census review.

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HILLINGDON  
LONDON

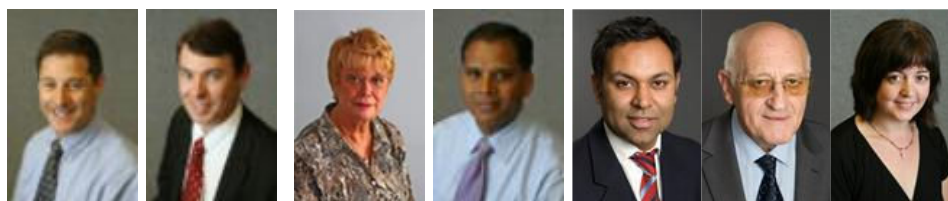


**CORPORATE SERVICES AND PARTNERSHIPS  
POLICY OVERVIEW COMMITTEE - 2010/11**

*CENSUS 2011 -  
TO LOOK AT HOW THIS COUNCIL CAN CONTRIBUTE TO  
IMPROVING THE POPULATION DATA FOR THE BOROUGH*

## Members of the Committee 2010/11

Cllr Richard Lewis (Chairman)  
Cllr Michael White (Vice Chairman)  
Cllr Robin Sansarpuri  
Cllr Jazz Dhillon (Member of the Committee for part of the Municipal Year)  
Cllr Raymond Graham  
Cllr Anita Mac Donald  
Cllr Carol Melvin



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## CHAIRMAN'S FOREWORD



We undertook this review in order to improve and understand better the role that the London Borough of Hillingdon could play in working with the Office for National Statistics (ONS), helping to improve the Borough's returned 2011 Census questionnaires.

There is obviously a close relationship between the population data which is gathered from a Census, and in the long term, the level of funding that the Council receives from Central Government.

The review looked at ways that we could increase the engagement and participation of all residents of the Borough in this process. Particular attention was given to the tools which are at the Council's and its partners disposal in terms of engaging with those sectors of the community who are classified as "Hard to Count", whilst not losing focus on engaging with ALL residents, to ensure maximum participation.

The Council's Census Engagement and Communications Strategy has been formulated as a result of the review looking at good practise which exists elsewhere and is aligned with the national communications strategy that the Office for National Statistics is working to.

Hopefully the final report into this review will reinforce the importance of residents of our Borough participating in the Census for 2011.

I would like to thank officers of ONS who participated fully in this review, together with the Hillingdon Council officers who supported us during this review.

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

## **CONCLUSIONS AND RECOMMENDATIONS**

The last Census took place in 2001 when response rates nationally varied between 63% and 99%. Hillingdon's response rate was 91.5% and ONS' target is to reach around 94%. The review found that it was important that OSN worked closely with local authorities who possessed the knowledge and the data on the communities within their boundaries.

This joint working would be beneficial for ONS in terms of improving the enumeration process and beneficial to local authorities in terms of better population data. This will in the long term result in more Central Government funding but will also help local authorities in the planning and delivery of its services.

The recommendations which the review has come up with all add value to the Council's Engagement and Communications Strategy and assist ONS in ensuring they engage with as many residents of the Borough as possible.

### **RECOMMENDATION 1**

That where practicable and subject to budgetary provision, officers be asked to consider some of the engagement methods and techniques gathered during the review, and tailor them towards the needs and issues applicable to Hillingdon. These be integrated into the Council's Census and Engagement and Consultation strategy.

**(Page 17 of the report)**

### **RECOMMENDATION 2**

That the data from the HMO survey be shared with the Office for National Statistics (ONS) to enable the engagement and participation in the Census of those residents who lived in structures in back gardens.

**(Page 18 of report)**

### **RECOMMENDATION 3**

That Hillingdon's Census Engagement and Communications Strategy be aligned as far as possible with the national initiatives and timescales, to ensure maximum impact and participation in the Census process.

**(Page 20 of the report)**

### **RECOMMENDATION 4**

That in the Council's Census Engagement and Communications Strategy reference be made in the publicity for the Census to the strictly confidential nature of the information provided in the Census questionnaire and also the

impact of non-participation in the Census on the Council's funding and on the delivery of essential services.

**(Page 22 of the report)**

#### **RECOMMENDATION 5**

That support be given to the Office for National Statistics (ONS) working in collaboration with front line Council services to promote the participation of residents in the Census 2011 and to helping them complete the Census questionnaire.

**(Page 22 of the report)**

## INTRODUCTION

The Corporate Services & Partnerships Policy Overview Committee at its meeting on 22 July 2010 agreed to look at the preparations for the Census in 2011.

Since 1801, every ten years the nation has set aside one day for the Census – a count of all people and household in the country. The Census is the most complete source of information about the population we have and it provides essential information from national to neighbourhood level for government, business and the community.

The Office for National Statistics (ONS) is responsible for carrying out the National Census. The Census is the only survey which provides a detailed picture of the entire population and is unique because it covers everyone at the same time and asks the same core questions everywhere. This makes it easy to compare different parts of the country.

The last Census which took place on 29 April 2001 saw response rates in local authority areas vary between 64% and 99%. In certain areas of London and among some population groups, significant numbers of people failed to complete the Census questionnaire.

In its report on the 2001 Census, the Treasury Select Committee recommended that any future Census should be justified in cost-benefit terms. A detailed business case has therefore been produced which clearly demonstrates the unique value of the Census and that the benefits of having the information far outweigh the costs of its collection. For example, over £100 billion per year (over £1 trillion in the decade between each Census) is allocated from central government to local authorities and to NHS Primary Care Trusts and the allocation formula takes account of the demand for services and is heavily dependent on population estimates, numbers of elderly, numbers of children, etc.

### AIM OF THE REVIEW

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

## **TERMS OF REFERENCE**

1. To look at the preparations and methods used for the 2011 Census and to support and add value through engagement with the area manager for the Office for National Statistics (ONS).
2. To look at measures which could be used to improve the accuracy of local population information to help the Council in its service planning.
3. To examine the role the Council has in promoting and encouraging residents of the Borough in conjunction with the ONS, to actively participate in the Census to ensure the best results for the Council and its residents.
4. To look at the plans the Council has to communicate the purpose of the Census and to see how the Council can work with community groups to maximise the response to the Census questionnaire.
5. To look at the measures which will be used to capture data from those hard to reach groups within the Borough.
6. To examine the implications of undercounting the Borough's population in relation to the grant funding the Council received from Government.
7. To consider measures which could be used with the Council's Strategic Partners to ensure population figures are accurate.
8. To look at the methods other local authorities use to improve the accuracy of Census data
9. To make recommendations to Cabinet on what the Council can do in relation to the promotion of the Census to residents of the Borough to ensure the Census questionnaire is widely completed.

## **REASONS FOR THE REVIEW**

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

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

Demographic professionals at the Greater London Authority (GLA) have indicated a prolonged period of births at around the high 2008 level. This demographic pressure is exacerbated by unusual family movements within the Borough caused by the economic climate.

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

## **METHODOLOGY**

For the review, witness sessions took place on 7 September, 13 October and 11 November 2010 and involved the following witnesses:

### **7 September 2010**

Nick O'Donnell – Head of Stakeholder Management – ONS  
Amanda King – Area Manager for ONS  
Pam Nash – Strategic Information Officer – London Borough of Hillingdon  
Kevin Byrne – Head of Policy and Performance – London Borough of Hillingdon  
Emma Marsh – Deputy Head of Communications – London Borough of Hillingdon

### **13 October 2010**

Nick O'Donnell – Head of Stakeholder Management – ONS  
Amanda King – Area Manager - ONS  
Mohamud Ali – Community Adviser – ONS  
Ben Lea – Schools Resources Manager – Finance & Business Services – London Borough of Hillingdon  
Pam Nash – Strategic Information Officer – London Borough of Hillingdon

### **11 November 2010**

Nick O'Donnell – Head of Stakeholder Management - ONS  
Amanda King – Area Manager – ONS  
Kevin Byrne – Head of Policy and Performance– London Borough of Hillingdon  
Toni Brown – Policy Team – London Borough of Hillingdon

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

#### Written evidence from witnesses

- Office for National Statistics – Information paper on The 2011 Census – A Design for England and Wales
- <http://www.ons.gov.uk/about>
- Presentations from the Census Liaison Officer and the Area Manager of ONS from the meeting which took place with community groups, interfaith networks and residents associations on 29 September 2010.
- Questions following presentation to Assistant Census Liaison Managers and a number of Area Managers who attended the Census Forum on 8 September 2010.
- Lambeth Council's Census Focus Group's Report on the reasons why participation rates in the Census differed amongst different groups of the community
- Greater London Authority / London Councils and ONS – Partnership and Engagement – A Pan-London Partnership Plan for the 2011 Census

## EVIDENCE AND FINDINGS

### What is the Census?

The Census is the definitive source of population and household information and plays a major role in the allocation of resources. The next Census will take place on Sunday 27 March 2011. The population data which comes out of the Census is essential for service planning, resource allocation and decision making purposes.

Central Government uses the Census:

- To monitor changes in society and local areas
- To identify problems
- To allocate and target resources
- To support bids for funding
- To plan for housing, education and transport
- To monitor and review the impact of plans and policies
- To inform decision making

The Council plans and targets its local services and makes extensive use of Census information for a number of reasons:

- Services delivery planning
- Population and household projections
- Calculating the scale of future housing needs
- Local education needs
- Local transport planning and traffic modelling
- Preparation of Local Authority Development Plans
- Community support services, including the delivery of home help and home care
- Preparing funding bid submissions

The last Census in 2001 succeeded in achieving a 94% questionnaire return rate overall, although return rates in some areas had been as low as 63%. The target for 2011 was to achieve around 94% again with the minimum target being 80%.

### The Census process

The Planning process for the 2011 Census started in 2002 with a wide ranging review of the future requirements for information, and alternative ways of gathering it. This confirmed that there is an ongoing need for high quality Census information, and that it can only be provided by a traditional Census in 2011. No alternative source would provide the quality of data required.

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For the 2011 Census, the Office for National Statistics will be drawing on the experiences of the 2001 Census, world best practice and changes in available technology. ONS is also looking to make best use of the knowledge that exists within local authorities about their own communities. It is clear from the 2001 experience that it will be mutually beneficial for local authorities and ONS to work in partnership when conducting the Census for 2011.

ONS want to benefit from local authority resources and their knowledge of governed areas to improve the enumeration process, and in turn, local authorities should benefit from better Census results.

### **New approaches for the process for 2011**

For the 2011 Census there will be a number of new approaches which will be introduced which have been designed to improve Census return rates in all areas and with all population groups. These include:

- Wide engagement in the community with the help of local authorities, representatives of target population and accessibility groups and a national publicity campaign
- Post out of all household questionnaires (around 25 million), based on a newly developed national address register
- Online completion: people will be able to complete and submit their answers online or fill in and return the paper questionnaire
- Questionnaire tracking and targeted field follow ups: to identify and follow up households which have not returned a questionnaire
- For the 2011 Census there would be a centralised system for tracking questionnaires. This would detect pockets of low returned questionnaires.
- There would be a newly developed national address register which would support the delivery of questionnaires, completion, tracking and follow up for all households.
- Questionnaires would be posted out and posted back, with questionnaire tracking making sure that the Census reached as many people as possible and ensured that addresses where questionnaires had not been returned were followed up by the Census field team.
- The Census field team would be a flexible team which would carry out intensive follow up work which would target areas where there were low returns. It was estimated that there would be 2.7million hours of follow up field activity.
- Field checks had already taken place on 15% of the country.
- There would be an on-line questionnaire and help centre, and a telephone helpline providing advice and guidance in many languages.

- The Census questionnaire would have to be completed in English and would be available in Braille if required. However there would be a translation in 56 languages of the Census questions.

### **Working in partnership with local authorities**

A crucial factor in the success of the Census would be working closely with local councils in improving public awareness and addressing the accuracy of the register. The key to the working relationship between ONS and the local authority would be the Census Local Partnership Plan (CLPP) which would be developed by the ONS area manager in conjunction with the Assistant Census Liaison Manager.

A CLPP is required for every district or unitary council in England and Wales. The CLPP will provide a shared view of the priorities for engagement and enumeration and summarise the actions that ONS, local authorities and local community partners will undertake.

The ONS representatives provided the Committee's review with details of a number of steps which had already been taken to this affect:

- Local Councils (including Hillingdon) have appointed Census Liaison Managers and assistants who would support the Census and be the single point of contact for the Census planning and activity. They would both work with the ONS Area Manager to promote the importance of the Census to residents, staff, Members and local partners.
- An important role that the Council would have would be helping to get the Census message across to communities. Reference was made to communicating the message to children and Members were informed that work would take place with schools to enable children from ethnic backgrounds to communicate the message to their parents.
- Information sharing would take place between ONS and local Councils to identify where there were demographic anomalies with returned questionnaires. However, it would be stressed that Census information would not be shared and was confidential.
- With the help of local Councils, engagement would take place with those sectors of the population who were reluctant or found it difficult to take part in the process.
- The local knowledge which Ward Councillors possessed would be an important resource.
- Local Councils would assist in the recruitment of local field staff, identifying suitable candidates with appropriate experience, such as electoral canvassers and people who worked on the last Census. Field staff would be representative of the community areas they would be covering to encourage participation.

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- The safety of field staff would not be compromised and staff would be reminded not to put themselves in danger when on people's doorsteps.
- 6 weeks after Census day on 27 March 2011, a doorstep survey would take place on around 1% of households.
- As Census data underpinned the planning and funding of Council services and healthcare, the Census was subject to a comprehensive quality assurance strategy. This would ensure that a number of key checks would take place to compare Census population figures with information from other sources.

### **The Role of Members in engaging with residents**

Through out the review Members were informed on the importance of themselves as Ward Councillors engaging with their constituents on the importance of participation in the Census.

The local knowledge which Members possessed was invaluable in terms of engaging and encouraging residents in their participation of the Census and to this end a number of training sessions and briefings were arranged for Members.

A Census Briefing took place for all Councillors on 29 November 2010 and as part of this Council's Member Development Day on 2 December 2010, a session was provided for all Members which provided details on the importance of their involvement in the Census 2011.

Members were asked to help the process by:

- Encouraging the completion of Census questionnaires via their surgeries and through their contacts out in their constituencies and throughout the Borough
- Promoting the completion of Census questionnaires at events and meetings etc
- Reassuring residents that the Census is confidential and the data is not shared with other organisations
- Supporting Census community events
- Encouraging local applications for field staff roles
- Supporting the ONS Area Manager with community liaison contacts

### **Partnership and Engagement - A Pan-London Partnership Plan for the 2011 Census**

In September 2010 a Census regional event was held in London where ONS, the Greater London Authority and London Councils agreed to produce a partnership plan which would identify potential gaps in Census engagement

and communications and also outline potential actions which would help raise the profile of the Census Across the city as a whole.

This Pan-London approach would draw on the relative strengths, resources and knowledge of a complex world city, held by ONS, the GLA, London Councils and the London Boroughs to add genuine value and avoid the duplication of effort in the approaches to maximise participation in the Census.

### **Hard to Count Groups**

Throughout the review Members were provided with details of how ONS would engage with those “hard to count” groups within the community. However the review felt that the emphasis of engagement should not just be to focus on minority ethnic groups, but should be to focus on all of the general public. This was because there was evidence to suggest that there were particular groups of the general public as a whole who needed to be aware of the importance of participation in the Census.

Representatives of ONS reassured Members that engagement would primarily be aimed at ALL members of the public. Information provided from ONS during the review included:

- An ONS Community Advisor would be working with all religious and community groups for the Somali population at community events across the Borough.
- Census information would be communicated to schools to enable children from a BME background to talk about the importance of completing the Census questionnaire
- With the help of local Councils, engagement would take place with those sectors of the population who were reluctant or found it difficult to take part in the process.
- In the recruitment of field staff, where possible, staff recruited would be representative of the community areas they covered to encourage participation of different community groups.
- The Census questionnaire would be translated into 56 different languages, although the questionnaire would have to be completed in English

The review was informed that community engagement meetings would take place throughout the Borough and one took place on 29 September 2010. This involved community groups, interfaith networks and residents associations. At this meeting, the Area Manager for ONS and the Assistant Census Liaison Officer gave a presentation on the purpose and aims of the Census and also provided details to these groups on the 140 Census vacancies which ONS were recruiting to.

## **Report of Lambeth Council – Census Focus Group**

The review as part of its evidence gave consideration to a report which had been prepared by Lambeth Council and which looked at the reasons why participation rates in the Census differed amongst some groups of the community.

Lambeth Council's corporate research and consultation team ran a series of focus groups in May this year with residents from those groups that are known to be less likely to respond to the Census. Four groups were held with young private renters, Black Caribbean, Black African and Polish residents.

The research consolidated the findings that these groups were less likely to respond to the Census with the majority of participants stating that they would not complete and return the Census form. Reasons given for this were:

- Lack of awareness of what the purpose of the Census is, and what is it for
- Not having English as their first language puts people off as well as the length and complexity of the form
- There was a belief that the Census questionnaire was unimportant as it was addressed 'to the occupier' whereas anything that they should fill in and return would be addressed to them personally
- There are misconceptions with the Census such as the belief that completion of the Census is optional and that the Council and the government already know the information about them through previous contact with Council services
- Young private renters expressed the view that they generally do not use Council services and therefore they do not see the improved government funding the Council would get from improved Census responses, as being of any benefit to them

The findings of the research emphasised the importance of effective communications in maximising the response rate to the Census in 2011. Suggestions which came out of the research and which could possibly be used for Hillingdon in terms of publicity were:

- Early implementation of a Census awareness raising campaign
- A clear explanation of what the Census is, what it is used for and why it is important for residents to participate
- Localise the message, help people to see it as important to the borough, rather than a national initiative
- It is important to focus the message around the increased funding the Council would receive from central government and the positive impact this would have on service delivery

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

#### In terms of practical help

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

The review was also given an insight into the work that the London Borough of Hounslow had carried out in relation to their communications strategy and the main points of their draft strategy were:-

- To Identify those groups who are classified as 'hard to count' groups who had significantly low response rates during the last Census
- To also identify from local intelligence those groups of people who have a low level of engagement with the Council i.e. private tenants, hard to reach white working class residents, residents with learning difficulties etc
- Using ONS population estimates, and local intelligence to identify the main cluster areas where these 'hard to count' groups are located

- Planned communication and engagement activities divided by Council Department and Partner Organisation and working with a Census Stakeholder Group
- A wide range of activities such as front line staff talking to clients about the importance of the Census, public notices, use of local media, websites, use of youth centres, schools, community centres and voluntary groups and so on

Residents in the Hard to Count Groups make up approximately 6% of the Borough population. Therefore it is vital that in order to secure a high volume and coverage of Census responses in 2011, that residents in these Hard to Count Groups are sufficiently engaged to ensure completion of the Census questionnaire. The review asked that officers give consideration to some of the methods and techniques suggested during the review and use them where they are suitable for Hillingdon.

#### **RECOMMENDATION 1**

***That where practicable and subject to budgetary provision, officers be asked to consider some of the engagement methods and techniques gathered during the review, and tailor them towards the needs and issues applicable to Hillingdon. These be integrated into the Council's Census and Engagement and Consultation strategy.***

#### **Homes in Back Gardens**

During the witness session when the review was provided with information regarding the problems that ONS would have in terms of engaging with Hard to Count Groups, discussion took place on the group of people who resided in sub-let properties. ONS representatives informed the review that since the last Census there had been an increase in home owners sub-letting their properties and engaging with these groups would be a challenge.

The review was also provided with details of the London wide issue of houses / structures in back gardens. People who lived in these structures tended not to be on the electoral register or registered for Council Tax.

The erection of structures in gardens without Planning or Building Control regulation was a particularly challenging issue and was a London wide matter and reflected demand for rented accommodation and gaps in current Planning legislation.

Members were informed in a review undertaken by the Residents' and Environmental Services Policy and Overview Committee in 2009/10 on Planning Enforcement – Construction and Use of Detached Out Buildings

(Homes in Back Gardens) reference was made to observations made during a Houses in Multiple Occupation (HMO) survey. From counts made in a number of streets in Hayes, officers estimated there were between 2000 and 3000 such structures locally, numbers of which were privately rented, either singly or in multiple- occupation. These structures did not tend to show up in HMO counts or censuses and, where occupied, were likely to be on cash basis.

The review asked that the information from the HMO survey be passed to ONS to enable contact to be made with residents in these properties to ensure their participation in the Census process.

## **RECOMMENDATION 2**

***That the data from the HMO survey be shared with the Office for National Statistics (ONS) to enable the engagement and participation in the Census of those residents who lived in structures in back gardens.***

### **National Communication and Advertising Campaign**

The review was informed that with the change in the Government in May 2010 a review took place into the advertising and publicity budgets of Government departments which resulted in details of the national advertising campaign for the Census being delayed. Hillingdon's Engagement and Communications Strategy would be aligned to the national campaign to ensure completeness and consistency.

ONS informed the review that the national advertising campaign would reinforce the message to residents that Census information was confidential and could not be accessed by other public authorities. The advertising campaign would run from February 2011 to May 2011 and would comprise of the following:

- The campaign would be insight based and would be influenced by education, engaging and enforcement
- The first phase of education would run from 21 February – 17 March
- Phase 2 - engaging and "call to action" – 18 March till 6 April
- Phase 3 – enforcement – 7 April till 1 May
- The education phase would aim to promote awareness and understanding of the Census benefits. It would give the general public the reasons of why to take part in the Census
- The advertising campaign would be up-weighted for student, youth and Black Minority Ethnic (BME) audiences
- The National TV advertising would consist of 30 second adverts. There would be a national outdoor advertising campaign with large bill board posters

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- BME audiences would also have TV advertising in relevant languages and press advertising in relevant languages
- A Census purple coloured bus would travel around London to increase the general public's awareness of the Census
- Phase 2 – “Call to action” would give everyone clear direction of what they needed to do and when
- The national TV campaign in Phase 2 would be high frequency 10 second TV adverts with a clear message of “it's time to fill it in”. There would be a National outdoor campaign at heavyweight and premium sites
- There would be online and mobile advertising for youth and student audiences
- Reference was made to the work which would be carried out in student residences and that efforts should be made to engage with foreign students to ensure the message of the Census got across
- Phase 3 would clearly state what the consequences of non-compliance would be. The potential of a fine would be a motivator to some people
- Local partnerships would continue to be developed with local authorities and the Third Sector.
- There would be BME parents outreach events in schools
- There was an on-line BME photo competition around a ‘Then and now: family stories’ theme
- Reference was made to the work being carried out with secondary schools with CensusAtSchool. This was an educational programme provided by the Royal Statistical Society Centre for Statistical Education. The real life example of the Census was used to teach mathematics and statistics in schools
- The Census would be written into the story lines of TV programmes such as soap operas
- A message would be communicated that the penalty for failing to fill in the Census questionnaire would result in a fine of £1,000.
- Reference was made to the many uses of Census data and the increased amount of genealogy research which now took place. In addition the data helps voluntary organisations and charities identify populations to target initiatives and to make representations to Government

### **Hillingdon's Census Engagement and Communications Strategy**

Members were informed that this Council's Communications Strategy for the Census was drafted, having worked closed with ONS. An article had been published in Hillingdon People but the main publicity push would be at the beginning of next year. There would be events, presentations, poster campaigns and the Council's website would promote the Census.

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The review was informed that a Councillor's Census toolkit had been produced which would provide Members with information to help them engage with their constituents on the Census. This was subsequently sent to Members and would help them when speaking to their constituents about the Census.

### **RECOMMENDATION 3**

***That Hillingdon's Census Engagement and Communications Strategy be aligned as far as possible with the national initiatives and timescales, to ensure maximum impact and participation in the Census process.***

#### **Primary Care Trust**

The review was provided with details on the repercussions of undercounting on the Census for the provision of health services. The Joint Director of Public Health provided written evidence and commented that in respect of the PCT funding, the Census is much less important than for LBH. This is because NHS funding is predominantly based on historic funding. A target funding based partly on population size is also calculated but the pace of change to the target budget from the historic budget is usually small. The formula for calculating the target budgets for PCTs has varied over the years and it is therefore possible to argue that the formula does not reflect the relative needs of Hillingdon but it would not be straightforward to claim PCT under-funding. However, looking ahead it is clearly advantageous to have as complete an enumeration as possible in the next Census in 2011.

#### **Financial impact on the Council of undercounting the Census**

One of the major implications of undercounting in the Census is the impact on the funding the Council receives. Over the long term, Census data would impact on the Government grant distributed to the Council. The review was provided with the following information on the reason why maximising the returns of Census questionnaires benefitted the Council's funding from central Government:

- Census data was more critical to the long term financial planning of the Council than the short term. There was no short term gain to this Council from the data produced from the Census
- The data provided was used for the Sustainable Community Strategy which set out Hillingdon's Local Strategic Partnerships aims and ambitions for the Borough over the next 10 years
- Census population data would not immediately impact on Government grant allocations to this Council. Formula grant distribution for 2011/12

- would be based on ONS 2008 based Sub-National Population Projections which were released in May 2010
- The earliest time that the population data from the 2011 Census would filter through and impact on the Council in terms of grants, would be around 2014/2015. However, once in the funding system, Census population data stay in the population estimates for a long time, since all ONS population estimates and projections were ultimately based on adjustments to the fixed Census count
  - One of the main groups believed to be undercounted were recent migrants. Concerns over undercounting of migrants in ONS population estimates peaked in 2007 and had generally receded since then, based on three key factors:- the impact of the recession, a tightening of visa restrictions and an improvement in ONS methodologies for identifying the impact of migrants on population estimates
  - A significant demographic issue currently impacting on the Council was the increase in live births in the Borough and the impact of this on the future demand for primary school places. The Census would provide a key barometer of this trend and the opportunity to compare the Census population count with other local data generated through the annual school census and early years census and Primary Care Trust data. Schools funding for the Borough was not dependent on ONS Census data but rather on the education censuses which take place
  - The review was made aware that the impact of population change on current Government grant allocations was uncertain and unpredictable. In the current year the Council received £84.4m in Government formula grants which used 2004 based sub national population projections as the population indicator.
  - This underlines the instability contained in the current formula grant distribution model rather than any reason not to ensure that the Census count in Hillingdon is as accurate as possible
  - Although there were no immediate plans to do so, it was possible that funding distribution systems could change significantly over the medium to long term.

The review concluded that the message should be communicated to residents of the Borough that completing the Census questionnaire will benefit the Council in terms of the funding it receives from Government and the resultant planning and delivery of services to residents.

Evidence suggested that one of the reasons that residents used for not wanting to participate in the Census, was the distrust in public authorities in terms of using personal information supplied by residents. ONS officers assured the Committee that the information supplied on Census questionnaires was treated in strictest confidence and would not be used for any other purpose, other than for the purpose of the Census.

#### **RECOMMENDATION 4**

***That in the Council's Census Engagement and Communications Strategy reference be made in the publicity for the Census to the strictly confidential nature of the information provided in the Census questionnaire and also the impact of non-participation in the Census on the Council's funding and on the delivery of essential services.***

#### **Council Front Line Staff**

The review was provided with information relating to utilising the Council's front line service staff in communicating the purpose of the Census to residents and in ensuring that residents returned Census questionnaires.

ONS informed the review that part of the reason for ONS recruiting Council staff as enumerators and field staff was because of the varied nature of the work undertaken by the Council and its partner staff. These staff would be invaluable in terms of communicating the Census message to service users out in the community.

The review was also supplied with information on the importance of engaging with schools and that some local authorities had undertaken "Mini Censuses" in schools, bringing in a history element to make the subject interesting. Reference was made to providing information on the importance of the Census to children which would enable discussions to take place with their parents and thus reinforce the Census message.

ONS reported that protocols would be developed in collaboration with local authorities in relation to carers and other front line staff in relation to communicating the Census and also completing the Census questionnaire on behalf of clients.

#### **RECOMMENDATION 5**

***That support be given to the Office for National Statistics (ONS) working in collaboration with front line Council services to promote the participation of residents in the Census 2011 and to helping them complete the Census questionnaire.***

#### **Migrants and Refugees**

The review was provided with information in relation to Dover District Council and how the authority was dealing with migrants and refugees. ONS officers had made contact with migrant community organisations that offered help and support to recent and longer term migrants in and around the Dover area.

The promotion of Census completion was being carried out through these organisations and all promotional materials were being provided in a variety of languages. Members noted that many of these communities were often hesitant to provide official authorities with information on themselves and the objective was to gain the trust of these people.

Migrants tended to settle in small geographical areas and ONS would be linking in with local shops and using these as information hubs. Local Gateways would be used to promote the Census, links would be developed with local letting agents who would be asked to promote Census completion to tenants.

### **Detention Centres**

For Census day on 27 March, data will also be collected from the Detention Centres which are located at Heathrow Airport as those people who have been detained when entering the country at the airport will also be included in the Census data.

The review was informed that the Area Manager of ONS for the Crawley area had informed the review that he would be working with the Home Office and would visit detention centres for Gatwick Airport to gauge the numbers of people detained. The Area Manager of ONS for Hillingdon would replicate this in the case of Heathrow Airport.

### **Financial Implications of the Review's Recommendations**

The activities which will be undertaken as part of the Census process and which will be included in the Council's Census Engagement and Communications Strategy will all be within existing budgets and within planned workloads of officers concerned. ONS, through the national communications strategy will provide the overall funding for most of the engagement activities for the Census.

Joint working will take place between ONS and public organisations such as Hillingdon Council, and the Council on its part is providing assistance to the Area Manager of ONS in terms of providing storage space for literature associated with the Census.

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## RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE REVIEW OF HILLINGON'S TOWN TWINNING RELATIONSHIPS

<b>Cabinet Members</b>	Councillor Henry Higgins Councillor Douglas Mills
<b>Cabinet Portfolios</b>	Culture, Sport and Leisure Improvements, Partnerships & Community Safety
<b>Officer Contact</b>	Natasha Dogra, Deputy Chief Executive's Office
<b>Papers with report</b>	Final Report

### HEADLINE INFORMATION

<b>Purpose of report</b>	To receive the Residents' and Environmental Services Policy Overview Committee's report providing recommendations which seek to build upon the Borough's current Town Twinning arrangements.
<b>Contribution to our plans and strategies</b>	This report contributes to the Council's priorities for promotion of a historically important and modern Borough.
<b>Financial Cost</b>	There are no direct financial implications arising from this report and some potential savings of £4,000 for 2011/12 are identified.
<b>Relevant Policy Overview Committee</b>	Residents' and Environmental Services Policy Overview Committee
<b>Ward(s) affected</b>	All

### RECOMMENDATIONS

That Cabinet:

1. Welcome the report from the Residents' and Environmental Services Policy Overview Committee and note the general consensus it found in favour of improving Hillingdon's Town Twinning relationships; and
2. Agree to take forward the POC's recommendations as part of the wider community engagement agenda, as set out below:

**Recommendation 1:** A Member and Officer Working Group should be established to explore the benefits, developments and arrangements of twinning with the departments in which Mantes-La-Jolie and Emden are situated;

**Recommendation 1 a:** That the Working Party establishes set guidelines that Budget spending should be adhered to;

**Recommendation 1 b:** That the Working Party investigate the length of exchange visits and the number of representatives;

**Recommendation 2:** That, subject to the working group's findings, the town twinning relationship with Schleswig be ended;

**Recommendation 3:** Continue with attendance at the annual conference by Hillingdon Council Cabinet member/s, Chairman of the Twinning Working Party and relevant officer to maintain relationships and to agree on-going contact strategy/updating of links;

**Recommendation 4:** Update the contact directory of businesses / community / music / sports groups etc in the two departments for use by those Hillingdon groups looking to make links in these two areas - not just the towns - and publicise these contact via the Hillingdon web site.

**Recommendation 5:** Better use the Council's directory to pinpoint UK and EU funds available for such trips, including how to apply guides and to publicise this information via the Council's website;

**Recommendation 6:** The current officer arrangement be revised to ensure a cross directorate approach is taken in place when advising and organising twinning arrangements;

**Recommendation 7:** That a budget of circa £8,000.00 only be allocated for town twinning over in the years Hillingdon are hosting the annual conference or organising youth exchanges. The budget of circa £4,000.00 only should be granted in the year Hillingdon are not hosting the annual conference or the youth exchange;

## **INFORMATION**

### **Reasons for recommendations**

The recommendations are aimed at allowing Cabinet to take forward the POC's recommendations made in the Town Twinning Final Report.

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

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

### **Supporting Information**

The review provided an opportunity to examine the benefits to Hillingdon residents of the current organisational arrangements the Council has in place with the three twin towns and what benefits there were in establishing an alternative arrangement with a similar sized authority or, indeed, authorities, overseas

The review included the current co-ordination of the programme, the value for money of the range of activities organised, if these arrangements should continue and, if so, whether they should be in the current format or be revised.

The review examined the scope of current twinning activities and any benefits to Hillingdon residents there were to expand this to other sectors, potentially including more arts related activities, professional / training opportunities, business links and programmes to address common issues such as health, community safety, civic pride, music events, town centre management and economic development.

The Committee chose 'Hillingdon's Town Twinning relationships' as a review topic in 2010/11 to enable the Council to build on its successes so far.

The review into the current arrangements Hillingdon has in place with Schleswig and Emden in Germany and Mantes-La-Jolie in France, was chosen to assess the value and benefit of the arrangements provided to Hillingdon residents and to consider the benefits that twinning with a similar size authority overseas may bring.

The review took place between September 2010 and January 2011. The Committee took evidence from the Head of Modern Foreign Languages at Uxbridge High School, Ruislip Rangers Football Club, Modern Foreign Languages Advisor, School Improvement Service, District Commissioner Uxbridge Scouts and Councillors involved with Town Twinning.

### **Committee Recommendations**

The review proposed the following eight recommendations. Comments from officers regarding the recommendations are provided for Cabinet's information.

**Recommendation 1: A Member and Officer Working Group should be established to explore the benefits, developments and arrangements of twinning with the departments in which Mantes-La-Jolie and Emden are situated.** This Group will nurture twinning opportunities and raise awareness of activities taking place in Hillingdon's twinned towns. The Group should comprise Elected Members, an Officer from Education and Children's' Services, a Youth Service Representative, Art & Culture officer, and a representative from Sport and Leisure.

Officer comments: This will enable opportunities for projects to be effectively planned with the relevant service area. An effective group will also ensure that there is accountability in relation to twinning activity and that it is delivered with appropriate use of resources with direction and member input to support and guide activities. It may also provide an opportunity to invite representatives from other sectors in both the private and public sector for specific projects. Expanding the geographical area of the current twinning arrangements to include East Frisia where Emden is located and the Yvelines Department to the West of Paris will open up opportunities to explore wider links that may be more beneficial to Hillingdon.

**Recommendation 1 a: That the Working Party establishes set guidelines that Budget spending should be adhered to.** Spending of resources should be monitored to ensure the resources are spent appropriately.

Officer comments: Currently there are no specific guidelines concerning use of resources for twinning activity. An agreed set of protocols will ensure that resources are allocated appropriately.

**Recommendation 1 b: That the Working Party investigate the length of exchange visits and the number of representatives.** The Committee believe that the length of visit has the

capacity to be cut down to 3 days instead of 4, with the number of representatives decreasing to 3 from 6; thereby reducing costs.

Officer comments: Currently it is usual for each of the twinned authorities to invite up to 6 persons for official visits for 4 days (Thursday – Sunday). Sending fewer paid representatives will help to reduce costs without affecting our relationship with the twin towns and cutting the number of days by travelling early on a Friday will reduce this further for both the host town and visiting groups.

To ensure that there is a consistent approach this should be raised with the other towns so that there is an agreed way forward for future visits to and from twin towns.

**Recommendation 2: That, subject to the working group's findings, the town twinning relationship with Schleswig be ended.** There are few benefits in maintaining relationships with this town as it does not reflect Hillingdon in terms of size and it has its own arrangements with Mantes-La-Jolie.

Officer comments: Twinning arrangements in Hillingdon are unusual in that we have two towns (Emden and Schleswig) in the same country. While it is sensible to review if such an arrangement is appropriate and consider ending one of the partnerships, there has been very little formal contact with Emden in recent years and it is not clear at present how committed they would be to extending current activity. However, there are significant opportunities to extend the links with Emden and the wider East Frisia region with large sea port and manufacturing sector including VW car plant and Wind Turbine companies located nearby.

Schleswig and Mantes are inextricably linked as the twinning arrangement is a three way pledge with Hillingdon that was agreed in 1958. Breaking the link with Schleswig may make our future relationship with Mantes more awkward and conscious that in order to expand the range of activities to the wider Yvelines Department will likely require some input from the town. It may therefore be prudent for the working group to first establish the extent that Emden or East Frisia are willing to extend the links before either terminating the Schleswig link or minimising the link two one or two key projects that also involve Mantes.

**Recommendation 3: Continue with attendance at the annual conference by Hillingdon Council Cabinet member/s, Chairman of the Twinning Working Party and relevant officer to maintain relationships and to agree on-going contact strategy/updating of links.** This will help identify opportunities for joint activities and assist in developing contacts with locally based elected representatives and officials.

Officer comments: This will aid development of future links and provide opportunity to see first hand what Hillingdon and the twinned regions will have to offer. Careful consideration will need to be taken to ensure that the most appropriate representatives are involved to ensure maximum value is gained from such events.

**Recommendation 4: Update the contact directory of businesses / community / music / sports groups etc in the two departments for use by those Hillingdon groups looking to make links in these two areas - not just the towns - and publicise these contact via the Hillingdon web site.** This will enable organisations to identify and make contact with relevant groups in these two areas as and when they wish.

Officer comments: The directory could be extended to include events to which groups and individuals may be interested in taking an active part.

**Recommendation 5: Better use the Council's directory to pinpoint UK and EU funds available for such trips, including how to apply guides and to publicise this information via the Council's website.** This will eliminate direct expenditure by Hillingdon.

Officer comments: Agreed although it should be noted that funding is subject fulfilling the necessary criteria and some match funding is likely to be needed. This may be part funded from the Council's budget, by a direct contribution from the participants or both depending on the nature of the activity.

**Recommendation 6: The current officer arrangement be revised to ensure a cross directorate approach is taken in place when advising and organising twinning arrangements.** This will reduce officer time, although he/she should be available to give personal guidance to Groups and individuals seeking to visit the two areas as and when required.

Officer comments: Currently all contact including official visits is co-ordinated by the Sport & Leisure team. Extending the current links and the type of exchanges to include more commercial, training and education projects with a wider regional area than the current towns is likely to require effective officer links that can support this role with knowledge of the local network in Hillingdon. Given the current level of restructuring throughout the Council a review of where the best resource is within the Authority to co-ordinate activity will enable the Sport & Leisure team to concentrate on links specific to that service area. Spreading the activity across directorates via the proposed working party in Recommendation 1 will also ensure that most appropriate team takes responsibility for events connected to their area or work.

**Recommendation 7: That a budget of circa £8,000.00 only be allocated for town twinning over in the years Hillingdon are hosting the annual conference or organising youth exchanges. The budget of circa £4,000.00 only should be granted in the year Hillingdon are not hosting the annual conference or the youth exchange.** This would be used to cover existing visit plans. However, this should be reviewed at the end of 2011 in the light of progress in implementing the above recommendations thereby reducing costs.

Officer comments: Agreed. Budget for twinning activity is lower one in every three years and the recommendation will still provide sufficient budget to take part events.

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

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

The Committee's recommendations will provide a springboard for the Council to take those steps necessary to improve the promotion and preservation of Hillingdon's Town Twinning relationships.

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

The Committee took evidence from residents, officers and experts as described in the attached report.

### **Financial Implications**

The Council is not due to undertake hosting any of the main events in 2011/12 and as a result a reduction in budget to £4,000 will not impact on planned activity. Responsibility for hosting the annual conference and youth exchange will take place in 2012/13 and 2013/14 respectively when the full year budget will be required. This follows the typical three year cycle for twinning activities. It is intended that all participants will make a contribution to future activities and where possible external funding will be obtained from the European Commission to support projects.

This will extend the reach of the resources available and enable as many groups and clubs as possible to take part in events.

## **CORPORATE IMPLICATIONS**

### **Corporate Financial Implication**

Corporate Finance has reviewed this report and is satisfied that there are no direct financial implications arising from the recommendations of this report and that twinning activities will be contained within existing budgets. It is also satisfied that the budget be reduced every three years as this reduction in budget is not expected to impact on planned activities. For 2011/12 this could result in potential savings of £4,000. In addition applying and obtaining external funding, will extend the resources available to support any further projects.

### **Legal Implications**

The Local Government Act 1972 gives power to councils to enter into twinning arrangements and to expend money on them. It is therefore open to Cabinet to confirm arrangements related to town-twinning.

## **BACKGROUND PAPERS**

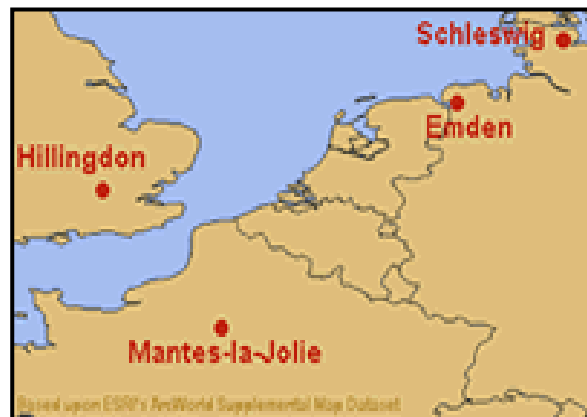
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# HILLINGDON

LONDON

## RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE 2010/2011



### *A REVIEW OF HILLINGDON'S TOWN TWINNING RELATIONSHIPS*

#### Members of the Committee:

**Cllr Michael Markham (Chairman)**  
**Cllr Shirley Harper-O'Neil (Vice-Chairman)**  
**Cllr Janet Duncan (Labour Lead)**  
**Cllr Judy Kelly**  
**Cllr June Nelson**  
**Cllr Susan O'Brien**



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## Chairman's Foreword

The principle behind town twinning is very admirable – by encouraging people from differing countries to meet together and to share each others culture and history, an environment is created within which conflict is less likely to break out.

This was certainly the thinking after the Second World War when twinning was established in 1958 between Schleswig in Germany and Mantes-La-Jolie in France with Hayes and Harlington and in 1961 between Emden in Germany and Uxbridge. Both arrangements being extended following the formation of the London Borough of Hillingdon.

However, the world has changed dramatically over the past fifty years. Greater mobility of people and developments in technology now enable all of us to travel and to learn about other cultures around the world.

We were asked two questions: are there any benefits to Hillingdon residents in continuing with the current town twinning relationships and would there be any benefits to residents in twinning with a similar size authority or authorities overseas?

As can be seen from this report, the answer to the first question is 'no' and to the second, 'yes'.

The committee is firmly of the view that there are benefits in maintaining relationships with our colleagues in the departments in which Mantes-La-Jolie and Emden are based and we put forward a number of recommendations that will develop such twinning in the light of today's economic and cultural environment.

Finally, I would like to thank all external witnesses and officers whose hard work has made this review possible.



Councillor Michael Markham

## **i. Background, Importance and Methodology**

### **Background to the review**

This review is one of two chosen in June 2010 by the Residents' and Environmental Services Policy Overview Committee for 2010/11.

The choice was made according to set criteria aimed at ensuring Policy Overview reviews focus on matters that are important locally and that cover topics that the Committee can add value to and make an impact on.

### **Aim of the review**

A review into the current arrangements Hillingdon has in place with Schleswig and Emden in Germany and Mantes-La-Jolie in France, to assess the value and benefit of the arrangements provided to Hillingdon residents and to consider the benefits that twinning with a similar size authority overseas may bring.

### **Terms of Reference**

1. To understand the background to the current twinning arrangements.
2. To examine current practice, level and range of activities organised with the twin towns.
3. To examine current use of resources and costs associated with town twinning activities to determine value for money.
4. To investigate potential benefits that could be gained by linking Hillingdon with a similar size borough overseas.
5. To report to Cabinet recommendations based upon outcomes of the review.

### **Reasons for the review**

The review provided an opportunity to examine the benefits to Hillingdon residents of the current organisational arrangements the Council has in place with the three twin towns and what benefits there were in establishing

an alternative arrangement with a similar sized authority or, indeed, authorities, overseas

The review included the current co-ordination of the programme, the value for money of the range of activities organised, if these arrangements should continue and, if so, whether they should be in the current format or be revised.

The review examined the scope of current twinning activities and any benefits to Hillingdon residents there were to expand this to other sectors, potentially including more arts related activities, professional / training opportunities, business links and programmes to address common issues such as health, community safety, civic pride, music events, town centre management and economic development.

If twinning arrangements were considered beneficial to Hillingdon residents, the review will consider if the formation of a new forum with an agreed level of member involvement would offer the opportunity to improve and expand current delivery, potentially including additional arrangements with another similar sized authority overseas and if co-ordination by the Sport & Leisure team continues to offer the best option to ensure that a well balanced programme is organised.

Town twinning activities usually require either paying for foreign travel or if hosting events, organising hospitality and accommodation. This includes official visits and events involving local groups and schools etc. While expenditure for these is controlled via normal approval processes, there are currently no set protocols in place to agree and define the appropriate levels of resources allocated to each event.

## **Methodology**

### **1. Witnesses**

The following people assisted the Residents' and Environmental Services Policy Overview Committee in its deliberations

- **Cllr. Josephine Barrett**
- **Cllr. George Cooper**
- **Cllr. Shirley Harper-O'Neill**
- **Howard Griffin** – Leisure Officer (Responsible for Co-Ordination of town twinning)
- **John Arnold** – District Commissioner Uxbridge Scouts
- **Chris Head** – Head of Modern Foreign Languages, Uxbridge High School
- **Tony Docherty** – Ruislip Rangers Football Club
- **Francoise Allen** – Modern Foreign Languages Advisor, School Improvement Service

### **Relevant Documents**

Town Twinning activity programme and costs for 2009/10 and 2010/11.

## **ii. Summary of Findings**

This chapter explains the rationale behind the Committee's recommendations. It draws on the evidence presented to the review, which can be found in appendices:

### **Background**

The Preamble to the Treaty of Rome states that member states of the European Community are determined to lay the foundations of a close union amongst the peoples of Europe.

To meet that objective of bringing citizens closer together, the European Commission introduced a programme to support twinning schemes as a valuable way of involving people and their elected representatives.

The basis on which twinning proposals can be developed includes objectives for the development of co-operation between the communities involved, as well as cultural exchanges, the promotion of tourism, artistic, musical, sporting, educational, economic and industrial projects.

The purpose of twinning is to develop relationships between linked municipalities, to share approaches and experiences in relation to local governance and the development of civic pride, to encourage communication and exchange visits between citizens and organisations within the communities.

An Oath was taken and signed in 1958 by the political leaders of the towns/boroughs at the time summarising the ideals agreed between them.

The agreement is based on the wish to foster and develop mutual understanding and respect between the people of the twinned authorities, and to encourage and assist youth and adult organisations, clubs, companies, groups and all persons and organisations to take part in this twinning agreement.

The Oath (see below) was signed by the Mayor in each town.

- **To maintain** permanent links between the Councils of our towns;
- **To encourage** in every sphere, interchanges between groups and individuals;
- **To combine** our efforts to bring together our young people and build for them a future free and secure in a lasting atmosphere of peace;
- **To work together** by every means in our power in order to develop to the full the spirit of brotherhood between us.

## **2. Current Organisation of Twinning Links**

Current arrangements are that all Civic matters relating to town twinning activity are sent and received through the Mayor's Office. Following this, information is then passed on to the officer responsible for twinning activity to co-ordinate arrangements for official invitations and requests from the twin towns. This responsibility currently rests with the Sport & Leisure service that co-ordinate all twinning activities including organising Mayoral visits.

However, it is important to note that the Mayors of Mantes-La-Jolie, Schleswig and Emden are elected executive posts, whereas the Hillingdon Mayoral responsibilities are purely ceremonial and thus the Hillingdon Mayor has no decision –making or budget allocation powers.

Links with Mantes-La-Jolie and Schleswig include an annual Mayoral visit that includes up to six representatives from each town. The group from Hillingdon usually includes The Mayor and Mayoress plus other Members, an officer and a translator (if required). The responsibility for hosting this rotates annually between the towns.

In addition there is an annual youth event with 8 young people from each twin town visiting one of the towns for a week long programme, usually

around a central theme (Sport, Health, Environment, Culture etc.) Additional activities are then organised during the year by any of the towns, usually as a result of the discussion at the annual meeting.

A local voluntary group named Hillingdon Town Twinning Association made up of local residents, groups/clubs and Council Members assisted officers in supporting events connected to Town Twinning. The Mayor of Hillingdon was the organisational president of the association.

However, over recent years the level of membership dwindled and the association has ceased to function since 2008.

Since the demise of the association, organisation of all activity has been left to the Sport & Leisure team whether or not the event is related to that service.

### 3. About Hillingdon's Twin Towns

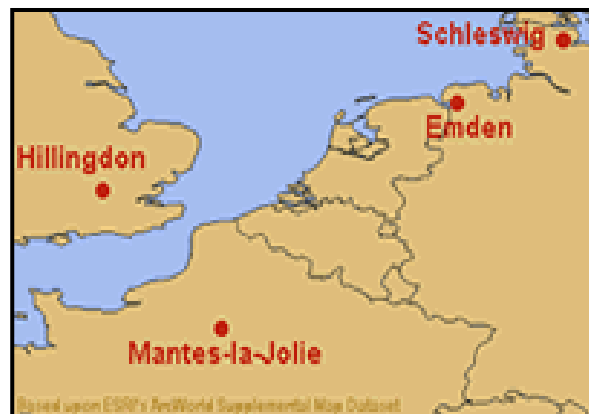
Hillingdon has three twin towns: -

Schleswig, Germany and Mantes-La-Jolie, France were originally twinned with Hayes and Harlington (1958) and following the formation of

LB Hillingdon it was decided that the links should be retained with the borough as a whole.

Similarly, Emden in Germany was originally twinned with Uxbridge (1961). Again the agreement was extended following the formation of LB Hillingdon.

**About Emden** – The town is located in western Germany, close to the Dutch border and as such has a network of canals, dykes and windmills surrounding the walled city port. Most of the town's historic buildings were



destroyed during the war and the town still has a number of above ground concrete WWII shelters. Due to the high water table these could not be built underground. Considered too expensive to demolish, the shelters have now been converted for other uses such as recording studios and youth centres.

2011/12 will mark the 50<sup>th</sup> anniversary but at present no formal arrangements have been made on how to mark this although some informal discussion has taken place with regard to potential links with schools/music and sport events that are already part of the calendar.

**Links with Emden** – These have been quite limited in recent years, however four representatives from Emden visited Hillingdon in 2008 to discuss opportunities for linking our residents and 12 language students from Uxbridge High School are due to visit Emden on a 4 day cultural visit in July. The Mayor travelled to Emden in 2009 and visited a local music festival, regatta and the town museum as well as a tour of a wind turbine plant that is based in town and is a major local employer.

**About Mantes-La-Jolie** – Mantes-La-Jolie is located approximately 40km west of Paris on the River Seine. The history of the town dates back to pre-Norman times and William the Conqueror is reported to have come from this area. The Collegial church Notre Dame in the town was built in 1170 and is a replica of the one found in Paris.

**About Schleswig** - A former Viking settlement, Schleswig is located 30 miles south from the Danish border in Germany. The town lies next to the Schlei, a 40 km long inlet of the Baltic. A small English theme garden was planted in Schleswig in 2008 to mark the 50<sup>th</sup> anniversary of our link.

**Links with Mantes-La-Jolie and Schleswig** – These have been more successful with a three-way link between the towns. The host town rotates each year, taking it in turn to host exchange projects. This includes an annual Mayoral visit and a youth exchange programme. Other events

usually around sport, music and work experience requests are also organised with relevant local groups.

The planning conference tends to be organised around a local event and the meeting includes updates from the towns on activity that has happened in the last 12 months. It is usually attended by the visiting Mayor's, other elected members and key officers/officials involved in twinning activities.

#### **4. Summary of Twinning Activity**

Hillingdon has an annual exchange programme with Mantes-La-Jolie and Schleswig with each town taking it in turn to host the exchange visits. The programme includes eight young people (typically aged 15-18yrs) from each town and usually takes place for a week during the summer holidays.

The host town organises a programme for the week that includes team building activities, trips to places of interest, leisure activities and a joint project that the group can work on together.

This may be around art, social inclusion of young people, raising awareness of high profile challenges such as the environment, democracy and so on.

A number of different sports clubs and associations have been involved in sport exchanges between the twin towns. In more recent years, these have included a table tennis tournament hosted by the Hillingdon Table Tennis club, a football tournament in Mantes and a Petanque event in Schleswig. A Martial Arts Club in Hayes has a long established association with a club in Emden.

Mantes and Emden in particular are keen to see school links revitalised but Uxbridge High School is the only secondary school to show an interest to date. This has resulted in a recent visit to Emden by a group of year 8

German language students and it is hoped that following this, full links with a school in Emden can be re-established.

A number of primary schools in Hillingdon have expressed an interest in linking with a French school and the Council's advisor for Modern Foreign Languages has organised links with schools in the Yvelines Department where Mantes is located. However, none are actually located in the town of Mantes-La-Jolie.

Hillingdon hosted two work experience placements in 2009 for students from Mantes-La-Jolie and Emden. The students both spent six weeks in local placements to assist them with their studies. A further 1 week placement for two students from Schleswig was organised in 2010.

To recognise the 50<sup>th</sup> anniversary of the twinning arrangement with Schleswig and Mantes-La-Jolie, an event was held in each town. A small English style garden was built in Schleswig based on a design agreed with the Hillingdon Town Twinning Association that is now permanently maintained by Schleswig Council.

#### **5. Budget History 2005/6 – 2010/11**

<b>Year</b>	<b>Full Year Budget</b>	<b>Actual Spend</b>	<b>Comments</b>
2005/6	£25,310	£ 5,681	N/A
2006/7	£15,060	£ 7,795	N/A
2007/8	£25,290	£19,122	Higher spend due to hosting year with Mantes and & Schleswig
2008/9	£15,580	£15,284	Higher spend due to 50 <sup>th</sup> Anniversary events with Mantes & Schleswig
2009/10	£15,620	£10,690	
2010/11	£ 8,620*	£8,500 (est)	* Plus €9,666 European Commission grant.

### **iii. Conclusions and Recommendations**

**The following are proposed as conclusions and recommendations to go into the Committee's final report.**

#### **The Committee concludes:**

Undoubtedly there are few benefits to local residents in the current twinning relationship. It is clear that the cost of running the current activities, particularly the exchanges, is high and the reach is low – in 2010 just eight young people from Hillingdon participated.

There are external funds available for overseas cultural exchanges, primarily via the EU, which could replace or supplement any council investment used to subsidise international trips to the twinned towns – through this route encouraging local community groups (Sports Clubs, Scout Groups, Schools etc) to take advantage of the relationships with the twin towns for e.g. language exchange visits, international camps or European 'tours'.

The purpose of the current twin-town arrangement is to promote the joint interests of similarly sized local authorities in Europe, however the reality of the impact of three relatively modest local authorities is likely to be able to make and the value for money of this, is low.

The purpose of twinning is to develop civic relationships between linked municipalities, to share approaches and experiences in relation to local governance and the development of civic pride, to encourage communication and exchange visits between citizens and organisations within the communities.

Twinning activity must demonstrate a clear public benefit; facilitate learning and understanding and use public money accountably.

The key to the success of twinning arrangements is involvement by local residents in each of the twinned authorities and before committing use of Council resources; expenditure must be in furtherance of this purpose.

#### Opportunities within the existing relationships

Representatives from Hillingdon, Mantes-La-Jolie and Schleswig – which are twinned with each other, as well as with Hillingdon - meet on an annual basis to discuss activities and future programmes. Links with Emden, which is a separate twinning arrangement, is somewhat less formal although contact is maintained on a mostly ad-hoc basis. We note that Cllrs George and Judith Cooper have been regularly attending these meetings at their own expense.

There is undoubtedly an opportunity to look at expanding the current range of exchanges, using opportunities highlighted during visits to and around the area in which the towns are situated.

This includes: -

#### Arts and culture

- An annual jazz festival takes place in and around Mantes annually providing an opportunity for local music groups to take part
- The regional music school is based in Mantes (although it also serves the wider Yvelines département)
- A wide range of exhibition space exists to share and display artistic talent
- A number of museums are located in the various towns
- There is also the opportunity to involve groups and performers at Hillingdon events such as Big Fest, Hayes Carnival, Med Fest etc.

## Education

- Opportunity to build on the current number of school links that benefit from the additional support of being in the twin town – as per the Uxbridge High School
- Secondary schools in Emden and Mantes have expressed an interest in finding partner schools in Hillingdon.
- Work experience opportunities.

## Sport

- All of the twinned authorities have expressed an interest in continuing to use sport as a way to link people with a common interest

Other possibilities that could provide education links/visits for specialist subjects in schools or Brunel.

- European Space Agency Ariane Rocket Plant in Mantes-La-Jolie
- Wind Turbine Plant in Emden
- VW car plant in Emden

There may also be an opportunity to share good practice around common themes that affect local government such as economic development, town centre management, youth policy and neighbourhood policing. This would bring in other statutory services and potentially the business sector. However, as yet this has not been explored fully.

## Funding and Resources

Typically the host borough co-ordinates and pays for hospitality (including main meals and accommodation) and activities during events. Visiting boroughs pay for their own transportation (usually air fare / Eurostar) to and from the host venue. This makes hosting events such as the youth exchange quite expensive. However, the ability to identify and bid for European funding still exists for certain projects and a planned approach to

rotating the responsibility for activities has enabled the costs to be kept within the current annual budget (approx £8,500 pa)

The exception is around work experience placements where the visiting student needs to pay the costs for their own stay with only a small contribution from the host such as a central contact that co-ordinated the placement and some help with travel arrangements and advice for getting around.

With the current level of resources available (annual budget of £8,500pa + officer time) it is possible to sustain the existing arrangements with scope to increase activity as indicated without additional budget.

Better value could also be achieved through maximising opportunities available through European funding (although not all events will be covered by this), seeking a greater contribution to costs by the people participating and reviewing (in partnership with the twin towns) the amount of resources used for official visits. This could be by reducing the number of direct people representing the Council on trips and the number of days from 4 to 3.

Future use of resources and agreed scope for developing partnerships could be included in a new set of protocols to ensure that resources are used effectively and appropriately in future.

**Are there any benefits to residents in Hillingdon being twinned to a similar sized local authority overseas?**

Whilst some may argue that there may be greater advantage in seeking new twinning relationships with more culturally diverse countries and those within growing economies- for instance, twinning with a similarly sized local authority in China or Africa, seeking out twinning opportunities with cultures more dramatically different than the current twin towns would perhaps provide a more dramatic learning experience for all involved.

The view is that it would be best to build upon the current relationships but to extend the twinning with the departments within which the three towns are based, rather than with the local town 'boroughs'.

Extending the twinning arrangements to include a larger authority outside of the three European areas with whom we currently have links, would need to be at the expense of the current relationships, as the funding and officer time would be substantially greater to facilitate any new link adequately.

**The Committee therefore recommends:**

**Recommendation 1: A Member and Officer Working Group should be established to explore the benefits, developments and arrangements of twinning with the departments in which Mantes-La-Jolie and Emden are situated.** This Group will nurture twinning opportunities and raise awareness of activities taking place in Hillingdon's twinned towns. The Group should comprise Elected Members, an Officer from Education and Children's Services, a Youth Service Representative, Art & Culture officer, and a representative from Sport and Leisure.

**Recommendation 1 a: That the Working Party establishes set guidelines that Budget spending should be adhered to.** Spending of resources should be monitored to ensure the resources are spent appropriately.

**Recommendation 1 b: That the Working Party investigate the length of exchange visits and the number of representatives.** The Committee believe that the length of visit has the capacity to be cut down to 3 days instead of 4, with the number of representatives decreasing to 3 from 6; thereby reducing costs.

**Recommendation 2: That, subject to the working group's findings, the town twinning relationship with Schleswig be ended.** There are few benefits in maintaining relationships with this town as it does not reflect

Hillingdon in terms of size and it has its own arrangements with Mantes-La-Jolie.

**Recommendation 3: Continue with attendance at the annual conference by Hillingdon Council Cabinet member/s, Chairman of the Twinning Working Party and relevant officer to maintain relationships and to agree on-going contact strategy/updating of links.** This will help identify opportunities for joint activities and assist in developing contacts with locally based elected representatives and officials.

**Recommendation 4: Update the contact directory of businesses / community / music / sports groups etc in the two departments for use by those Hillingdon groups looking to make links in these two areas - not just the towns - and publicise these contact via the Hillingdon web site.** This will enable organisations to identify and make contact with relevant groups in these two areas as and when they wish.

**Recommendation 5: Better use the Council's directory to pinpoint UK and EU funds available for such trips, including how to apply guides and to publicise this information via the Council's website.** This will eliminate direct expenditure by Hillingdon.

**Recommendation 6: The current officer arrangement be revised to ensure a cross directorate approach is taken in place when advising and organising twinning arrangements.** This will reduce officer time, although he/she should be available to give personal guidance to Groups and individuals seeking to visit the two areas as and when required.

**Recommendation 7: That a budget of circa £8,000.00 only be allocated for town twinning over in the years Hillingdon are hosting the annual conference or organising youth exchanges. The budget of circa £4,000.00 only should be granted in the year Hillingdon are not hosting the annual conference or the youth exchange.** This would be used to

cover existing visit plans. However, this should be reviewed at the end of 2011 in the light of progress in implementing the above recommendations thereby reducing costs.

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## COUNCIL BUDGET - MONTH 9 2010/11 REVENUE AND CAPITAL MONITORING

<b>Cabinet Member</b>	Councillor Jonathan Bianco
<b>Cabinet Portfolio</b>	Finance, Property and Business Services
<b>Report Author</b>	Paul Whaymand/Christopher Neale, Finance and Business Services
<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 9 (December). The in year revenue position is currently forecast as being £1,258k less net expenditure than budgeted on normal activities and a £1,713k pressure on exceptional items. This is an overall improvement of £646k on Month 8.</p> <p>Total forecast capital expenditure for the year is estimated to be £74,996k (Month 8, £74,164k), £1,469k below the revised 2010/11 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. Notes the current forecast budget position for revenue and capital as at Month 9.
2. Notes the rephasing of capital budgets
3. Approves the allocation and release of £55k from the General Capital Contingency to fund the forecast overspend on the Manor Farm refurbishment project.
4. Approves the following allocations from revenue contingency:
  - £38k to fund the free Christmas parking scheme
  - £35k to fund High Speed 2 (HS2) challenge
5. Notes the treasury update at Appendix B.
6. Approves the retaining of agency staff as detailed in Appendix C.

## **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. Recommendation 2 is intended to manage the overspend on the Manor Farm refurbishment project resulting from the settlement of final contract amounts.
3. The net costs for the free Christmas parking scheme have been finalised and recommendation 3 is required to enable these costs to be met from contingency.

### **Alternative options considered**

4. There are no other options proposed for consideration.

## **SUMMARY**

### **A) Revenue**

5. The in year revenue monitoring position as at Month 9 (December) shows that current forecast net expenditure for the year 2010/11 is £455k more than the budget (an underspend of £1,258k on normal activities and a £1,713k overspend on exceptional items), an overall improvement of £646k on Month 8. The underspend on normal activities has now effectively mitigated the majority of the in-year overspend caused by the government grant cuts. The moratorium on new discretionary expenditure will continue to the end of the year and further action is continuing to be taken by all Directors to seek to reduce the exceptional pressures further. Decisions from Government are also awaited on some items that could have a favourable impact.
6. The demographic pressure on Older Peoples Services (£1,725k) is still the most significant pressure contributing to the net overspend although there was a £275k improvement in this service of as a result of a net reduction in residential care placements in Older Peoples Services.
7. The main reason for the £1,713k pressure on exceptional items is the impact of the 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 (£1.3m) and LABGI (£0.4m). The net impact of the reductions in grant on the Council's current year budget is £3.6m.
8. In addition pressures due to the economic downturn are now being highlighted as exceptional items, Commercial property rental (£166k), Stockley Park Golf Course (£91k) and Development Control (£31k). The amount for Development Control is in addition to the amount being provided for in contingency (£310k)
9. An in-year recovery plan has been developed to recover the £3.6m through permanently reducing expenditure in areas previously funded by the grants being reduced or through accelerating BID efficiency proposals. £2m has been identified through reviewing ABG funded activities and a further £1,293k has been achieved through the projected underspend on normal activities. Work is continuing with the aim of recovering the position further by the year end.
10. The budget position on contingency shows an adverse movement of £139k in the last month due to the two contingency allocations proposed in the recommendations, an increased

pressure on vehicle fuel costs (£30k) and Asylum (£10k) offset by a small improvement on building control income (£1k).

11. Capital financing costs are projected to underspend by £2,079k, an improvement of £369k on Month 8. The overall underspend is due to budgets set aside in advance for schools capital financing and other priority projects which will not be needed in this financial year (£1m), and through a revised projection for the Minimum Revenue Provision (MRP) required to be set aside this year and the impact of recent debt restructuring which will produce a saving of £550k in the current year. The favourable variance due to reapportioning capital financing costs between the HRA and the General Fund is now £569k, an improvement of £369k on month 8.
12. 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 £16,509k as a result of the budgeted drawdown from balances (-£1,500k), the current forecast in-year overspend (-£455k) and after the transfer from earmarked reserves (+£719k).
13. The projected balances of £16,509k do not include the £2,500k Icelandic impairment and also assume that £1m priority growth and £500k HIP contingency are both fully spent. Currently £935k of the £1m priority growth and £152k of the £500k HIP Contingency remain uncommitted. If no further commitments are made to priority growth or HIP contingency then balances would be around £15,096k.
14. However, there are still a number of outstanding issues to be resolved with central government that may mitigate the £2,500k impairment.
  - The government are still considering the Council's application in respect of capitalising redundancy costs. The government have already agreed other authorities redundancy capitalisation bids at 38% of the sum requested. If they do the same for Hillingdon then this would enable up to £950k of redundancy costs to be capitalised in the current year and improve balances by an equivalent sum.
  - A request to central government has been submitted to pay the LAA reward grant as 100% revenue grant rather than 50% revenue/50% capital or failing that at as high a % as possible in revenue grant. If agreed, this would increase revenue balances by £1.8m.
15. If the government rejects these applications then balances at the year end would be around £15,096k after absorbing the impact of the impairment. However, if our redundancy capitalisation bid is treated the same way as other authorities then balances would increase to around £16,046k. If the revised revenue/capital split for the LAA reward were also agreed then balances would increase to around £17,846k.

## **B) Capital**

16. Total forecast capital expenditure for the year is estimated to be £74,996k (Month 8, £74,164k), £1,469k below the revised 2010/11 budget. Forecast outturn has increased by £832k, primarily due to the outcome of Primary School Expansions tender exercise reported to Cabinet in January.
17. There has been a significant reduction in forecast Council Resourced outturn from original budget, with a number of projects being rephased into 2011/12. While this will reduce the revenue financing costs in 2011/12, the fall in anticipated Capital Receipts from £8,845k included in original budget to the current estimate of £1,500k will require the use of borrowing to replace the unachieved receipts at an additional cost to the Council's revenue account in future years.

18. Budgets have been rephased to reflect latest information, resulting in the variance previously reported on projects of £30,971k being removed. For on-going major projects, rephased budgets have been included in the draft 2011/12 budget to be presented to Cabinet on 17 February 2011.

## A) Revenue

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

**Table 1**

2010/11 Original Budget	Budget Changes		2010/11 (As at Month 9)		% Var of budget	Variances (+ adv/- fav)		
			Current Budget	Forecast		Variance (As at Month 9)	Variance (As at Month 8)	Change from Month 8
			£'000	£'000		£'000	£'000	£'000
223,425	9,342	Directorates Budgets on normal activities	232,767	233,588	0%	+821	+1,134	-313
-27,731	-9,342	Corporate Budgets on normal activities	-37,073	-39,152	6%	-2,079	-1,750	-329
<b>195,694</b>	<b>0</b>	<b>Sub-total Normal Activities</b>	<b>195,694</b>	<b>194,436</b>	<b>-1%</b>	<b>-1,258</b>	<b>-616</b>	<b>-642</b>
		<b>Exceptional items:</b>						
		Central govt grant cuts		3,600		+3,600	+3,600	0
		In-year recovery savings		-2,000		-2,000	-2,000	0
		Team bonus underspend		-175		-175	-175	0
		Development Control		31		+31	+35	-4
		Commercial property rental		166		+166	+166	0
		Golf Stockley Park		91		+91	+91	0
<b>0</b>	<b>0</b>	<b>Sub-Total</b>	<b>0</b>	<b>1,713</b>		<b>+1,713</b>	<b>+1,717</b>	<b>-4</b>
<b>195,694</b>	<b>0</b>	<b>Total net expenditure</b>	<b>195,694</b>	<b>196,149</b>	<b>0%</b>	<b>455</b>	<b>1,101</b>	<b>-646</b>
-			-					
<b>194,194</b>	<b>0</b>	<b>Budget Requirement</b>	<b>194,194</b>	<b>-194,194</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>1,500</b>	<b>0</b>	<b>Net total</b>	<b>1,500</b>	<b>1,955</b>		<b>455</b>	<b>1,101</b>	<b>-646</b>
-17,745		Balances b/f 1/4/010	-17,745	-17,745		0	0	0
		Transfer from earmarked reserves		-719		-719	-719	0
<b>-16,245</b>	<b>0</b>	<b>Balances c/f 31/3/11</b>	<b>-16,245</b>	<b>-16,509</b>		<b>-264</b>	<b>+382</b>	<b>-646</b>

## Directorates' Forecast Expenditure Month 9

20. 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.

**Table 2**

2010/11 Original Budget	Budget changes	2010/11 Current Budget (as at Month 9)	Directorate		2010/11 Forecast (as at Month 9)	% Var of budget	Variances (+ adv/- fav)		
							Variance (As at Month 9)	Variance (As at Month 8)	Change from Month 8
£'000	£'000	£'000			£'000		£'000	£'000	£'000
279,115	613	279,728	Adult Social Care, Health & Housing	Exp	284,582	2%	+4,854	+5,030	-176
-185,595	-3,353	-188,948		Inc	-191,450	1%	-2,502	-2,437	-65
<b>93,521</b>	<b>-2,741</b>	<b>90,780</b>		<b>Total</b>	<b>93,132</b>	<b>3%</b>	<b>+2,352</b>	<b>+2,593</b>	<b>-241</b>
98,326	-5,067	93,259	Planning, Environment & Community Services	Exp	93,019	0%	-240	-240	0
-49,523	4,563	-44,959		Inc	-44,509	-1%	+450	+450	0
<b>48,804</b>	<b>-504</b>	<b>48,300</b>		<b>Total</b>	<b>48,510</b>	<b>0%</b>	<b>+210</b>	<b>+210</b>	<b>0</b>
313,819	15,852	329,671	Education & Children's Services	Exp	329,389	0%	-282	-265	-17
-261,246	-7,410	-268,656		Inc	-268,374	0%	+282	+265	+17
<b>52,573</b>	<b>8,442</b>	<b>61,016</b>		<b>Total</b>	<b>61,016</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
28,759	10,919	39,678	Central Services	Exp	39,122	-1%	-556	-220	-336
-12,792	-6,775	-19,567		Inc	-19,730	1%	-163	-315	+152
<b>15,967</b>	<b>4,144</b>	<b>20,111</b>		<b>Total</b>	<b>19,392</b>	<b>-4%</b>	<b>-719</b>	<b>-535</b>	<b>-184</b>
10,760	0	10,760	Developments Contingency Growth to be allocated		9,738	-10%	-1,022	-1,134	+77
1,800	0	1,800			1,800	0%	0	0	0
<b>223,425</b>	<b>9,341</b>	<b>232,767</b>	<b>Sub-Total Normal Activities</b>		<b>233,588</b>	<b>0%</b>	<b>+821</b>	<b>+1,134</b>	<b>-313</b>

21. **Adult Social Care, Health & Housing** are projecting a **pressure of £2,352k (£241k improvement)** as at Month 9. The improvement from Month 8 is primarily as a result of a net reduction in residential care placements in Older Peoples Services which has improved projections in this service by £273k. In addition, there has been a £11k adverse movement in Learning disabilities (now +£748k) relating to a number of small movements across this service area. There are no changes in the projections for Physical disabilities (£543k) or Mental Health services (£668k). The management team are continuing to apply the measures in their recovery plan to mitigate these pressures. These forecasts exclude sums provided for in contingency for Transitional Children (£2,300k), Mental Health Services (£450k), Homelessness (£800k) and Older Peoples Services (£800k).

22. **Planning, Environment & Community Services** are projecting a **pressure of £210k (no change)** as at Month 9. The most significant ongoing pressures of £595k relate to the corporate landlord service, no change from Month 8. Within the service the main pressures are on Fleet Management (£195k), Corporate Facilities and Property (£340k) and Leisure (£60k). Public Safety & Environment are showing a favourable variance of £385k. There is also a pressure due to the economic downturn at Stockley Park Golf Course (£91k) which is highlighted as an exceptional item as is the additional pressure (£31k) on Development Control over and above the contingency provision. Other pressures are on Development Control (£310k), Golf (£262k), Waste Disposal Levy (£1,528k), Recycling services (£150k), Highways Maintenance (£500k) and Vehicle Fuel costs (£120k) are all provided for within contingency.
23. **Education & Children's Services** are forecasting a **nil variance (no change)** as at Month 9. This excludes the pressure on Asylum and Exhausted All Appeal cases, which are being treated as contingency items. The Group's recovery plan is continuing to be applied and the further savings required to balance the budget has reduced by £165k to £47k in the last month. Expectations are that the remaining sum will be delivered by the year end. As at Month 9 the pressure on Asylum is £1,210k an adverse movement of £10k from Month 8 but in line with the contingency. The previously reported emerging pressure of £366k due to UKBA rejecting clients has reduced to £130k as a result of successful challenge by the service. However, there is a compensatory adverse movement of £236k arising from the likely reduced settlement of our 2009/10 claim for under 18's.
24. **Central Services** are forecasting a **£719k underspend (£184k improvement)** as at Month 9. The Deputy Chief Exec's office is forecasting a £429k underspend, an improvement of £93k on Month 8 due to mainly a £50k improvement in the projected Legal income from the HRA that will be received. There is also a projected £43k increase in the forecast underspend on expenditure budgets. Finance & Business Services are projecting an underspend of £290k, an improvement of £91k on Month 8 due mainly to the continuation of the expenditure review within Business Services as well as the freeze on all non essential expenditure. There are also pressures on Building Control (£70k), Land Charges (£715k) income and the Self Insurance fund (£420k) which are all provided for within contingency.

**Development & Risk Contingency: £1,022k underspend (£112k adverse)**

25. £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 9.

**Table 3**

<b>Development and Risk Contingency</b>	<b>2010/11 Budget</b>	<b>Agreed</b>	<b>Forecast as needed</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		73	-927
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		150	+70
Asylum non-EAA monitoring pressure	850		342	-508
Asylum Exhausted All Appeals	360		868	+508
Self insurance fund	420		420	0
Local Development Framework (LDF) legal & consultancy fees	100		0	-100
Local Land Charges Income (volume pressures)	715		715	0
Development Control Income	310		310	0
Building Control Income	135		70	-65
Golf Courses Income	262		262	0
<b>Total net contingency</b>	<b>10,760</b>		<b>+9,738</b>	<b>-1,022</b>

26. A large proportion of the total contingency is expected to be required in full however the assumption that £927k of the £1m general contingency will not be drawn down has resulted in an overall underspend of £1,022k on the contingency budget.

27. The budget position on contingency shows an adverse movement of £112k in the last month due to the proposed contingency in the recommendations of this report (£38k for the free Christmas parking scheme and £35k for any High speed 2 challenge), an adverse movement on vehicle fuel costs (£30k) and on Asylum (£10k), offset by a small improvement on building control income (£1k).

28. The forecast asylum spend is £1,210k, an adverse movement of £10k on Month 8, in line with the sum provided for within contingency. The previously reported pressure of £366k due to UKBA rejecting clients has reduced to £130k as a result of the successful challenge by the service. However there is a compensatory adverse movement of £236k from the likely reduced settlement of the 2009/10 claim for under 18's.
29. Within ASCH&H the contingency items in relation to Transitional Children, Mental Health and homelessness are forecast to be needed in full at this stage of the year.
30. Development control income is forecast as a gross pressure of £341k (£4k improvement on month 8). The element over and above the contingency provision of £310k relates to the economic downturn continue and is now being highlighted as an exceptional item (£31k). This is due to a further downward 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 is still in line with the contingency provision with a gross pressure of £715k. The forecast for building control income is a gross pressure of £70k, £65k less than provided for within contingency.
31. At month 9 the fuel pressure is £150k (an adverse movement of £30k) due to a continuing upward trend in fuel costs.
32. In addition there is a forecast pressure of £420k for the self insurance fund from the cost of the excess on insurance claims, £150k for the Recycling service, £500k for Highways winter maintenance, and £262k on Golf income, all of which are expected to be required in full at this stage.

**Priority Growth: Nil variance (no change)**

33. £1m was included in the 2010/11 budget for priority growth and £800k for HIP Initiatives (including £300k for waste & recycling projects).
34. 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 of £191k is being transferred back to general reserves.
35. 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>				
Recycling initiatives		300		
Heritage		195		
Environmental projects		153		
<b>HIP Initiatives</b>	<b>800</b>	<b>648</b>	<b>0</b>	<b>152</b>
<b>Unallocated non specific growth</b>	<b>1,000</b>			
Library refurbishment		65		
<b>Growth</b>	<b>1,000</b>	<b>65</b>	<b>0</b>	<b>935</b>
<b>Total</b>	<b>1,800</b>	<b>713</b>	<b>0</b>	<b>1,087</b>

36. HIP Steering group have approved £348k of allocations so far this year from the HIP revenue contingency for Heritage and Environmental projects. Some approved projects are now being deemed as capital in nature, Ruislip Lido rain shelters (£33.5k), Little Britain Lakes toilet facilities (£56.3k), Little Britain Lakes CCTV & lighting (£44.1k), Eastcote House Dovecote (£150k) and Ruislip Lido toilet block (£222k) are being funded from the Environmental Assets capital budget. A further review of HIP spend is being undertaken to see if there is any further spend that could be capitalised. Any decision to capitalise will be taken at the year end and will be influenced by what the capital and revenue outturn positions.

37. The sum of £300k allocated to Waste and recycling will now be drawn down in 2010/11. The budget will remain going forward into 2011/12 and will be broadened to become an environmental initiatives budget.

38. December cabinet agreed the £65k to be allocated from priority growth to fund the cost of extended opening hours for refurbished libraries. This has reduced the priority growth budget from £1m to £935k.

39. There is an estimated £152k remaining from the HIP initiatives budget and £935k of unallocated non-specific priority growth budget. The Month 9 forecast assumes that remaining £1,087k unallocated budgets will be spent in full.

**Corporate Budgets' Forecasts: £2,079k underspend (£329k improvement)**

40. Table 5 shows budget, forecast and variance now reported on corporate budgets as at Month 9.

**Table 5**

2010/11 Original Budget	Budget Changes	2010/11 Current Budget (as at Month 9)	Corporate Budgets	2010/11 Forecast Outturn (as at Month 9)	Variances (+ adv/- fav)		
					Variance (As at Month 9)	Variance (As at Month 8)	Change from Month 8
£'000	£'000	£'000		£'000	£'000	£'000	
-2,564	2,164	-400	Unallocated savings	-400	0	0	0
10,109	-42	10,067	Financing Costs	7,988	-2,079	-1,750	-329
			FRS 17 Pension				
9,161	0	9,161	Adjustment	9,161	0	0	0
-23,535	-11,181	-34,716	Asset Management A/c	-34,716	0	0	0
-20,901	-283	-21,184	Corporate Govt Grants	-21,184	0	0	0
<b>-27,731</b>	<b>-9,342</b>	<b>-37,073</b>	<b>Corporate Budgets</b>	<b>-39,152</b>	<b>-2,079</b>	<b>-1,750</b>	<b>-329</b>

41. Financing costs show a forecast underspend of £2,079k at Month 9, an improvement of £329k from Month 8. This improvement is due to a further increase in the element of capital financing costs that will be picked up by the HRA (now a £529k favourable variance). In addition there is a favourable variance of £550k arising from debt restructuring and an updated projection for Minimum Revenue Provision (MRP) required to be set aside this year and also the £1,000k being set aside for capital financing for schools or other priority projects which is not likely to be needed in 2010/11.

42. A summary of treasury management activity is attached at Appendix B.

## B) Capital

### Current Year Expenditure

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

**Table 6**

Groups	Original Budget	Revised Budget	Capital Spend Month 9	Actual Spend % of Revised Budget	Forecast outturn	Variance (Forecast)
	£'000	£'000	£'000	%	£'000	£'000
Adult Social Care, Health & Housing	4,960	4,351	2,254	52%	4,295	-56
Education & Children's Services*	27,241	15,482	11,955	77%	14,906	-576
Planning, Environment and Community Services	14,031	12,733	3,453	27%	11,997	-736
Finance & Business Services	1,378	1,317	617	47%	1,220	-97
Deputy Chief Executive	300	300	135	45%	300	0
Major Construction Projects	26,576	21,891	9,170	42%	24,687	+2,796
Partners – LAA Reward Grant	670	749	0	0%	749	0
<b>Group Total</b>	<b>75,156</b>	<b>56,823</b>	<b>27,584</b>	<b>49%</b>	<b>58,154</b>	<b>+1,331</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	17,642	8,595	49%	16,842	-800
<b>Total</b>	<b>99,724</b>	<b>76,465</b>	<b>36,179</b>	<b>47%</b>	<b>74,996</b>	<b>-1,469</b>

\* Actual spend of £11,955k shown above includes schools' returns for the first three quarters.

44. The latest Capital outturn shows a variance of £1,469k against revised budgets as at Month 9 (Month 8, £31,609k). This change is as a result of rephasing of the capital programme in the current year. Table 6 shows the revised budget following the rephasing of £30,971k from the current financial year.

45. The forecast outturn contains £2,961k pressures (Month 8, £2,971k) detailed in Table 7, along with the current funding strategy.

**Table 7**

Scheme	Funding Strategy	Revised Budget	Actual Spend (incl accruals)	Forecast Outturn	Variance 2010/11	Total Project Variance
		£'000	£'000	£'000	£'000	£'000
Manor Farm	Contingency	0	1	55	+55	+55
Botwell Green Leisure Development	Council Resources	627	1,892	3,005	+2,378	+2,675
Breakspear Crematorium	Council Resources	0	0	29	+29	+29
Farm Barns	Council Resources	320	4	350	+30	0
Hillingdon Cemetery & Chapel	Contingency	264	11	284	+20	+20
Hillingdon Sport & Leisure Centre	Council Resources	1,266	436	1,537	+271	+271
Property Enhancements Programme Contingency	Council Resources	0	5	5	+5	+5
Schools Access Programme	Supported Borrowing	150	154	210	+60	+60
Purchase of Vehicles	Invest-to-save efficiencies	471	482	482	+11	+11
Children's Centres Phase 2	Surestart Grant	626	395	728	+102	+102
<b>Total</b>		<b>3,724</b>	<b>3,380</b>	<b>6,685</b>	<b>+2,961</b>	<b>+3,228</b>

46. The use of Council Resources to fund pressures within the capital programme will result in additional financing costs in the region of £245k being borne by the General Fund in future years.

47. The forecast variance on the Farm Barns project has been reduced by £70k, to reflect the addition of a further £70k of Council Resources as agreed at January Cabinet.

48. The additional supported borrowing required to fund the Schools Access Programme was included in the original budget for 2010/11, however it had been anticipated that these works would not be completed until 2011/12.

### **Current Year Financing**

49. Table 8 shows the financing of the budget and 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	18,243	1,500	0	2,922	39,647	10,043	4,110	76,465
Outturn 2010/11	18,819	1,500	1,141	2,860	38,307	9,046	3,323	74,996
<b>Variance</b>	<b>576</b>	<b>0</b>	<b>1,141</b>	<b>-62</b>	<b>-1,340</b>	<b>-997</b>	<b>-787</b>	<b>-1,469</b>

50. The level of required unsupported borrowing forecast as at Month 9 is £18,819k (Month 8 £20,577k), taking total unsupported borrowing to £55,264k. The rephasing of projects to

2011/12 has helped enable the Council to defer approximately £30,000k borrowing originally planned for the current financial year, thus leading to short term revenue savings in the 'cost of carry' of borrowing.

51. The rephasing of expenditure budgets has allowed a reduction in the budgeted level of capital receipts to £1,500k, which is currently expected to be achieved in this financial year. This decrease from the original budgeted level of capital receipts is expected to lead to additional MRP costs of approximately £285k impacting on 2011/12 revenue budgets.

52. The low level of Capital Receipts forecast for 2011/12 will present difficulties in the financing of the latest projected outturn of £6,797k on Council resourced programmes of works, as the nature of these programmes renders them unsuitable for Prudential borrowing under the Prudential Code.

## **CORPORATE CONSULTATIONS CARRIED OUT**

### **Financial Implications**

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

## **CORPORATE IMPLICATIONS**

### **Corporate Finance**

54. This is a Corporate Finance report.

### **Legal**

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

## **BACKGROUND PAPERS**

56. Monitoring report submissions from Groups.

## APPENDIX A – Detailed Group Forecasts

### Adult Social Care, Health & Housing

Revenue: **£2,352k Pressure** (£241k improvement)

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 MTFF proposals elsewhere on this agenda set out how services will be reshaped to enable ASCH&H to better meet and manage this demand to ensure better outcomes with more efficient use of available resources being a key priority going forward.
2. The improvement from last month is in Older Peoples services and results from a net reduction in residential care placements. The introduction of an enhanced out of hours Careline service, with a homecare out of hours response from the beginning of January, should assist in maintaining this improvement as should other future developments under consideration. Other action taken to date has included bringing forward achievable savings from the new WLA Homecare framework agreement; in addition recruitment and the use of agency staff continues to be reviewed along with other decisions to further reduce expenditure.
3. In summary the department is reporting an adverse position of £2,352k on a £280m gross budget.

Services		2010/11 (As at Month 9)		% Var of budget	Variances (+ adv /- fav)		
		Current Budget	Forecast		Variance (As at Month 9)	Variance (As at Month 8)	Change from Month 8
		£'000	£'000		£'000	£'000	£'000
Older Peoples Services	<i>Exp</i>	+39,406	+43,207	10%	+3,801	+4,005	-204
	<i>Inc</i>	-8,185	-10,261	25%	-2,076	-2,007	-69
	<b>Total</b>	<b>+31,221</b>	<b>+32,946</b>	<b>6%</b>	<b>+1,725</b>	<b>+1,997</b>	<b>-273</b>
Physical & Sensory Disability Services	<i>Exp</i>	+9,272	+10,140	9%	+868	+868	0
	<i>Inc</i>	-881	-1,204	37%	-324	-324	0
	<b>Total</b>	<b>+8,392</b>	<b>+8,936</b>	<b>6%</b>	<b>+544</b>	<b>+544</b>	<b>0</b>
Learning Disability Services	<i>Exp</i>	+31,454	+31,799	1%	+345	+355	-10
	<i>Inc</i>	-12,242	-11,839	-3%	+403	+382	+21
	<b>Total</b>	<b>+19,212</b>	<b>+19,960</b>	<b>4%</b>	<b>+748</b>	<b>+737</b>	<b>+11</b>
Mental Health Services	<i>Exp</i>	+5,703	+6,317	11%	+614	+597	+17
	<i>Inc</i>	-402	-348	-13%	+54	+71	-17
	<b>Total</b>	<b>+5,300</b>	<b>+5,969</b>	<b>13%</b>	<b>+668</b>	<b>+668</b>	<b>0</b>
Housing Benefits	<i>Exp</i>	+148,963	+149,393	0%	+430	+430	0
	<i>Inc</i>	-145,961	-147,150	1%	-1,189	-1,189	0
	<b>Total</b>	<b>+3,002</b>	<b>+2,243</b>	<b>-25%</b>	<b>-760</b>	<b>-760</b>	<b>0</b>
Housing Needs Services	<i>Exp</i>	+19,651	+18,908	-4%	-742	-742	0
	<i>Inc</i>	-17,261	-16,608	-4%	+653	+653	0
	<b>Total</b>	<b>+2,390</b>	<b>+2,300</b>	<b>-4%</b>	<b>-89</b>	<b>-89</b>	<b>0</b>
ASCH&H Other Service	<i>Exp</i>	+25,535	+25,073	-2%	-461	-481	+20
	<i>Inc</i>	-4,016	-4,039	1%	-24	-24	0
	<b>Total</b>	<b>+21,519</b>	<b>+21,034</b>	<b>-2%</b>	<b>-485</b>	<b>-505</b>	<b>+20</b>
<b>Total Expenditure</b>		+279,983	+284,837	2%	+4,854	+5,030	-175
<b>Total Income</b>		-188,948	-191,450	1%	-2,502	-2,438	-65
<b>ASCH&amp;H Total</b>		<b>+91,035</b>	<b>+93,387</b>	<b>3%</b>	<b>+2,352</b>	<b>+2,593</b>	<b>-241</b>

#### **Older People Services: £1,725k adverse (£273k improvement)**

4. This service has improved its forecast by £273k following a net reduction in the demand for residential care over each of the last 3 months. The underlying cause of the £1,725k adverse position is as previously reported and primarily due to the effect of residential and nursing placements. At this stage it is too soon to judge the impact of the winter period which may bring added pressures to this area of the budget.
5. This forecast also assumes that the £760k can be drawn down from the Earmarked Reserve held for Older People Services reducing the pressure from £2,485k to £1,725k as reported in this forecast.

#### **Physical Disabilities: £543k adverse (no change)**

6. This service is currently forecasting a £543k adverse position due to increasing pressures to support people to live independently and increases in the cost of individual residential care packages following care reviews.

#### **Learning Disability: £748k adverse (£11k adverse)**

7. The movement from the Month 8 position relates to a number of small movements across this service area. As reported previously the adverse outturn is as a result of increasing pressures to support people to live independently; increases in the cost of individual residential care packages following care reviews; and the cost of children transferring from E&CS.
8. The forecast assumes that the £2,300k corporate contingency held for transitional children are received thereby reducing the pressure from £3,048k to the £748k reported.

#### **Mental Health: £668k adverse (no change)**

9. Previous reports have referred to the likelihood of 18 clients becoming the financial responsibility of LBH due to legal status or 'ordinary residence' claims. Officers continue to rigorously challenge the information presented to date which in itself is incomplete. At the present time negotiations with support from legal services continues, and until such time that full and complete information is received on which an opinion can be made, no financial liability is being admitted. However analysis of these and other cases coming to light which are unrelated to this matter indicate that the potential full year liability could be as high as £2m.
10. It is difficult at this stage to establish what any liability relating to the current financial year could be. The forecast therefore does not include any allowance for this but does assume that the £1,250k corporate contingency held for Mental Health Services is received thereby reducing the pressure from £1,918k to the £668k reported.

#### **Housing Benefits: £760k favourable (no change)**

11. This service is currently forecasting a £760k favourable outturn on a gross budget of £138m which is primarily based on the favourable outcome of the external audit of the £150.6m claim relating to 2009/10.

#### **Housing Need Services: £89k favourable (no change)**

12. Previous reports have referred to management action being taken to mitigate early year pressures which have proved to be successful and as a result are continuing in view of the overall pressure on the departments budget.

**Other ASCH&H Services: £485k favourable (£20k adverse)**

13. The movement from the Month 8 position relates to a number of small movements across this service area. The primary reason for this favourable variance relates to the in-year action plan on recruitment and a reduced use of agency staff which in itself continues to be critically reviewed on an on-going basis to further reduce expenditure.

**Contingent Items: Gross Pressure £4,350k (no change)**

14. The Authority's 2010/11 contingent budget contains provision for areas of expenditure or income for which there is a greater degree of uncertainty. The net position after the application of the contingency is shown in the table below.

Division of Service	Gross Pressure	Gross Pressure	Change from	Contingency	Net Pressure
	Month 9	Month 8	Month 8		
Increase in Transitional Children	2,300	2,300	0	2,300	0
Social Care Pressures	800	800	0	800	0
Homelessness Budget - Reduction in DWP Funding	800	800	0	800	0
Increase in Mental Health Packages	450	450	0	450	0
<b>ASCH+H – Total</b>	<b>4,350</b>	<b>4,350</b>	<b>0</b>	<b>4,350</b>	<b>0</b>

**Housing Revenue Account (HRA)**

15. This service is currently forecasting a favourable outturn of £2,619k; a £286k improvement from the Month 9 position as set out in the table below.

2010/11 Current Budget (as at Month 9) £000	Division of Service	Variance (as at Month 9) £000	Variance (as at Month 8) £000	Change from Month 8 £000
+15,487	General and Special Services	-1,397	-1,197	-200
+10,853	Repairs Services	0	0	0
+11,040	Subsidy Payment to Government	+273	+273	0
+9,746	Capital Funded from Revenue (RCCO)	-700	-700	0
+4,314	Other Expenditure	-814	-783	-31
-53,330	Income	+19	+74	-55
<b>-1,890</b>	<b>In Year (Surplus) / Deficit</b>	<b>-2,619</b>	<b>-2,333</b>	<b>-286</b>

16. For General and Special Services there has been a favourable movement of £200k primarily due to slippage in an IT project. The improvement in Other Expenditure results from a number of small movements across this service area.

## Planning Environment and Community Services (PECS)

### Revenue: **£210k Pressure no change**

1. At Month 9, the Group is forecasting an adverse variance of £210k no change from Month 8. The forecast variances are expressed net of any contingency provisions, which are detailed within the report.

Services		2010/11 as at Month 9			Variances (+ adv/- fav)		
		Current Budget	Current Forecast	% Var of budget	Variance (As at Month 9)	Variance (As at Month 8)	Change from Month 8
		£'000	£'000		£'000	£'000	£'000
Corporate Landlord	<i>Exp</i>	35,014	36,747	0%	+55	+55	0
	<i>Inc</i>	-21,853	-21,893	-2%	+540	+540	0
	<b>Total</b>	<b>13,160</b>	<b>14,853</b>	<b>4%</b>	<b>+595</b>	<b>+595</b>	<b>0</b>
Public Safety & Environment	<i>Exp</i>	47,811	47,216	-1%	-295	-295	0
	<i>Inc</i>	-18,062	-18,152	0%	-90	-90	0
	<b>Total</b>	<b>29,749</b>	<b>29,064</b>	<b>-1%</b>	<b>-385</b>	<b>-385</b>	<b>0</b>
Planning, Trading Standards & Environmental Protection	<i>Exp</i>	4,831	4,831	0%	0	0	0
	<i>Inc</i>	-2,005	-2,005	0%	0	0	0
	<b>Total</b>	<b>2,825</b>	<b>2,825</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
Transportation & Planning Policy	<i>Exp</i>	4,576	4,576	0%	0	0	0
	<i>Inc</i>	-2,143	-2,143	0%	0	0	0
	<b>Total</b>	<b>2,433</b>	<b>2,433</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
Total Expenditure		<b>92,232</b>	<b>93,370</b>	<b>0%</b>	<b>-240</b>	<b>-240</b>	<b>0</b>
Total Income		<b>-44,064</b>	<b>-44,194</b>	<b>-1%</b>	<b>+450</b>	<b>+450</b>	<b>0</b>
		<b>48,168</b>	<b>49,176</b>	<b>0%</b>	<b>+210</b>	<b>+210</b>	<b>0</b>

### Exceptional Items: **Gross Pressure £598k (£4k favourable)**

2. The table below shows those items that have been considered as exceptional due to the downturn in the economy.

Division of Service	Gross Pressure Month 9	Gross Pressure Month 8	Movement Month 8 to 9	Contingency	Net Pressure
Development Control	341	345	-4	310	31
Commercial Property Rental	166	166	0	0	166
Golf Stockley Park	91	91	0	0	91
<b>P&amp;CS – Total</b>	<b>598</b>	<b>602</b>	<b>-4</b>	<b>310</b>	<b>288</b>

3. The forecast for Development Control income is a gross pressure of £341k, the net position after the application of the contingency is a adverse variance of £31k.

4. The forecast position for Development Control Income shows a minor improvement broadly in line with Month 8. Minor and Other applications have both shown positive trends over the last quarter of 2009/10 and this has initially continued in the first 3 months of 2010/11 but has fallen back in the last 6 months. Minor applications are at 91% (month 2 100%) of the 4 years average, and Other applications are at 93% which is very close to the same level as month 2, compared to the 4 year average.
5. There is an ongoing pressure on income streams from commercial properties of £166k, due to a number of vacant tenancies in the Warnford Industrial Estate (£136k including bad debt provisions), 192 High Street, where premises have remained vacant (£16k) and a vacant unit in the Uxbridge Market (£14k). There has been little movement on these service areas during the year, with the pressures considered to be influenced by the uncertain economic situation.
6. The lease for Stockley Park Golf course has been reassigned to a new operator as of the beginning of October 2010. This was a result of the previous operator UK Golf going into administration earlier in the year. The immediate impact is a pressure of £22k that relates to a part year reduced income level for the remaining 6 months of 2010/11. There was also a write off agreed via the Month 7 Budget Monitoring report to Cabinet for the outstanding rent of £69k relating to UK Golf. These 2 figures combine to give the full exceptional cost of £91k.

**Contingent Items: Gross Pressure £2,090k (£30k adverse)**

7. The Authority's 2010/11 contingent budget contains provision for areas of expenditure or income for which there is a greater degree of uncertainty. The net position after the application of the contingency is shown in the table below.

Division of Service	Gross Pressure Month 9	Gross Pressure Month 8	Movement Month 8 to 9	Contingency	Net Pressure
Waste Disposal Levy	1,528	1,528	0	1,528	0
Recycling Services	150	150	0	150	0
Vehicle Fuel	150	120	30	80	70
Golf	262	262	0	262	0
<b>P&amp;CS – Total</b>	<b>2,090</b>	<b>2,060</b>	<b>30</b>	<b>2,020</b>	<b>70</b>

8. 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 PECS 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.
9. The forecast position for Vehicle Fuel Pressure has increased by £30k and is a result of the recent price increases. The bulk diesel purchase price has shown an increase since the beginning of October, after having been relatively stable for the first six months of the year. In December there was a 4p per litre increase on the previous month which represents a 9p increase over the past 3 months. A further duty increase of 0.75p per litre is planned in January and commentators are predicting further increases based on the recent surge in oil prices.
10. Although it is difficult to be precise about the extent of any further increase, the evidence of the recent price increases, plus the current industry commentaries suggest a worsening position.

The modelling of the planned increase in duty would now suggest that the pressure will be at least the £70k that is now being reported.

**Corporate Landlord: £595k pressure (no change)**

11. The Corporate Landlord position now incorporates the Fleet Management service area which transferred into group in Month 6. The reported pressure at this point was £195k, and remains at this level for month 9. Further pressures have been highlighted on this service area primarily through increasing maintenance and lease costs. These issues are linked to the increasing age of the fleet. A service wide review of "transport needs" has started, and with the new Corporate Landlord now in post, it is expected that this review will move forward in the next quarter.

12. Corporate Facilities and Property are reporting a series of ongoing pressures that total £340k. These are listed below.

- There is a projected shortfall of £72k on income from the hire of the Middlesex Suite, due to a general slow down in demand set against a challenging income target. A review of the marketing approach to this service has now commenced, this will look at identifying opportunities to improve the position going forward.
- 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. In order to try and address this position efforts continue to be made to raise awareness of the service offer, including activities such as visits to schools.
- There is a pressure of £28k on the cost of maintaining and keeping secure surplus properties prior to their disposal.
- There is a pressure on the Harlington Road depot of £159k. This 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. Some initial options have been identified in terms of revisions to current occupancy arrangements. Block A was decommissioned during November, and the anticipated savings are reflected in the position. Further rationalisation and income generation possibilities are also being examined, in order to mitigate the position.

**Off-Street Parking: Nil variance (no change)**

13. The reduced levels of Car Park income experienced during 2009/10 continued into the first half of 2010/11, with the economic climate considered to be a significant factor. The 3<sup>rd</sup> quarter has suggested a more positive trend, however the initial indications for Christmas are that the bad weather has impacted on the usual seasonal boost. In order to achieve a nil variance it is being assumed that management action can be undertaken to reduce expenditure that will be sufficient to offset the anticipated income reduction. This position also assumes that the free parking costs over the Christmas period will be compensated, and that there will be some recovery in income levels in the final quarter of 2010/11.

**Leisure: £60k Pressure (no change)**

14. The service is reporting a £71k pressure due to the impact of the late opening of Botwell on the GLL management fee together with the associated delay in closing Hayes Pool, and a £9k pressure resulting from the need to pay security costs to undertake enforcement at car parks. This is being mitigated to a limited extent by savings in other budgets to achieve a net £60k pressure.

15. 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, to ensure a balanced position. The Operator has recently requested a rent reduction which the Corporate Landlord is looking at.

**Public Safety & Environment: £385k favourable (no change)**

**Waste Services: £340k favourable (no change)**

16. Street Cleansing: The Month 9 forecast is a £60k adverse expenditure variance which represents no change on the Month 8 position.

17. Recycling Costs: At Month 9 the forecast overspend is £153k, which can be offset by release of the £150k contingency. There continues to be a positive trend in recycling rates which pressures the variable elements of the budget, particularly Gate Fees and recycling bags. The income trends for recyclable materials and the green waste rebates are similar to the previous financial year and in line with budget.

18. Waste Disposal: The gross pressure of £1,528k reflects that the increase in the 2009/10 and 2010/11 waste levy that has now been confirmed by West London Waste Authority (WLWA) and is currently held in contingency. The Section 52(9) budget was reset for the new financial year as part of the Levy process and therefore reflects the reduced tonnages experienced during 2009/10. The trend for the first 5 months of 2010/11 was a marginal decrease on the 2009/10 levels. However since September the actual tonnage levels have been higher than this trend and this has continued into December. A continuation of this trend into the final quarter gives a potential pressure on this budget and a net forecast of £50k is included this month.

19. Trade Waste: Income streams continue to be relatively robust for Trade Waste. A favourable income variance of £130k (£65k last month) is now forecast. The latest position on aged debt continues to suggest that the existing levels of bad debt provision will be sufficient to meet most of the anticipated write-offs. However the need for any further bad debt provision will be one of the key influences on the outturn position for this service, and whether the favourable position can be further improved.

20. Civic Amenity Sites: The income levels at New Years Green Lane decreased during December and the income variance is now forecast at of £20k (£35k last month). Metal prices have remained buoyant but the decrease reflects activity which could be partly attributable to the recent adverse weather. This position allows for a pressure resulting from a backdated NNDR revaluation.

21. There is a £300k underspend being reported against waste and recycling initiatives which is currently offsetting variances elsewhere in the Directorate.

**Community Safety: £45k Underspend (no change)**

22. The underspend represents a saving on staffing due to maternity and sabbatical leave (£18k), and a saving on the Police ASB team, due to a favourable variance on pay costs (£27k).

## Education and Children Services (E&CS)

### Revenue: Nil variance (No change)

1. The Group is projecting a nil variance as at Month 9 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 9 are summarised in the following table:

		2010/11 (As at Month 9)		% Var of budget	Variances (+ adv/- fav)		
		Current Budget	Current Forecast		Variance (As at Month 9)	Variance (As at Month 8)	Change from Month 8
		£'000	£'000		£'000	£'000	£'000
Schools & Central DSG	<i>Exp</i>	228,529	228,529	0%	0	0	0
	<i>Inc</i>	-227,197	-227,197	0%	0	0	0
	<b>Total</b>	<b>1,332</b>	<b>1,332</b>		<b>0</b>	<b>0</b>	<b>0</b>
Resource, Policy & Performance	<i>Exp</i>	4,128	4,102	1%	-26	+5	-21
	<i>Inc</i>	-2,174	-2,226	2%	-52	-5	-57
	<b>Total</b>	<b>1,954</b>	<b>1,876</b>		<b>-78</b>	<b>0</b>	<b>-78</b>
ECS Central Budget	<i>Exp</i>	18,871	18,741	0%	-130	-130	0
	<i>Inc</i>	-3,546	-3,546	0%	0	0	0
	<b>Total</b>	<b>15,325</b>	<b>15,195</b>		<b>-130</b>	<b>-130</b>	<b>0</b>
Learning & School Effectiveness	<i>Exp</i>	19,985	20,682	3%	+697	+588	+109
	<i>Inc</i>	-14,904	-15,059	0%	-155	0	-155
	<b>Total</b>	<b>5,081</b>	<b>5,623</b>		<b>+542</b>	<b>+588</b>	<b>-46</b>
Director's, Youth & Connexions	<i>Exp</i>	9,167	9,097	1%	-70	-35	-35
	<i>Inc</i>	-1,010	-1,010	0%	0	0	0
	<b>Total</b>	<b>8,157</b>	<b>8,087</b>		<b>-70</b>	<b>-35</b>	<b>-35</b>
Access & Inclusion – Children	<i>Exp</i>	5,923	5,677	4%	-246	-240	-6
	<i>Inc</i>	-2,211	-2,182	1%	+29	+29	0
	<b>Total</b>	<b>3,712</b>	<b>3,495</b>		<b>-217</b>	<b>-211</b>	<b>-6</b>
Children & Families Services	<i>Exp</i>	28,580	28,120	2%	-460	-241	-219
	<i>Inc</i>	-3,678	-3,218	13%	+460	+241	+219
	<b>Total</b>	<b>24,902</b>	<b>24,902</b>		<b>0</b>	<b>0</b>	<b>0</b>
Recovery Plan Savings			-47		-47	-212	+165
<b>Total Exp</b>		<b>315,183</b>	<b>314,948</b>	<b>0%</b>	<b>-282</b>	<b>-265</b>	<b>-17</b>
<b>Total Inc</b>		<b>-254,720</b>	<b>-254,438</b>	<b>0%</b>	<b>+282</b>	<b>+265</b>	<b>+17</b>
<b>Total</b>		<b>60,463</b>	<b>60,463</b>		<b>0</b>	<b>0</b>	<b>0</b>

### Schools: Nil variance (no change)

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.

**Resources, Policy & Performance: £78k Underspend (£78k improvement)**

5. The service is projecting an underspend of £78k due to £30k efficiency savings from non staffing budgets within the commissioning manager's team, where a post has been deleted as part of BID savings. Additionally, there is an unspent student travel grant amounting to £24k which will not be fully spent and will not be carried forward and a further £24k saving within Organisation & Resources due to delays in recruiting to a vacant post and as a result of maternity leave.

**ECS Central Budget: £130k Underspend (no change)**

6. There has been no major change to the position reported within the ECS central budget.

**Learning & School Effectiveness: £542k Pressure (£46k improvement)**

7. The earlier reported schools redundancy pressure has been reduced by £46k as a result of a one off savings within the 14-19 Strategic development team due to not appointing previously planned consultancy work.

**Director's, Youth & Connexions: £70k Underspend (£35k improvement)**

8. The Youth & Connexions service is projecting an underspend of £70k, an improvement of £35k from period 8. The improvement is mainly due to late take up of appointments, staff vacancies and reduction in spend on non essential equipment and materials in Youth Service.

**Access & Inclusion – Children: £217k Underspend (£6k improvement)**

9. There has been a slight change to the position reported within the Access & Inclusion service areas.

**Children and Families: Nil variance (No change)**

10. The Children & Families is projecting a break even position as at Month 8.

11. Action implemented by the management group has successfully achieved savings to set the previously reported pressure arising from activities due to the Southwark Judgement.

12. The savings were mainly achieved through earlier than anticipated permanent recruitment to Social Work posts within the Assessment and Car Management team. In addition, the Family Support Service, the Child Protection Service, In-House Fostering Services and the Other Care Services are reporting improved positions.

**Recovery Plan Savings: £47k target (£165k improvement)**

13. The in-year recovery plan continues to be applied and this has resulted in the required remaining savings to be achieved reducing by £165k in the last month. The group management team are continuously taking action to address the remaining savings target of £47k.

**Contingent Items: Asylum Service: Gross pressure £1,210k (£10k Adverse)**

14. The Asylum service is reporting a gross pressure of £1,210, an adverse movement of £10k from Month 8.

15. The previously reported emerging pressure of £366k due to UKBA rejecting clients has reduced to £130k as a result of successful challenge by the service. However, there is a compensatory adverse movement of £236k arising from the likely reduced settlement of our 2009/10 claim for under 18's.

<b>Division of Service</b>	<b>Gross Pressure Month9</b>	<b>Gross Pressure Month8</b>	<b>Change from Month8</b>	<b>Contingency</b>	<b>Net Pressure</b>
Asylum Services	1,210	1,200	10	1,210	0
<b>E &amp;CS – Total</b>	<b>1,210</b>	<b>1,200</b>	<b>10</b>	<b>1,210</b>	<b>0</b>

16. The current reported pressure for Exhausted All Appeals and ineligible clients' amounts to £868k and for Naturalised clients is £57k.

## Central Services

### Revenue: £719k underspend (£184k improvement)

1. The forecast position for the central services revenue budget as at month 9 is an underspend of £719k, an improvement of £184k on the month 8 projections, due primarily to the Finance and Business Services Directorate having a freeze on all non essential expenditure, and a reduction in the anticipated costs of redundancies. The following table summarises the overall position for Central Services, which indicates that the Deputy Chief Executive's Office is projecting an underspend of £429k in month 9, an improvement of £93k on the month 8 projections, due primarily to an improvement in the projected income that will be received, and the Finance & Business Services Directorate is projecting an underspend of £290k, an improvement of £91k on the month 8 projection, due primarily to a continuation of the expenditure review within Business Services as well as reflecting that the service has a freeze on all non essential expenditure.

Service		2010/11 (As at Month 9)		% Var of budget	Variances (+ adv/- fav)		
		Current Budget	Forecast		Variance (As at Month 9)	Variance (As at Month 8)	Change from Month 8
		£'000	£'000		£'000	£'000	£'000
Total	<i>Exp</i>	11,322	10,923	-3.9%	-442	-399	-43
Total	<i>Inc</i>	-3,517	-3,454	+0.4%	+13	+63	-50
<b>Deputy Chief Executive's Office</b>	<b>Total</b>	<b>7,805</b>	<b>7,469</b>	<b>-5.5%</b>	<b>-429</b>	<b>-336</b>	<b>-93</b>
Total	<i>Exp</i>	24,476	24,655	-0.5%	-114	+179	-293
Total	<i>Inc</i>	-18,075	-18,453	-1.0%	-176	-378	+202
<b>Finance &amp; Business Services</b>	<b>Total</b>	<b>6,401</b>	<b>6,202</b>	<b>-4.5%</b>	<b>-290</b>	<b>-199</b>	<b>-91</b>
<b>Central Services</b>	<i>Exp</i>	<b>35,798</b>	<b>35,578</b>	<b>-1.6%</b>	<b>-556</b>	<b>-220</b>	<b>-336</b>
	<i>Inc</i>	<b>-21,592</b>	<b>-21,907</b>	<b>-0.8%</b>	<b>-163</b>	<b>-315</b>	<b>+152</b>
<b>Central Services Total</b>	<b>Total</b>	<b>14,206</b>	<b>13,671</b>	<b>-5.1%</b>	<b>-719</b>	<b>-535</b>	<b>-184</b>

### Deputy Chief Executive's Office: £429k underspend (£93k improvement)

2. The Deputy Chief Executive's Office are projecting an underspend of £429k in month 9, an improvement of £93k on the month 8 projections, due primarily to an improvement in the projected income that will be received. This comprises a projected underspend of £442k on expenditure budgets (an improvement of £43k on the month 8 projections), and a shortfall of £13k on income (an improvement of £50k on the month 8 projections).

3. The underspend of £442k on expenditure budgets relates to a number of variances as follows:
  - An underspend of £229k on staffing costs across the service, primarily due to a number of vacant posts that exist, as each post is being reviewed and held vacant pending the outcomes of the BID Reviews.
  - An underspend of £140k on non staffing costs across the group due to having a freeze on all non essential expenditure
  - An underspend of £57k on Members' Allowances where the budget provision is £57k in excess of the projected cost for the current administration.
  - An underspend of £48k on the cost of printing in the Communications team.
  - A surplus of £30k relating to the Childcare Tax Credit Scheme
  - An underspend of £40k on training costs following a review of training courses.
  - An underspend of £23k on the Voluntary Sector Grants budget, where the grants budget is £48k in excess of the grants that have been awarded, netted down by an additional cost of £25k on Christmas Lights in Town Centres.
4. These are netted down by an anticipated cost on redundancy payments of £75k and an additional cost of £50k relating to the investment in key HR systems to support the delivery of future savings.
5. The shortfall of £13k on income streams relates to a number of shortfalls totalling £122k, netted down by over recovery of income totalling £59k, which are as follows:
  - A projected shortfall of £51k in Legal services relating to services provided to Hillingdon Homes.
  - Under-recovery of income from the Hillingdon Business forum and Uxbridge Town Centre of £30k
  - A shortfall in the Hillingdon People income of £20k due to a downturn in the number of requests for advertising space, both internally and externally
  - A shortfall of £6k on the buy back of Payroll services by schools, where three schools have decided not to renew their contract this year.
  - An over recovery of £59k on Nationality Checking, Citizenship and Registration of Births, Deaths and Marriages.
  - An over recovery of £28k from schools purchasing the Occupational Health Service.
  - A surplus of £7k on First Aid training income.

**Finance & Business Services: £290k underspend (£91k improvement)**

6. Finance & Business Services are now projecting an underspend of £290k, an improvement of £91k on the month 8 projection, due primarily to a continuation of the expenditure review within Business Services as well as reflecting that the service has a freeze on all non essential expenditure. This comprises a projected underspend of £114k on expenditure budgets (an improvement of £293k on the month 8 projections, due to a reduction in the estimated costs of redundancies) and a surplus of £176k on income (an adverse movement of £202k on the month 8 projections). There is also a movement between both the expenditure and income budgets, due to a realignment of a number of budgets across a few services, to more accurately reflect the true cost of the service.

7. The underspend of £114k on expenditure budgets relates to a number of underspends, totalling £749k, netted down by overspends totalling £635k, which are as follows:

#### Underspends

- A net underspend of £409k on salary budgets across the Department (£184k in Passenger Services, £126k in Building Control, £107k in ICT and £27k in Procurement, netted down by a pressure of £17k in Emergency Planning and £18k in Accounting Services), where posts are being held vacant as part of the BID Workstreams.
- An underspend of £111k on the Imported Food Units non staffing costs.
- An underspend of £110k on non staffing costs across Bereavement Services
- An overachievement of the in year savings target by £79k, which was identified as part of the Expenditure Review.
- An underspend of £40k on the cost of Audit fees, due to the cessation of the CAA Audit.

#### Overspends

- An overspend of £395k on SEN Transport, due to an historical increase in the number of SEN children requiring transport
- An overspend of £125k based on known and estimated redundancy costs.
- An overspend of £88k on ICT Licence and software payments.
- An overspend of £27k on Postage costs across Accounting Services

8. The surplus of £176k in income streams relates to a surplus on income from the Imported Food Unit of £149k, Bereavement services of £140k, and one off income from external sources totalling £315k (including the write on of Credit Balances in the Revenues service). This is netted down by an under recovery of £222k on Passenger Services Income, an under recovery of £126k on Building Control Income, and an under recovery of £80k on Land Charges income, due partly to a change in regulations.

#### Contingency Items

9. The Corporate Contingency holds a number of budgets relating to exceptional items linked to the downturn in the economy which has severely impacted the housing market and has continued to depress a number of income streams. The net position after the application of the contingency is shown in the table below.

Contingent Item	Gross Pressure Month 9 £'000	Gross Pressure Month 8 £'000	Movement Month 9 to 8	Contingency £'000	Net Pressure £'000
Building Control	70	71	-1	135	-65
Land Charges (volume pressures)	715	715	0	715	0
Self Insurance Fund	420	420	0	420	0
<b>Total</b>	<b>1,205</b>	<b>1,206</b>	<b>-1</b>	<b>1,270</b>	<b>-65</b>

#### Building Control Income: £70k Pressure (£1k improvement)

10. The forecast for Building Control income is a gross pressure of £196k, however, a large proportion of this can be offset by an underspend on the salary and non-salary budgets of £126k, which would require only £70k being drawn down from the contingency.

**Land Charges: £715k Gross Pressure (no change)**

11. Land charge income has moved to a cost recovery basis due to statutory changes in regulations enacted in December 2008. Based on this, the projected shortfall on income is estimated to be £740k. However, due to the underspend across Finance & Business Services, the draw down from the contingency will be £715k, the remaining balance of £25k will be absorbed within the main revenue budget.
12. A further impact on the income is also included in the forecast, which relates to the impact of the Ministry of Justice (MOJ) decision to revoke the charging of a fee for personal searches. The guidance proposed 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. The instruction from the MOJ came into force on 17<sup>th</sup> August 2010, and will be backdated to when the Environment Information Regulations came into force in January 2005 (a detailed assessment of the financial impact of the requirement to apply the legislation back to January 2005, is currently being undertaken). The part year effect of not being able to charge for personal searches in 2010/11 is a pressure of £85k (the full year effect equating to £145k). However, the regulations do allow for authorities to charge for assisted searches, which it is estimated will generate income of £30k in 2010/11 (the full year effect equating to £50k). For 2010/11 this results in a further pressure of £55k, where it has been decided that this can be absorbed within the Finance & Business Services revenue budget.

**Self Insurance Fund: £420k Gross Pressure (no change)**

13. The Corporate Risk Contingency holds a budget of £420k to cover the costs of insurance claims, where the Council is liable for the excess, which varies depending on the type of insurance, but in the main stands at £100k. Based on current projections this contingency sum will be fully required to cover the costs of the excess payments made in 2010/11.

## Capital Programme

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

#### **HRA: £800k Variance (Month 8 - £5,497k variance)**

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

Capital Schemes 2010/11	Original Budget	Revised Budget	Budget Released	Capital Spend Month 9	Actual % of Revised Budget	Forecast Outturn	Variance
	£' 000	£' 000	Y/N	£' 000	%	£' 000	£' 000
Capital Works to Stock	10,000	9,149	Y	4,015	44%	9,149	0
HRA - New Build - HRA Pipeline Sites Phase 1	7,508	5,100	Y	2,852	56%	4,400	-700
HRA - New Build - Extra Care Sites Phase 1 (Triscott House)	3,430	2,100	Y	1,267	60%	2,000	-100
HRA - New Build - LD Sites Phase 1	0	100	Y	0	0%	100	0
HRA - New Build - HRA Pipeline Sites Phase 2	0	191	Y	0	0%	191	0
Cash Incentive Scheme	150	0	Y	0	0%	0	0
HRA - Estates Improvements	1,280	1,002	Y	461	46%	1,002	0
Other Projects	200	0	N	0	0%	0	0
Townfield Community Centre	0	0	Y	0	0%	0	0
<b>HRA – Total</b>	<b>22,568</b>	<b>17,642</b>		<b>8,595</b>	<b>49%</b>	<b>16,842</b>	<b>-800</b>

2. Due to further delays to the part grant-funded Phase 1 Pipeline projects, forecast outturn for the current year has been reduced by £700k. Officers are liaising with the Homes and Communities Agency to ensure that these delays do not result in grant funding being deferred until 2011/12.
3. Adverse weather conditions have resulted in minor delays on the Triscott House project, which will result in £100k of expenditure being deferred into 2011/12.

#### **Adult Social Care, Health and Housing: £501k Variance (Month 8 - £501k variance)**

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

Capital Schemes 2010/11	Original Budget	Revised Budget	Budget Released	Capital Spend Month 9	Actual % of Revised Budget	Forecast Outturn	Variance
	£' 000	£' 000	Y/N	£' 000	%	£' 000	£' 000
PSRSG for WL Empty Property Grant	1,100	900	Part	390	43%	844	-56
Mental Health – Mead House	114	250	Y	93	37%	250	0
Disabled Facilities Grants	3,000	2,551	Y	1,239	49%	2,551	0
Private Sector Renewal Grants	450	420	Y	306	73%	420	0
Colne Park Caravan Sites	296	230	Y	226	98%	230	0
<b>ASC,H&amp;H – Total</b>	<b>4,960</b>	<b>4,351</b>		<b>2,254</b>	<b>300%</b>	<b>4,295</b>	<b>-56</b>

5. In previous years, underspends reported by other West London boroughs have resulted in additional funding being received to fund the Empty Property Grant programme. The forecast outturn for this programme has been reduced to reflect the likelihood that additional grant funding for 2010/11 will not be passed to Hillingdon from other West London Boroughs.

## Education and Children's Services: £573k Variance (Month 8 - £9,026k variance)

Capital Schemes 2010/11	Original Budget £' 000	Revised Budget £' 000	Budget Released Y/N	Capital Spend Month 9 £' 000	Actual % of Revised Budget %	Forecast Outturn £' 000	Variance £' 000
<b>100% Grant/Externally Funded</b>							
Early Years Foundation Stage – Surestart	1,169	145	0	21	14%	70	-75
Extended Schools	251	485	Y	307	63%	485	0
Formula Capital Devolved to Schools	3,876	4,894	N/A	3,286	67%	4,894	0
Guru Nanak - Expansion 2010	5,710	4,295	Y	4,294	100%	4,295	0
Pathfinder (Playgrounds)	598	338	Part	338	100%	338	0
Pinkwell	0	189	Y	0	0%	94	-95
Primary School Expansions Phase I	1,942	0	Y	0	0%	0	0
Primary School Expansions Phase II	5,150	43	Y	0	0%	43	0
Rosedale College S106 – only	0	26	N	0	0%	0	-26
School travel Plans	0	101	Y	78	77%	101	0
Schools Kitchens	4,928	2,285	Part	1,661	73%	1,885	-400
Specialist Schools	0	62	Y	60	97%	62	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%	0	-40
Investment in Young People's Facilities	167	84	Part	0	0%	84	0
Island U - Virtual School Project	0	60	N	0	0%	60	0
<b>Total 100% Grant/Externally Funded</b>	<b>24,156</b>	<b>13,102</b>	<b>0</b>	<b>10,049</b>	<b>77%</b>	<b>12,466</b>	<b>-636</b>
<b>Non Grant Funded</b>							
Expansion Haydon	0	14	Y	0	0%	14	0
Urgent Building Condition Projects (Modernisation)	1,985	2,124	Part	1,695	80%	2,124	0
School Places Provision (Basic Needs)	0	92	Part	57	62%	92	0
Building Schools for the 21st Century	1,000	0	0	0	0%	0	0
Schools Access Programme	100	150	Part	154	103%	210	+60
<b>Total 100% Non Grant Funded</b>	<b>3,085</b>	<b>2,380</b>		<b>1,906</b>	<b>80%</b>	<b>2,440</b>	<b>+60</b>
<b>E&amp;CS – Total</b>	<b>27,241</b>	<b>15,482</b>		<b>11,955</b>	<b>77%</b>	<b>14,906</b>	<b>-576</b>

- Primary School Expansions budgets required to fund Phase 1, 1A and the Rosedale temporary provision of £2,974k have been vired to Major Construction Projects as agreed at January Cabinet. The remainder of this grant funded budget has been rephased to fund the continuation of these projects in 2011/12.
- Forecast outturn on the Schools Kitchen has been reduced by a further £400k to reflect projects unlikely to go ahead due to schools being unable to provide match funding. The deadline for use of this grant remains August 2011, should amount be unspent these may become repayable to the Department for Education.

**Planning, Environment and Community Services: £736k Variance (Month 8 - £2,948k variance)**

Capital Schemes 2010/11	Original Budget	Revised Budget	Budget Released	Capital Spend Month 9	Actual % of Revised Budget	Forecast Outturn	Variance
	£' 000	£' 000	Y/N	£' 000	%	£' 000	£' 000
<b>100% Grant/Externally Funded</b>							
S106/S278 Schemes	0	535	Part	299	56%	535	0
Safer Stronger Communities Fund	50	50	Y	50	100%	50	0
Botwell Multi Use Games Area	100	242	Part	228	94%	242	0
BSP funded by Transport for London	4,000	3,734	Part	216	6%	3,684	-50
<b>Total 100% Grant/Externally Funded</b>	<b>4,150</b>	<b>4,561</b>		<b>793</b>	<b>17%</b>	<b>4,511</b>	<b>-50</b>
<b>Non Grant Funded</b>							<b>0</b>
Winston Churchill Hall Refurbishment	430	430	Y	1	0%	50	-380
Manor Farm Stables Development	371	451	Y	1	0%	50	-401
Willow Tree Centre	300	0	N	0		0	0
William Byrd Pool	250	0	N	0		0	0
North Hillingdon Adult Education Centre Roof Replacement	155	78	Y	4	5%	78	0
Manor Farm	0	0	Y	1		55	+55
Property Enhancements Programme	500	495	Part	29	6%	495	0
Property Enhancements Programme Contingency	0	0	N	5		5	5
Youth Offending Team consolidation into Link 1A / cashiers	0	30	Y	9	30%	30	0
Civic Centre Security Improvements	0	107	Y	50	47%	107	0
Civic Centre Enhancements	1,590	1,266	Part	102	8%	1,290	+24
Libraries Refurbishment	622	1,037	Y	389	38%	1,037	0
Harmondsworth Dog Free Mini Football Area	0	5	Y	0	0%	5	0
Ruislip Lido Toilets	0	302	Y	209	69%	302	0
CCTV Programme	230	0	N	0	#DIV/0!	0	0
Chrysalis Programme	1,000	955	Y	266	28%	955	0
Highways Improvements	1,100	1,100	Part	862	78%	1,100	0
Highways Localities Programme	258	258	N	0	0%	258	0
Road Safety	250	114	Part	21	18%	114	0
Street Lighting	300	300	Part	46	15%	300	0
Town Centre Initiative	525	525	N	108	21%	525	0
Purchase of Vehicles	0	471	Y	482	102%	482	+11
Environmental Assets	2,000	100	Part	0	0%	100	0
Fassnidge Park adiZone	0	148	Y	75	51%	148	0
<b>Total Non Grant Funded</b>	<b>9,881</b>	<b>8,172</b>		<b>2,660</b>	<b>33%</b>	<b>7,486</b>	<b>-686</b>
<b>PE&amp;CS – Total</b>	<b>14,031</b>	<b>12,733</b>		<b>3,453</b>	<b>27%</b>	<b>11,997</b>	<b>-736</b>

8. Design teams have been appointed for both the Winston Churchill Hall Refurbishment and Manor Farm Stables Development, it is anticipated that these projects will be completed in 2011/12.

## Major Construction Projects: £11,278k Variance in 2010/11 (Month 8 - £11,278k variance)

Capital Schemes 2010/11	Revised Budget	Budget Released	Capital Spend Month 8	Actual % of Revised Budget	Forecast Outturn 2010/11	Forecast Outturn 2011/12 onwards	Forecast Variance 2010/11	Forecast Variance Total Project
	£' 000	Y/N	£' 000	%	£' 000	£' 000	£' 000	£' 000
<b>Planning, Environment and Community Services</b>								
Arundel Road Development HIP	18	Part	2	11%	18	2,000	0	0
Botwell Green (including Gymnastics Centre)	627	Y	1,892	302%	3,005	297	+2,378	+2,675
Brookfield – Second Floor	15	Y	1	7%	15	0	0	0
Farm Barns	320	Y	4	1%	350	125	+30	0
South Ruislip Development	1,400	Part	259	19%	1,400	6,219	0	0
Highgrove Pool Phase II	300	Y	2	1%	300	3,800	0	0
Hayes End Library Development	600	Part	1	0%	600	2,000	0	0
Hillingdon Sports and Leisure Centre	1,266	Y	436	34%	1,537	0	+271	+271
Minet Cycle Club	339	Y	336	99%	339	10	0	0
New Years Green Lane Civic Amenity Site	1,900	Part	94	5%	1,900	1,573	0	0
Queensmead Fitness Centre Refurbishment	28	Y	25	89%	28	0	0	0
<b>Education and Children's Services</b>								
Children's Centres – Phase 2	626	Y	395	63%	728	0	+102	+102
Children's Centres – Phase 3	4,109	Y	1,624	40%	4,109	0	0	0
Glebe Primary School	31	Y	2	6%	31	0	0	0
Heathrow Primary	18	Y	2	11%	18	0	0	0
Longmead - Laurel Lane	1,612	Y	977	61%	1,612	0	0	0
Merrifields fit out for short breaks	375	Y	349	93%	370	5	-5	0
New Young People's Centre	1,726	Y	1,086	63%	1,726	0	0	0
Pinkwell New Classrooms	304	Y	531	175%	304	0	0	0
Pinkwell School Hall	478	Y	0	0%	478	0	0	0
Primary School Expansions	4,658	Y	852	18%	4,658	0	0	0
Ruislip High School - Construction	273	Y	266	97%	273	0	0	0
Ruislip High School - Expansion	150	Y	0	0%	150	1,350	0	0
Targeted Capital - Oak Farm	388	Y	-41	-11%	388	0	0	0
Targeted Capital - Uxbridge High	32	Y	30	94%	32	0	0	0
<b>Finance &amp; Resources</b>								
Hillingdon Cemetery & Chapel - Insurance work	264	Insurance	11	4%	284	0	+20	+20
<b>Council Wide</b>								
Project QS support	34	N/A	34	100%	34	0	0	0
Major Construction Project Fees	0	N/A	0	0%	0	0	0	0
<b>Major Construction Projects – Total</b>	<b>21,891</b>		<b>9,170</b>	<b>42%</b>	<b>24,687</b>	<b>17,379</b>	<b>2,796</b>	<b>3,068</b>

9. Year to date expenditure on MCP Projects of £9,170k includes £379k of fees, contributing towards the cost of architects, design and project management costs. Full year outturn on these fees is anticipated to be £759k, of which £280k is to be funded from Council Resources.

10. Following the increase in the Farm Barns budget agreed in January 2011, the current year pressure reported on this budget is a phasing issue with the project expected to complete in 2011/12 within agreed budget.
11. The Children's Centres are expected to be completed in the current financial year, with the exception of Deanesfield where the non-grant funded element of the project may be completed in 2011/12.
12. Forecast outturn on Primary School Expansions has increased following the tender exercise reported to Cabinet in January, with works to deliver additional primary school places for September 2011 expected to commence in the current financial year.

**Central Services: £97k variance (Month 8 - £353k variance)**

Capital Schemes 2010/11	Original Budget £' 000	Revised Budget £' 000	Budget Released Y/N	Capital Spend Month 9 £' 000	Actual % of Revised Budget %	Forecast Outturn £' 000	Forecast Variance £' 000
Leader's Initiative	300	300	Part	135	45%	300	0
<b>DCE - Total</b>	<b>300</b>	<b>300</b>		<b>135</b>	<b>45%</b>	<b>300</b>	<b>0</b>
Breakspear Crematorium	0	0	N/A	0		29	+29
ICT Asset Management Strategy	1,378	1,317	Part	617	47%	1,191	-126
<b>F&amp;R - Total</b>	<b>1,378</b>	<b>1,317</b>		<b>617</b>	<b>47%</b>	<b>1,220</b>	<b>-97</b>
<b>Central Services - Total</b>	<b>1,678</b>	<b>1,617</b>		<b>752</b>	<b>47%</b>	<b>1,520</b>	<b>-97</b>

13. As a result of the on-going review of the ICT Single Development Plan, the full revised budget will not be required in the current financial year and the forecast outturn has been reduced by £126k.

**Partners: Nil variance (Month 8 - £6k variance)**

Capital Schemes 2010/11	Original Budget £' 000	Revised Budget £' 000	Budget Released Y/N	Capital Spend Month 9 £' 000	Actual % of Revised Budget %	Forecast Outturn £' 000	Forecast Variance £' 000
LAA Reward Grant Share to Primary Care Trust	335	333	0	0	0%	333	0
LAA Reward Grant Share to Community Safety Partnership	140	140	0	0	0%	140	0
LAA Reward Grant Share to BAA & Uxbridge College	130	128	0	0	0%	128	0
LAA Reward Grant Share to Ground Work Trust	65	63	0	0	0%	63	0
LAA Reward Grant Share to HAVS	0	85	0	0	0%	85	0
<b>Partners - Total</b>	<b>670</b>	<b>749</b>		<b>0</b>	<b>0%</b>	<b>749</b>	<b>0</b>

14. There has been no change to the final outturn position for grants to partners. Payments are due to be made to partner organisations in March 2011, upon receipt of the LAA Reward Grant by the Council.

**Capital Contingency: £2,000k underspend (Nil Variance)**

Capital Schemes 2010/11	Original Budget £' 000	Revised Budget £' 000	Capital Spend Month 9 £' 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	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>

15. As at Month 9 there have been no allocations from contingency, however this report requests that Cabinet agree to the allocation and release of £55k from the General Contingency to fund the overspend at Manor Farm.

## APPENDIX B – Treasury Management Report

1. The following information is provided to update you on the activities on the Treasury function for the month of December 2010.
2. As at 31<sup>st</sup> December 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: 0.82%

	Actual £m	Actual %	Bench- mark %
Up to 1 Month	43.3	55.51	65.00
1-2 Months	5.0	6.41	5.00
2-3 Months	5.6	7.18	5.00
3-6 Months	7.3	9.36	10.00
6-9 Months	0.0	0.00	10.00
9-12 Months	3.5	4.49	5.00
<b>Subtotal</b>	<b>64.7</b>	<b>82.81</b>	<b>100</b>
Unpaid Maturities	13.3	17.05	0.00
<b>Total</b>	<b>78.0</b>	<b>100</b>	<b>100</b>

3. Deposits are held with UK institutions, which hold at a minimum, a Fitch AA- long-term credit rating, with the exception of the unpaid Icelandic deposits.
4. Deposits are currently held with the following institutions: Fidelity Money Market Fund, Goldman Sachs Money Market Fund, Henderson Money Market Fund, HSBC Money Market Fund, Ignis Money Market Fund, Invesco Aim Money Market Fund, Royal Bank of Scotland, Standard Life Money Market Fund, Barclays Bank, Lloyds TSB Banking Group, Nationwide BS and Clydesdale.
5. During December, fixed term deposits matured in line with cash flow requirements. Four medium term deposits were placed to enhance investment income. Other surplus funds were spread between instant access accounts and short term fixed deposits in order to meet near term cash flow requirements and remain within counterparty limits.

### Outstanding Debt - Average Interest Rate on Debt: 3.58%

	Actual £m	Actual %
PWLB	114.4	70.44
Long-Term Market	48.0	29.56
Temporary	0.0	0.0
<b>Total</b>	<b>162.4</b>	<b>100</b>

6. The second instalment of £750k was repaid on a PWLB EIP Loan. There were no early debt repayments or rescheduling opportunities during the month.

### Prudential Indicators

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

## **Ongoing Strategy**

8. The current strategy is to place medium term deposits, when cash flow allows. These deposits will enhance investment income for 2010/11. Short term balances are to be placed in instant access accounts and short term fixed deposits to ensure funds are available to meet January's payment obligations.
9. During December PWLB moved back into premium, therefore it was not financially viable to reschedule debt.

## APPENDIX C

### Retaining of agency staff for Education & Children's Services

The Children and Families Service has been using agency staff during the year to cover Safeguarding issues. There has been a programme of work during the year to temp to perm as many as possible. However a number of posts where permanent staff have been recruited to have yet to receive full CRB checks and references. As a result the service had continued to use these temporary agency staff until the checks have been confirmed. The cost of continuing these contracts until the current Financial year end is approximately £272,809 and the cost of employing those staff who have cost more than £50k is £892k. The costs of all these posts are funded from within the existing base budget for the Children and Families Service and are factored into the breakeven outturn projection for the Education & Childrens Service Group.

<b>Social Worker Agency Staff</b>	<b>Projected 2010/2011 Cost £</b>
Post 1	61,857
Post 2	70,755
Post 3	61,556
Post 4	56,896
Post 5	54,825
Post 6	59,789
Post 7	58,447
Post 8	53,387
Post 9	56,609
Post 10	55,124
Post 11	56,456
Post 12	61,692
Post 13	77,273
Post 14	54,477
Post 15	52,062
<b>Total</b>	<b>891,205</b>

### Retaining of agency staff for Planning, Environment & Consumer Protection

It is proposed that the current agency assignment for the Senior Project Manager role (Schools) should be extended. This is a critical post supporting the PCP capital programme in the new Corporate Construction structure. It is not anticipated that this role will be filled by any existing members of the team as part of the ongoing restructure process and therefore full-time recruitment is likely to be required.

It is therefore proposed to extend the contract of the existing agency employee for 14 weeks commencing 21st Feb 2011. This will take the total cost of the assignment to around £87k hence the need to obtain Cabinet approval.

<b>PECS agency staff</b>	<b>Projected 2010/2011 Cost £</b>
Post 1	87,200
<b>Total</b>	<b>87,200</b>

## HOUSING REVENUE ACCOUNT (HRA) RENT SETTING 2011-2012

<b>Cabinet Member</b>	Councillor Philip Corthorne
<b>Cabinet Portfolio</b>	Social Services, Health and Housing
<b>Officer Contact</b>	Neil Stubbings / Maqsood Sheikh, Adult Social Care, Health and Housing
<b>Papers with report</b>	Appendices 1, 2 & 3

### HEADLINE INFORMATION

<b>Purpose of report</b>	This report largely centres on recommended HRA rents and charges as well as the HRA budget for 2011/12.
<b>Contribution to our plans and strategies</b>	HRA resource priorities are aligned with, and enable the Council, to deliver its strategic housing objectives set out in the Housing Strategy and other housing services strategies such as the Homelessness strategy
<b>Financial Cost</b>	The proposals centre on the application of specific, ring-fenced HRA resources, which are contained within the overall HRA Fund. There is no direct impact on the Council's General Fund, however the HRA supports the Council's General Fund housing activities.
<b>Relevant Policy Overview Committee</b>	Social Services, Health and Housing
<b>Ward(s) affected</b>	All

### RECOMMENDATIONS

That Cabinet approve for recommendation to Council:

1. To use formula rents under the DCLG rent restructure policy to calculate HRA dwelling rents for 2011/2012.
2. To agree the average HRA rents, charges and allowances for 2011/12 as set out in Tables A to D of this report.
3. To agree the HRA Budget for 2011/12 as set out in Appendix 1 of this report.

## **INFORMATION**

### **Reasons for recommendation**

1. The purpose of this report is to seek Cabinet approval for the proposed Housing Revenue Account (HRA) rents, service charges and allowances for 2011/2012. Under current legislation, income from council tenants for rents and service charges must be separately shown in the Housing Revenue Account. Under Department for Communities and Local Government's (DCLG) general guidelines these charges must be reviewed regularly to ensure that the HRA does not go into deficit.

### **Alternative options considered**

2. Cabinet could amend or add to the proposals in respect of charges, but such amendments or additions must ensure that service charges levied cover the cost of providing services. Proposals in Table A to D reflect such costs;
3. To set rents higher or lower than those proposed in line with the Government rents restructuring policy. In both cases there would be a detrimental effect to the HRA. Setting rents higher would result in increased negative subsidy payable to the Government, with disproportionate increase in income generated. This effectively means we are charging higher rents to pass on to the Government. Setting rent lower would result in less income with the same amount of negative subsidy payable to the Government. Neither option can be recommended.

### **Comments of Policy Overview Committee**

4. None at this stage.

### **Supporting Information**

#### **A. Summary**

5. In accordance with the DCLG subsidy Determination, an average rent increase of £5.26 or 5.84% will increase the current average weekly rent for 2010/11 of £89.98 to £95.24 for 2011/12 for Hillingdon Council dwellings. This average rent has been calculated in line with the rent restructuring formula provided by DCLG.
6. Subsidy payable to the government is a key element within the HRA. The impact of the 2011/12 HRA Subsidy Determination issued by DCLG has had a broadly neutral impact on Hillingdon. The main reason for this is that management, maintenance and the major repairs allowances that form part of the subsidy settlement have been relatively favourable for Hillingdon as outlined in section E.
7. Normally the Determination is a key document and a detailed analysis also provides a pointer to future year resources. However the 2011/12 Subsidy Determination has been issued with the reform of HRA finances including the abolition of the Subsidy system in the background. The 2011/12 Subsidy Determination is likely to be the last one and needs to be viewed in a short term horizon. The new self-financing review could have a significant impact on resources available from 2012/13 onwards. It is worth noting that without the self-financing reform Hillingdon negative subsidy payment under the current system is projected to increase from £15.66m in 2011/12 to £25m in 2015/16 an increase of 60% in 4 years.

8. The current year monitoring is showing favourable variances and as a consequence, balances are expected to increase to £10.55m. The main reasons for the variances include:
- The closure of Hillingdon Homes has made available the former company's working balances of £1m.
  - There are lower charges for capital as a result of low interest rates.
  - There is some rephasing of works to the stock due to a need to retender the contracts. As this involves essential works the funding will need to be carried forward into the next year.
9. The proposed 2011/12 HRA budget includes the impact of increased notional subsidy guideline rent and the DCLG decision for 'first and second round' ALMOs to have their Decent Homes ALMO Allowance converted to debt for subsidy purposes. This will attract interest relief within the subsidy system and the corresponding financial benefit from decent homes funding will be spread over the long term. These will increase negative subsidy by £4.6m, but will be partially offset by rent increases of £2.9m. In addition, as noted in the previous paragraph the proposed budget allows for the spend on essential work to the stock that has been rephased into 2011/12. The various changes will result in a reduction of £2.1m in balances.
10. As indicated above, on the basis of current information, the HRA Balances are expected to decrease by £2.3m in 2011/12 and will continue to reduce thereafter. If the subsidy system continues beyond the next year or two then substantial savings would need to be found impacting on the overall service offered to tenants as well as maintenance of the dwelling stock. However, as the HRA Review is expected to have a significant impact on the future financing of the council housing operation, the longer term projection of the HRA resources for Hillingdon contained in this report are only indicative. In common with other authorities, a more thorough analysis of future revenue and capital spending requirements will be needed during 2011 when financial details for Hillingdon are announced as part of the new self-financing HRA regime.

## B. Background

11. This report sets out the recommended rent increase, the proposals for the increases of the other HRA charges and setting of budgets for expenditure. It also provides further details of the proposals for the 2011/12 HRA Capital Programme that are covered in the General Fund report elsewhere on the Agenda.
12. The purpose of this report is three fold, to:
- (i) provide Cabinet with proposals for HRA rents, fees and charges for 2011/12;
  - (ii) update Cabinet with the latest HRA income and expenditure projections for the current financial year 2010/11; and
  - (iii) provide Cabinet with the proposed HRA budget for 2011/12 for approval within the context of the budget process for 2011/12.
13. Local housing authorities are required to carry out a periodic review of rents for dwellings and charges for services and facilities provided to council tenants in connection with the provision of dwellings owned by the Council and accounted for within the HRA. The costs of providing accommodation and tenancy services to council tenants are charged to the

HRA. These costs are recharged to tenants by levying rents and service charges. There is a general directive from the DCLG that these charges are reviewed annually.

14. In preparing the HRA budget a local authority is required to estimate as accurately as possible the total level of income needed from rents and charges to fund planned expenditure. Statutory provisions prevent the HRA from planning for an overall account deficit (income less expenditure plus balances and provisions). The total income from rents and charges depends on a number of factors including:
    - the Government's rent restructure formula and guidelines;
    - the size and composition of the HRA stock of dwellings;
    - the level of voids;
    - income from commercial properties (e.g. shops owned by the HRA, way leaves);
    - ground rents;
    - provision for bad and doubtful debts from arrears;
    - provisions for future liabilities;
  15. The legislative provisions for charging rents and levying charges for services and facilities in the HRA are provided by Part 1 of Schedule 4 of the Local Government and Housing Act 1989.
  16. Key strategic objectives for the Housing Revenue Account (HRA) are:
    - to secure the best use of resources,
    - build on increasing tenants satisfaction, and
    - support the delivery of the Council's strategic objectives.
  17. The HRA is a ring-fenced account. The objective is to get the best service from the effective use of the whole HRA resource. In this context the expectation is that savings and efficiency gains would be reinvested HRA stock and services including wider affordable housing. Therefore our main financial objective is to deliver efficiency gains, and use funds released by such efficiencies to improve services, provide additional stock investment and take advantage of wider affordable housing opportunities.
  18. The budget proposals for the HRA have been compiled through a process involving:
    - a detailed review of the costs of providing the current level of housing services;
    - review of forecasted outturn for 2010/11 to project year-end balances to be carried forward to 2011/12
  19. Key areas of interest for Council tenants and HRA service users within this report are:
    - HRA dwelling rents for 2011/12, calculated using the Government's rents restructure formula;
    - the level of HRA funding available for investment in stock and service provision to tenants;
    - percentage increase for non-dwelling rents and charges for 2011/12.
  20. As in previous years, precise calculations for HRA rents, fees, charges and budget proposals can only be carried out after release of the relevant HRA subsidy determinations. The DCLG issued the HRA subsidy draft determination for 2011/12 on 5th November 2010 and the final determination was released on 10<sup>th</sup> January 2011. 2011.
  21. In accordance with requirements under the Housing Act 1985, tenants must be given 28 days notice of changes in their rents once set by Council in February 2011. Notices will
-

be issued at the end of February 2011. This will ensure that tenants have four weeks notice of rent increases to come into force on Monday 4<sup>th</sup> April 2011, which is the first complete rent week in the new financial year.

## C. Rents and Charges

### HRA Rent Setting Framework

22. The HRA account framework is regulated by the DCLG. Dwelling rents are calculated using the formula rent in line with the DCLG national rent restructure programme. The rent restructure programme was introduced in 2002/2003.

### Rent Restructure

23. In 2011/2012 council dwelling rents are expected to increase nationally by 6.8%. The Hillingdon dwelling rents proposal recommends an average increase of 5.84%. This average is based on property specific calculations using the rent restructuring formula provided by DCLG. The slightly lower percentage increase is due to Hillingdon rents getting close to the nationally determined target rents. It is worth noting that the application of the formula at individual property level varies around this average according to property size and the market value of each property, as valued in January 1999. The maximum increase for any property in Hillingdon will be 6%.

24. The 2011/12 HRA Subsidy Determination assumes an increase of this magnitude. Consequently, in order to minimise HRA subsidy losses in the HRA, it is recommended that rents be increased by an average of 5.84%. Table A below provides the estimated average rents for HRA dwellings.

Table A: HRA Dwelling Rents

TABLE A:		PREVIOUS YEAR	PREVIOUS YEAR	CURRENT YEAR	NEXT YEAR PROPOSED:- WITH NEW BUILD - PART YEAR EFFECT	
HRA DWELLING RENTS		2008/09 RENT	2009/10 RENT	2010/11 RENT	2011/12 RENT	2011/12 RENT
		ACTUAL RENT pw	ACTUAL RENT pw	RENT RESTRUCTURE pw	RENT RESTRUCTURE pw	% Increase
	<b>HRA COUNCIL DWELLING RENTS (AVERAGE)</b>	<b>£86.09</b>	<b>£88.70</b>	<b>£89.98</b>	<b>£95.24</b>	<b>5.84%</b>
a.	Flats/Maisonettes 1 bed	£70.48	£72.69	£73.37	£77.70	5.90%
b.	Flats/Maisonettes 2 beds	£79.75	£82.05	£83.32	£88.29	5.97%
c.	Flats/Maisonettes 3+ beds	£92.59	£95.43	£96.39	£102.00	5.82%
d.	Houses/Bungalows 1 bed	£79.53	£81.96	£82.77	£87.58	5.82%
e.	Houses/Bungalows 2 beds	£92.32	£95.15	£96.31	£101.94	5.85%
f.	Houses/Bungalows 3 beds	£104.81	£108.02	£109.12	£115.48	5.83%
g.	Houses/Bungalows 4+ beds	£112.22	£115.65	£118.44	£125.37	5.85%

25. Without these increases balances would fall by around £2.9m.

26. Included in the rent restructuring calculation for rents set out in the table is an inflation factor prescribed by the DCLG. The national average increase of 6.8% includes other

elements of the rent restructuring formula including an element to convergence of social housing rents. This will result in an average increase of 5.84% for HRA tenants within the Borough.

### Non Dwelling Rents

27. HRA non-dwelling rents cover garages, hard standings, carports, shops and commercial premises. This report deals with garages, hard standings and carports. Shops and commercial premises are managed as part of the Council's Corporate Landlord.
28. Garage, hard standing and carport rents are not covered by rent restructuring. Historically, we have always increased non-dwelling rents by the same base percentage used to increase dwelling rent each year. For 2011/2012, officers are recommending a 5.1% percentage increase to the existing average charges listed in Table B below.

Table B: HRA Non-Dwelling Rents

<b>Table B</b>		<b>PREVIOUS YEAR</b>	<b>CURRENT YEAR</b>	<b>NEXT YEAR PROPOSED</b>	
<b>HRA NON DWELLING RENTS</b>		<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	
		<b>AVERAGE WEEKLY CHARGES</b>	<b>AVERAGE WEEKLY CHARGES</b>	<b>WEEKLY CHARGES</b>	<b>% Increase</b>
<b>a.</b>	<b>Garages</b>	<b>£9.80</b>	<b>£9.80</b>	<b>£10.30</b>	<b>5.1%</b>
<b>b.</b>	<b>Car Ports</b>	<b>£5.60</b>	<b>£5.60</b>	<b>£5.89</b>	<b>5.1%</b>
<b>c.</b>	<b>Hard Standings / Parking Spaces</b>	<b>£3.80</b>	<b>£3.80</b>	<b>£3.99</b>	<b>5.1%</b>

### D. Service Charges and Allowances

29. The HRA subsidy arrangements allow a limited category of costs to cover general management and maintenance costs (M&M Allowance) and are included in base dwelling rents. These M&M allowances do not cover certain services provided to tenants such as caretaking, cleaning, grounds maintenance, CCTV cameras etc. Government expectations are that these costs are identified and de-pooled from the general level of rents and charged for separately. Local authorities can recover the actual cost of the relevant service, and only tenants receiving the service (either individually or as a group) within similar types of properties, can be charged the appropriate amount.
30. In order to fully comply with DCLG rents restructure and service charge de-pooling policies the following de-pooling strategy was adopted in February 2006: -
- In 2006/2007 grounds maintenance costs were de-pooled from rents;
  - For 2007/2008 de-pool other miscellaneous charges (e.g. CCTV)
  - In 2008/2009 de-pool caretaking and cleaning costs from rent charges.
31. The policy has been implemented and a review of de-pooled service charges will be carried out every year to ensure there is a reasonable balance between cost of de-pooled services and income collected.
32. In previous years the Council's policy has been to increase existing service charges and allowances by inflation plus a nominal rate to support actual cost of service provision. Officers are recommending changes listed in Table C to Table D below for 2011/12. The base inflation rate used in calculating HRA rent increase for 2010/11 is 5.1%. We are recommending that service charges go up by this rate; except for energy supplies where

the policy is to recover costs so that in some cases charges can be reduced to reflect efficiencies or reductions in costs.

33. The weekly charge for using the Careline community alarm system for private tenants is included within the Budget MTF report elsewhere on this agenda. The charge to council tenants was originally set to equal the ringfenced Supporting People grant for careline users which for 2010/11 is £1.33 per wk. The government have now removed the Supporting People ringfence and as a result it is recommended that this charge is now set to be the same as private tenants (£1.13p per week). For approx 90% of tenants this make no difference as their careline charge is covered by Supporting People.

Table C i: Ancillary charges

	ANCILLARY CHARGES	CURRENT YR	Proposed Change		ESTIMATE
		2010/11 CHARGES & ALLOWANCE	%	£	2011/12 CHARGES & ALLOWANCE
a.	Careline Council Tenants	£5.76 monthly (£1.33 pw)	-15%	-£0.85 (0.20 pw)	£4.91 monthly (1.13 pw)
b.	Grounds Maintenance Cost of cutting grass, weeding and general open space management within the HRA.	£1.09 - £3.26	5.10%	£0.06 - £0.17	£1.15 - £3.43
c.	CCTV Cost of maintaining CCTV cameras on HRA estates	£0.55 wk	5.10%	£0.03	£0.58 wk
d.	Door Entry Cost of managing and maintaining door entry systems on HRA estates	£0.21 wk	5.10%	£0.01	£0.22 wk
e.	Window Cleaning Window cleaning for shelter schemes	n/a	New Charge	n/a	£0.25 wk

34. As stated above the policy for energy related charges is to recover costs. HRA energy contracts are managed within the LBH LASER energy procurement contract and this contract is allowing us to procure energy at an average of 20% below market prices. Taking this into account, the cost of energy for the HRA has gone up by between 16% and 20% in 2010/11, this is below the average national increase in energy prices of 36% to Dec 2010. Estimated charges are shown in Table C (ii) below: actual energy charges are however, also dependent on energy usage.

Table C (ii): Heating and Energy Charges

Energy Charges	2010/11	2011/12		
	Current Weekly Charge	Increase / (reduction) %	Increase / (reduction) £	Estimated Charge
Communal Electric (Cost of providing communal and street lighting on estates)	0.94	21%	0.20	1.14
Sheltered Heating - Communal Element (supply to communal arrears)	£2.39 to £3.20	Recovery of Cost	Recovery of Cost	£2.63
Sheltered Heating - Property Element (supply to dwellings)	£3.58	Recovery of Cost	Recovery of Cost	£4.12 to £9.10
District Heating	£3.54 to £14.43	Recovery of Cost	Recovery of Cost	£4.07 to £11.82

35. Table C(iii) below lists all allowances paid in the HRA for redecoration and home release payments. We are recommending that these allowances are frozen at the current rate.

Table C(iii): Allowances

		CURRENT YR		ESTIMATE
	<b>ALLOWANCES</b>	<b>2010/11 CHARGES &amp; ALLOWANCE</b>	<b>Proposed Change</b>	<b>2011/12 CHARGES &amp; ALLOWANCE</b>
1	<b>REDECORATION ALLOWANCES</b>		%	
a.	Living Room	£105.00	No Change	£105.00
b.	Dinner/Kitchen	£150.00	No Change	£150.00
c.	Staircase	£105.00	No Change	£105.00
d.	Landing/Hallway	£50.00	No Change	£50.00
e.	Double Bedroom	£105.00	No Change	£105.00
f.	Single Bedroom	£75.00	No Change	£75.00
g.	Bathroom	£75.00	No Change	£75.00
h.	WC	£30.00	No Change	£30.00
i.	Dining Recess	£25.00	No Change	£25.00
j.	Working Kitchen	£105.00	No Change	£105.00
k.	Sweeping Flue	£5.00	No Change	£5.00
l.	Two Room Allowance	£260.00	No Change	£260.00
2	<b>OTHER ALLOWANCES</b>			
a.	Home Release Reward - Reduction by 1 Bed	£750.00	No Change	£750.00
b.	Home Release Reward - Reduction by 2 Bed	£1,000.00	No Change	£1,000.00
c.	Home Release Reward - Reduction by more than 2 Beds	£1,250.00	No Change	£1,250.00
d.	Statutory Home Loss	£4,700.00	Set by DCLG	£4,700.00

36. Table D below is the list of caretaking charges. We have reviewed caretaking costs and as a result of efficiencies and cost reduction activities we are able to maintain costs at the current level. We are not recommending an increase for the majority of the charges with the exception of double bin collections, where charges is going up and we are recommending a inflationary increase of 5.1%.

Table D: Caretaking Charges

	PREVIOUS YEAR	PREVIOUS YEAR	CURRENT YEAR	NEXT YEAR PROPOSED		
				Increase/ (Decrease)	2011/12 CHARGES & ALLOWANCE wk	
	2008/09 CHARGES & ALLOWANCE wk	2009/010 CHARGES & ALLOWANCE wk	2010/11 CHARGES & ALLOWANCE wk	%	£	
Caretaking Band						
A	£10.00	£10.00	£10.00	No change		£10.00
B	£6.50	£6.50	£6.50	No change		£6.50
C	£4.50	£4.50	£4.50	No change		£4.50
D	£3.50	£3.50	£3.50	No change		£3.50
E	£2.50	£2.50	£2.50	No change		£2.50
F	£1.50	£1.50	£1.50	No change		£1.50
Sheltered Housing	£5.00	£5.00	£5.00	No change		£5.00
Queens Lodge	£6.30	£6.30	£6.30	No change		£6.30
Additional Refuse Collection	£1.75	£1.75	£1.75	5.1%	£0.09	£1.84

## E. Impact of the 2011/2012 HRA Subsidy Determination on Hillingdon

### *National 2011/12 Subsidy Determination Headlines*

37. For 2011/12 the HRA budget setting process will continue to be largely dependent upon the HRA Subsidy Determination which is the responsibility of DLGG. The draft Determination includes the parameters for the calculation of subsidy including management, maintenance and major repairs allowances. Since the introduction of rent restructuring in 2002, the Determination effectively has also provided government direction for individual council rents.
38. The Final HRA Determination for 2011/12 was issued on 10<sup>th</sup> January 2011. An analysis of the Determination proposals indicates that average rents in Hillingdon will need to increase by 5.9% so that the current average rent of £89.98 per week will increase by £5.26 to £95.24 per week. However, from 2011/12 Hillingdon as all 'first and second round' ALMOs will have their Decent Homes ALMO Allowance converted to debt for subsidy purposes which will attract interest relief within the subsidy system and the corresponding financial benefit from decent homes funding will be spread over the long term.
39. These figures have been calculated from *draft* Determination, the *final* Determination was issued on the 10th January 2011. As in recent years the change between the draft and final Determinations has not been significant. The main reason for this is that over the last three years DCLG has kept stable the broad parameters for the subsidy system to reduce volatility from year to year pending the HRA Review. The outcome of this review should mean that this is the last year for the HRA subsidy system as the government has planned to replace this with self-financing from April 2012 subject to parliamentary approval of the Localism Bill.
40. Self-financing will then be implemented through a mandatory one-off settlement payment between each local authority and central government, which will be determined by a valuation of each local authority's social housing business. These valuations will take account of income and expenditure needs over 30 years and the level of housing debt. DCLG are planning to publish a policy document in January 2011 detailing the methodology behind the settlement. It will also include a model with updated data that will enable local authorities to calculate the likely impact for them of the self-financing deal. Such a model along with data was published as part of the consultation document '*Council housing: a real future*' in April 2010. The indicative figures for Hillingdon within the consultation document were favourable mainly due to the current system being disadvantageous and any change would therefore most likely improve the HRA finances.
41. The subsidy calculation involves working out allowances for expenditure items along with assumed income from rent levels. If the net amount is positive then the authority receives subsidy whereas if the net amount is negative the authority has to pay a net negative sum to the DCLG. Hillingdon has been in a negative position for a number of years largely as a result of having a relative low level of debt. The draft subsidy Determination for 2011/12 indicates that Hillingdon will need to pay over a negative subsidy amount of £15.71m. An increase of £4.67m compared to the £11.04m provision for this current financial year. The main reasons for this increase relates to Government assumptions about a few key income and expenditure items that are used to determine the net

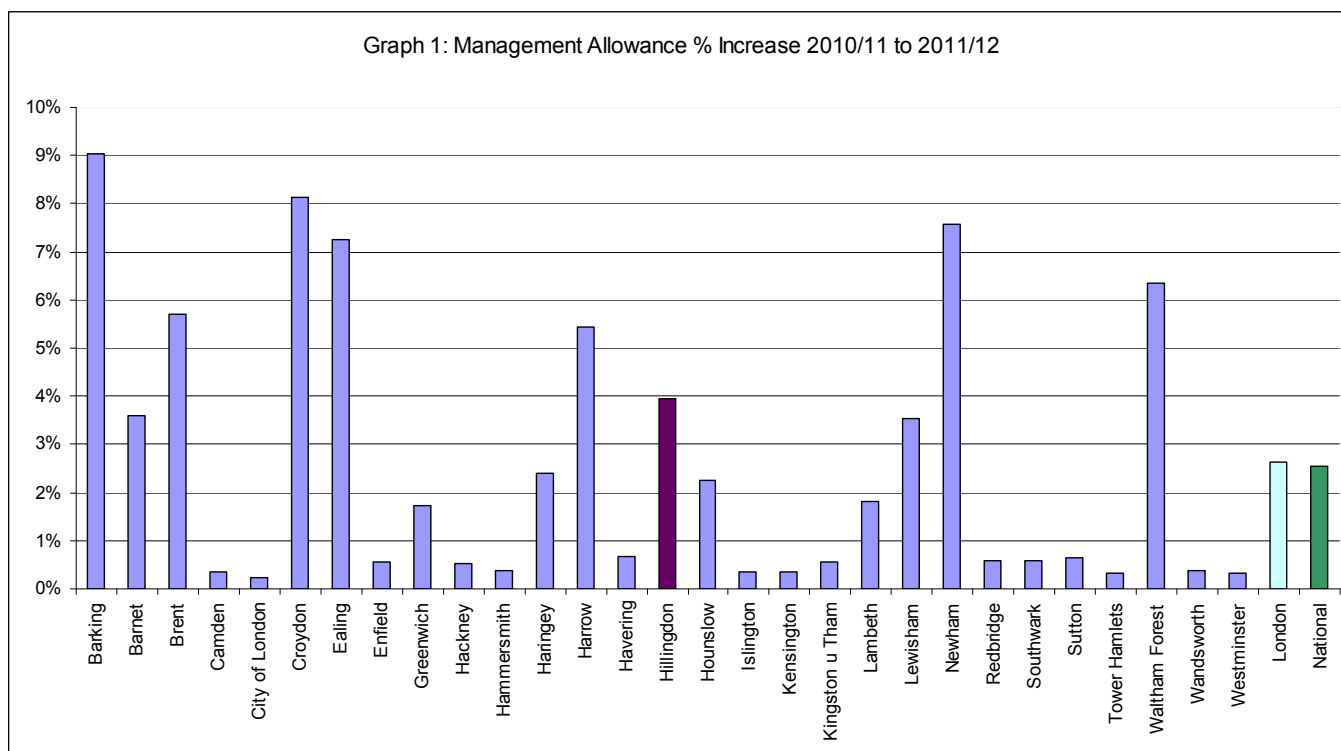
subsidy amount. A brief sketch of the impact on Hillingdon is outlined in the following paragraphs.

*Hillingdon's Relative Position within the London Region*

42. Once rent assumptions have been 'determined', the net change in subsidy payable for an authority like Hillingdon depends on the various allowances that are set off against the assumed rent increase. If increases in management, maintenance and major repairs allowances in particular match formula rent increases, then the overall change in subsidy remains neutral. As the Government effectively determines the overall level of these allowances as part of the wider Comprehensive Spending Review, movements in allowances for individual authorities depends on comparative relative position of each council. Favourable improvements have the effect of mitigating the overall negative subsidy payable to the government.

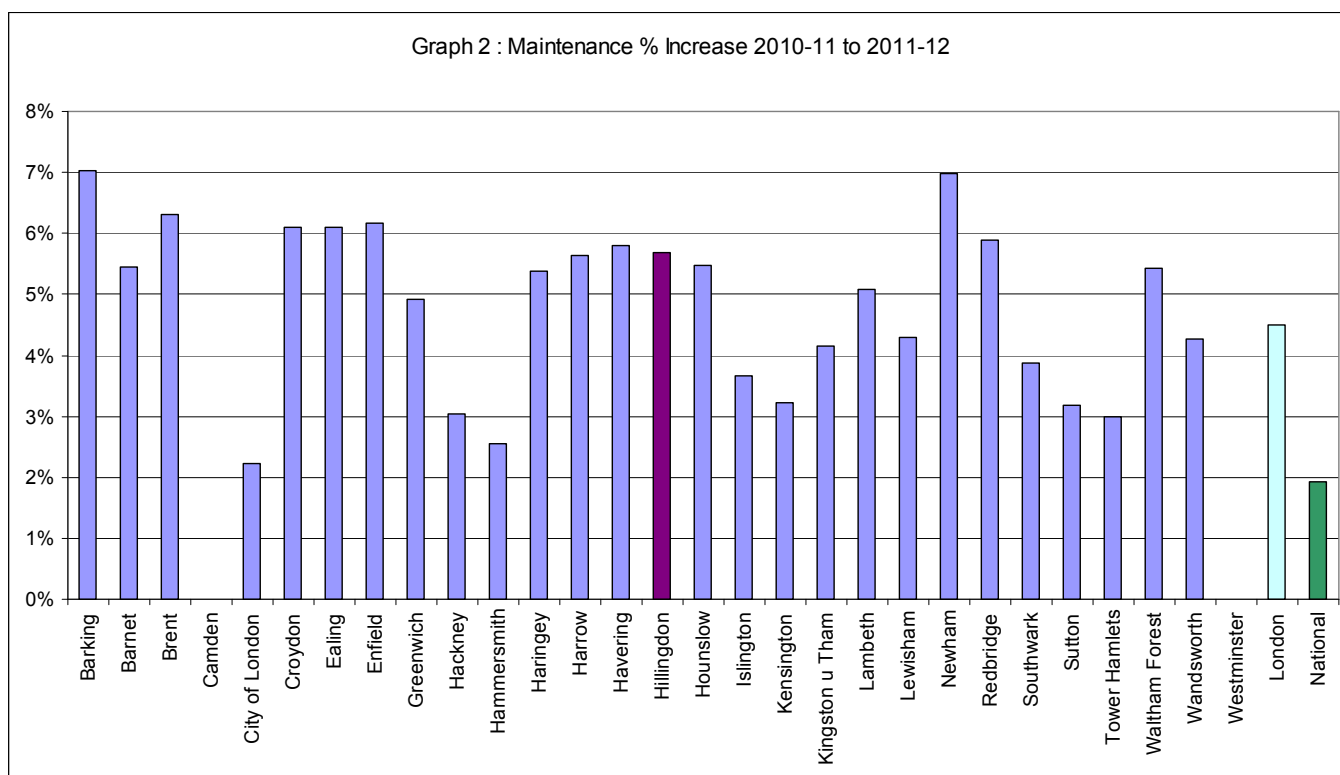
43. Within the overall national context, there is a fair degree of variation in these various calculated expenditure allowances inside the London region. Hillingdon's 2011/12 relative position has remained a little better than the median within the 30 London Housing Authorities that have responsibility for council housing.

44. Graph 1 below shows the London variation for Management Allowances. The graph shows considerable variation between authorities along with Hillingdon's relative position within London. The London variation ranges from the City of London with only 0.2% increase compared with Barking and Dagenham with 9.0%. Only seven Boroughs will receive a higher rate of increase per dwelling than Hillingdon with twenty one Boroughs receiving a lower rate of increase in Management Allowance for 2011/12. The rate of increase for Hillingdon, 3.9% is higher than the London average increase of 2.6% and the national average of 2.5%.



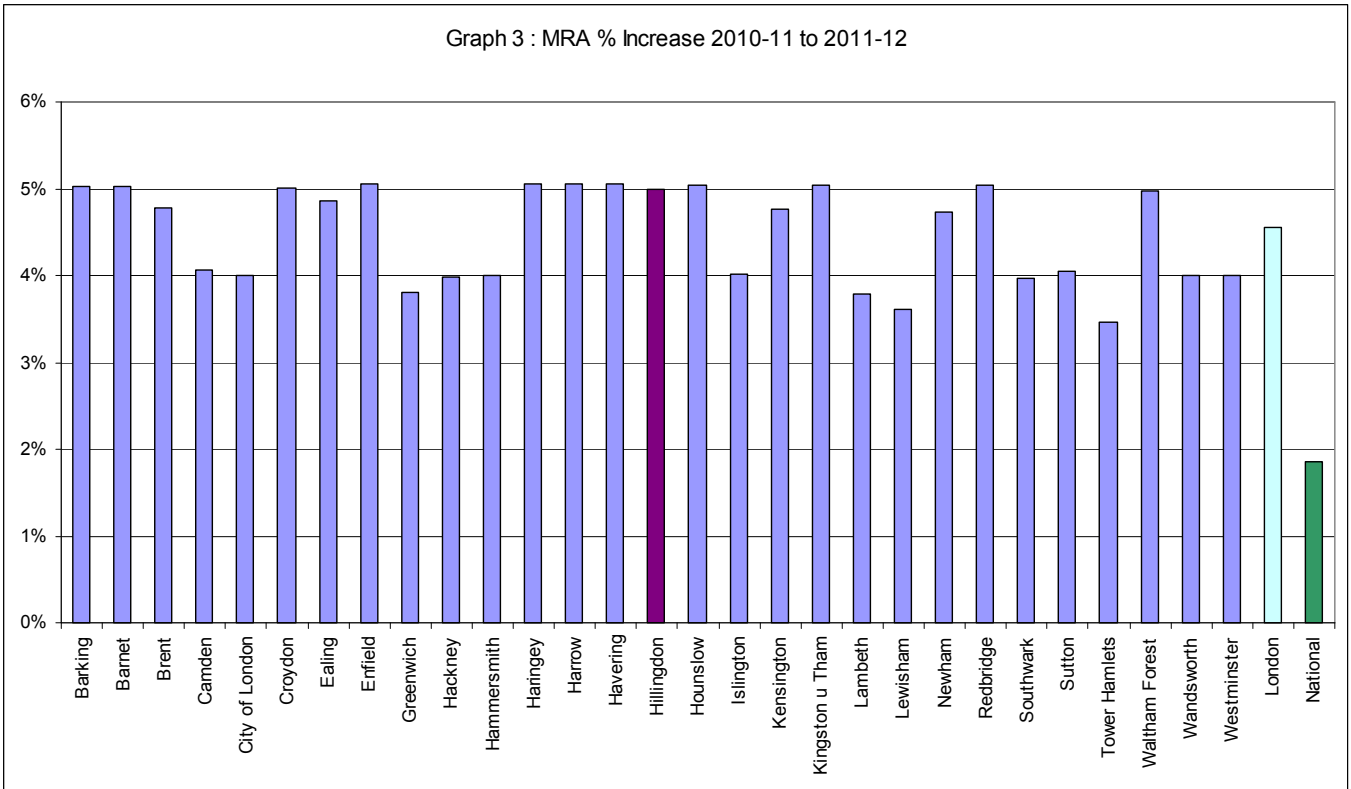
45. Graph 2 below shows the increase for the Maintenance allowance for London authorities. The graph shows that eight boroughs will receive a higher rate of increase per dwelling

than Hillingdon and that twenty boroughs will receive a lower rate of increase in Maintenance Allowance for 2011/12. The 5.7% rate of increase for Hillingdon is higher than the London average of 4.5% and considerably higher than the national average increase of 1.9%. There is a fair degree of variation with Barking and Dagenham and Newham having the highest level of increase of 7.0% while Camden and Westminster do not have any increase in allowances.



46. Graph 3, below, shows the percentage increase in MRA for the various London Authorities. As a result of the DCLG wish to restrict volatility within the subsidy settlement relatively uniform increases have been set for London ranging between 3.5% for Tower Hamlets to 5.1% for a number of boroughs. Hillingdon's relative position appears favourable representing an increase of 5.0%. The graph also shows that London authorities have had favourable increases from the Determination with the London average increase of 4.6% for MRA being substantially higher than the 1.9% national average increase. This reflects the view that costs for major repairs are higher in London.

Graph 3 : MRA % Increase 2010-11 to 2011-12



47. The three graphs show that the management, maintenance and major repairs allowances increases for 2010/ 11 have been relatively favourable for Hillingdon. As a consequence, the overall change in subsidy payable to the government in 2011/12 has been broadly neutral.

48. A more detailed analysis of the Subsidy Determination for Hillingdon is shown in Table E below. This also includes the subsidy payments to DCLG for 2009/10 to 2010/11 for comparison. For 2011/12 the increased payment to DCLG amounts to £4.5m. This anticipated increase is due mainly to technical adjustments to subsidy funding for decent homes borrowing, this allowance is now being spread over a longer period . Taking this into account, subsidy payable to DCLG amounts to £15.5m out of the Gross Income figure of £57.1m.

Table E: Subsidy Payments to DCLG - 2009/10 to 2011/12

	2009/2010	2010/2011	2011/2012	Change Between	% Change Between	Comments
	Subsidy Budget	Subsidy Budget	Subsidy Budget	2010/2011 & 2011/2012	2010/2011 & 2011/2012	
	£	£	£	£		
Dwellings Excluding Shared Ownership	10,537	10,423	10,298	(125)	(1.20)%	
Dwellings Including Shared Ownership	10,591	10,476	10,350	(126)	(1.20)%	
Management Allowance	6,663,203	6,878,011	7,116,114	238,103	3.46%	Management Allowance increased by 4.72% which is reduced to 3.46% due to loss of 126 dwellings
Maintenance Allowance	12,215,657	12,708,243	13,379,271	671,028	5.28%	Maintenance Allowance increased by 6.56% which is reduced to 5.28% due to loss of 126 dwellings
Major Repairs Allowance	7,986,247	8,224,164	8,580,869	356,705	4.34%	Major Repairs Allowance increased by 5.60% which is reduced to 4.34% due to loss of 126 dwellings
Charges for Capital	1,837,521	1,836,317	3,367,646	1,531,329	83.39%	Conversion of ALMO allowance of £4,744,000 / 8% to debt relief of into £59,300,000 additional debt for HRA, giving more debt relief
ALMO Allowance	4,744,000	4,744,000	0	(4,744,000)	(100.00)%	However, government have removed ALMO allowance
Other Items of Reckonable Expenditure	517,054	22,010	0	(22,010)	(100.00)%	End of Ealing Family relief for leased properties
Interest on Receipts	(13,814)	(7,573)	(5,725)	1,848	(24.40)%	Interest Rate fall
<b>Total General Allowances</b>	<b>33,949,868</b>	<b>34,405,172</b>	<b>32,438,175</b>	<b>(1,966,997)</b>	<b>(5.72)%</b>	
Guideline Rent Income	(44,537,995)	(45,445,171)	(47,930,436)	(2,485,265)	5.47%	Rent Increase Inflationary Rise of September RPI 4.6%
<b>Payment to DCLG</b>	<b>(10,588,127)</b>	<b>(11,039,999)</b>	<b>(15,492,260)</b>	<b>(4,452,261)</b>	<b>40.33%</b>	<b>Increased Payment</b>

49. In summary, the government's overall subsidy assumption is that Hillingdon will have greater income through rent increases compared with our need to spend on management and maintenance and major repairs allowances. Whereas the assumed income increase in rents is matched by actual increases in rents, the expenditure assumptions are difficult to relate to actual needs and costs at the local level.

50. Consequently, the replacement of the current subsidy regime is to be broadly welcomed. Government proposals for the future HRA self-financing regime are expected within the Localism and Regeneration bill released on Monday 13 December 2010, indicative financial details for individual councils being published in late January 2011. This is expected to dismantle the current subsidy system in exchange for a self financing package that could be effective from 2012/2013. Such a fundamental change in the financing of the HRA will have a major impact on future financial planning of the HRA. Details of any such offer along with an assessment of the impact for Hillingdon will be brought to Cabinet in the near future.

## F. Latest Projected Expenditure and Income For 2010/2011 and 2011/2012

51. An update on the projected expenditure for 2010/2011 and the proposed Original Budget for 2011/2012 is provided in Appendix 1.
52. To summarise the account shows that we are maintaining over £2m uncommitted HRA balances that is considered prudent for the HRA by external audit. At the end of 2011/12 total cash reserves is projected at £8.5m. However, £5.5m of this balance needs to be set aside for planned expenditure on fire and electrical safety and building compliance work on estates from 2012/13. This will leave an uncommitted HRA cash balances of £2.9m at the end of 2011/12. Increase in HRA cash balances is largely the result of savings and efficiencies. The level of revenue funded investment in stock will increase to £11.5m in 2011/12. There is also an external funding contribution of £0.5m, pushing the total investment in stock to £12m.

### *2010/2011 Latest Projections*

53. In summary, for the current financial year 2010/11, a cash balance of £10.5m is projected. This includes a £1.6m under spend against the revised budget for the year. A total of £6.8m is planned to be spend on fire and electrical safety and building compliance work on estates between 2011/12 and 2020/21. This will leave an uncommitted cash balance of £3.7m at the end of 2010/11.

54. The key variances for 2010/11 are likely to be as follows:

- a.) A £1m return of trading balance from the closure of Hillingdon Homes.
- b.) A £0.7m favourable balance within the capital funded for revenue budget as a result of rephasing work in the lift and roof maintenance programmes. This sum will be needed in 2011/12 for completion of planned works.
- c.) There are also a number of small favourable variances totaling £633k ...

### *2011/2012 Original Budget*

55. The major factors in the preparation of the draft budget for 2011/12 are the rent increase proposals and the subsidy position as set out in sections C and E above. The proposed budget for 2011/12 set out in appendix 1 shows a closing cash balance of £8.5m. A total of £5.5m is planned to be spent on fire and electrical safety in future years. The in-year deficit of £2.1m is the result of increase negative subsidy payable to government and increase in expenditure to meet essential fire and electrical safety work on estates. The overall budget also includes Medium Term Financial Forecast (MTFF) savings of over £947k which are listed in summary of savings in Appendix 2. This appendix also sets out other changes to the base budget,
56. Appendix 3 shows a 10 year projection for the HRA. From 2011/12 a higher level of subsidy will be payable to the government. The main reason for this is that the government will reimburse the actual costs on decent homes borrowing support instead of a more favourable allowance. As a consequence, balances are shown to marginally decrease annually from 2011/12 onwards. However, this projection is based on the current subsidy arrangements and, as indicated in paragraphs 39 and 40 above, these assumptions will be affected significantly by the HRA Review. This could have a major

impact on future funding of the council housing sector and the longer term projection of HRA resources for Hillingdon contained in this report is only indicative and a more thorough analysis of revenue and capital requirements will be needed during 2011. The implications of future arrangements and their national and local impact for both the short and medium term will be reported to Cabinet in March 2010 after firm proposals for the future are issued by the DCLG

## G. HRA Capital Programme 2011/2012

57. Table F below provides a summary of the proposed capital programme for 2011/12.

Table F: Capital Programme

<b>Capital Program 2008/09 - 2014/15</b>	<b>Outturn 2008/09 (£000s)</b>	<b>Outturn 2009/10 (£000s)</b>	<b>Projected Outturn 2010/11 (£000s)</b>	<b>Draft Program 2011/12 (£000s)</b>	<b>Draft Program 2012/13 (£000s)</b>	<b>Draft Programme 2013/14 (£000s)</b>	<b>Draft Programme 2014/15 (£000s)</b>
<b>Capital Expenditure</b>							
Works to Existing Stocks	11,285	10,254	9,149	2,365	2,150	2,150	2,235
Estates Improvements		273	1,002	500			
Redevelopment Schemes	120	179					
Other HRA Projects	97						
Cash Incentive Scheme	130	100					
Long Lane - Mental Health Units	306	28					
Townfields Community Centre		634					
HRA New Build - Pipeline Sites Phase 1			5,100	2,109			
HRA New Build - Pipeline Sites Phase 2				4,241			
HRA New Build - Pipeline Sites Phase 2 (Gilbert Road)			191	447			
HRA New Build - Extra Care Site			2,100	5,000	176		
HRA New Build - Learning Disability Sites			100	188			
<b>Program Total</b>	<b>11,938</b>	<b>11,468</b>	<b>17,642</b>	<b>14,850</b>	<b>2,326</b>	<b>2,150</b>	<b>2,235</b>
<b>Capital Financing : Sources</b>							
Specific Capital Grants - MRA	7,624	7,986	8,224	0	0	0	0
Specific Capital Grants - SHG Pipeline			3,606				
Specific Capital Grants - SHG Pipeline Phase 2			190	725			
Specific Capital Grants - SHG Supported Care			2,085	2,085			
Specific Capital Grants - SHG Learning Disability			54	91			
Specific Capital Grants - Estates Improvements		273	1,002	500			
Specific Capital Grants - Works To Stock		164	90				
Specific Funding For Townfield Community Centre		634					
Capital Receipts	306	28	1,556	4,742			
Prudential Borrowing - Pipeline Phase 1				2,109			
Prudential Borrowing - Pipeline Phase 2				856			
Prudential Borrowing - Pipeline Phase 2 Gilbert Road				91			
Prudential Borrowing - Learning Disability				97			
Prudential Borrowing - Supported Care				1,189	176		
Revenue Contribution to Capital - Works to Stock	3,126	1,916	822	2,365	2,150	2,150	2,235
Revenue Contribution to Capital - Other	347	467	13				
Other External Funding	535						
<b>Program Total</b>	<b>11,938</b>	<b>11,468</b>	<b>17,642</b>	<b>14,850</b>	<b>2,326</b>	<b>2,150</b>	<b>2,235</b>

58. A total budget of £14.85m is proposed for the HRA capital programme for 2011/2012.

The major elements of this programme are Works to Existing Stock of £2.86m and £11.99m of New Build Affordable Housing. The New Build programme is being financed by grants from the Homes and Communities Agency, capital receipts and prudential

borrowing. The prudential borrowing costs will be met by rental streams from the individual dwellings that are being developed.

### *Work to Existing Stock*

59. The Council makes use of the Major Repairs Allowance (MRA) for works to existing stock with a top-up from revenue. For 2011/12 the MRA will increase from £8.22m to £8.53m.
60. The approach to investment in the existing stock is to provide a reasonable balance between investment in decent homes standards, investment in wider renewal, and in environmental schemes to improve the quality of life of residents. The aim therefore is to deliver a mixed programme that reflects the following priorities for investment.
- *Making better use of stock* – supporting the council in increasing high priority housing units through the stock management program.
  - *Other maintenance and improvements* – necessary works on estates
  - *Adaptations* – to provide greater opportunities for independent living to people with disabilities
  - *Security, health and safety* – programs of works that enhance the safety and security of residents - key aspects of quality of life.
  - *Energy efficiency* – to support the council's strategic priority of home energy conservation
  - *Environmental improvements* – investment in landscaping and other external enhancements that improve the environment, change perceptions of the area and address specific management issues.

### *New Build Affordable Program*

61. Table G below provides an analysis of the programme since 2005/06. In previous years this has produced 60 units of housing including 30 units at Lady Craig Court for older people as well as 9 units at Hamlet Lodge for people with mental health needs. The 2011/12 New Build program proposal amounts to £11.99m. This includes the HRA Pipeline programme which is funded from the DCLG Challenge Fund that the Council was successful in bidding. The extra funding will take the total spend, since 2005/06, to £27m.

Table G: HRA Affordable Programme

HRA Affordable Housing Programme	Prior Years : 2005/06 to 2009/10		2010/2011*		2011/2012*		Total (£000s)
	Units	(£000s)	Units	(£000s)	Units	(£000s)	
HRA -New Build - 5 Sites :St Martins Close; Hayman Crescent; Queens Road, The Oaks Hayes. (Includes other HRA disposal works)	15	2326					2,326
HRA -New Build - Lavendar rise	4	187					187
Redevelopment Schemes - Hobart Lane	2	179					179
Redevelopment Schemes - Middlesex Lodge (Lady Craig Court)	30	4049					4,049
Long Lane (Hamlet Lodge) - Mental Health Units	9	334					334
HRA New Build - Pipeline Sites Phase 1			31	5100	16	2,109	7,209
HRA New Build - Pipeline Sites Phase 2					29	4,241	4,241
HRA New Build - Pipeline Sites Phase 2 (Gilbert Road)				191	5	447	638
HRA New Build - Extra Care Site				2100	47	5,000	7,100
HRA New Build - Learning Disability Sites			1	100	3	188	288
<b>Totals</b>	<b>60</b>	<b>7,075</b>	<b>32</b>	<b>7,491</b>	<b>100</b>	<b>11,985</b>	<b>26,551</b>

\* Denotes Estimate

## Financial Implications

62. As this report is concerned with the setting of rents for council dwellings and the budget for the HRA as a whole, the financial implications are covered in the body of the report.

## EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

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

63. The effect of the recommendation will result in an average increase in rent for those residents who are council tenants by £5.26 with an average rent for 2011/12 of £95.24 a week. There will be no direct impact, however, for the majority of tenants, of which 67% are in receipt of housing benefit.

### Consultation Carried Out or Required

64. The Council consulted with tenants and tenant representatives through the Senate in December 2010. At this meeting the key principles in setting rents outlined as being based on the government rent restructure policy, which resulted in an increase of just below 6% were explained.

## CORPORATE IMPLICATIONS

### Corporate Finance

65. Corporate Finance has reviewed this report and confirms the budgetary proposals published here are consistent with those for the GF Council Budget.

66. The level of reserves has grown to £10.5m however the budget for 2011/12 will see these reduced due to increased negative subsidy payable to central government and the

drawdown of reserves to pay for fire and electrical safety and building compliance work, leaving approximately £3m of uncommitted reserves.

67. Dwelling rental increases proposed are determined by formula rents under DCLG rent restructure policy and will enable the HRA to maintain its ongoing maintenance programme for what is likely to be the final year under the current Subsidy regime. If these were not implemented, virtually all uncommitted reserves would need to be utilised leaving the HRA with little reserves during the transitional years to a self-financing funding regime
68. The proposed new-build Pipeline developments are to be financed from a combination of grants from HCA, non-pooled capital receipts and some Prudential borrowing of up to £4.3m. Future year's capital financing costs are to be met from rents pertaining to the new builds for which the Council will be able to exclude from the Subsidy system, should it still be in place.
69. It is highly probable that 2011/12 will see major reform of the HRA financing system with a move away from subsidy, for which Hillingdon will passport £15.5m in 2011/12 to central government, to a regime where Housing Authorities locally manage their housing requirement retaining all rental income. In return for this, the current Housing national debt will be redistributed to Authorities for which Hillingdon's share is likely to be approximately £236m. It is proposed that this debt portfolio will be ringfenced but managed within the remit of the Council's treasury strategy, hence the prudential indicators reflecting Operational and Authorised borrowing limits have been adapted to reflect this. These are reported to Council as part of GF Budget report.

### **Legal**

70. Part VI of the Local Government & Housing Act 1989 requires the Council to keep and maintain a Housing Revenue Account (HRA) and to comply with statutory provisions concerning what may be charged and debited to the account. The COUNCIL is also required in either January or February of each year to review rent and other charges in connection with housing to ensure that the HRA does not fall into a deficit in the forthcoming financial year.
71. The proposals in this report take account of government guidance and have also been subject to consultation. The proposals comply with the legislation and there are no legal impediments to them being implemented.

### **Corporate Property**

72. The Head of Corporate Property Services has no comments on the recommendations as his team do not have any management responsibilities in the setting and collection of HRA rents on residential dwellings.

### **BACKGROUND PAPERS**

None.

## HOUSING REVENUE ACCOUNT

### DRAFT BUDGET FOR 2011-12

2010/2011		
REVISED BUDGET	P09 YE OUTTURN	VARIANCE
(£000) JAN'11	(£000) JAN'11	(£000) JAN'11

#### EXPENDITURE

##### HILLINGDON HOUSING SERVICES (HHS)

GENERAL SERVICES	8,399	8,399	0
SPECIAL SERVICES	5,930	5,930	(0)
REPAIRS SERVICES	11,068	11,068	0
REPAIRS SERVICES - Major Repairs	0	0	0
NEW BUILD	0	0	0
SUPPORTING PEOPLE CONTRIBUTION	0	0	0
<b>HHS NET OPERATIONS</b>	<b>25,397</b>	<b>25,397</b>	<b>0</b>

##### LONDON BOROUGH OF HILLINGDON (LBH)

GENERAL SERVICES	1,488	1,212	(276)
SPECIAL SERVICES	928	807	(121)
REPAIRS CONTRIBUTION	0	0	0
<b>LBH NET OPERATIONS</b>	<b>2,416</b>	<b>2,019</b>	<b>(397)</b>

GENERAL SERVICES	9,887	9,611	(276)
SPECIAL SERVICES	6,858	6,737	(121)
REPAIRS SERVICES - Day to Day & Planned	11,068	11,068	0
REPAIRS SERVICES - Major	0	0	0
NEW BUILD	0	0	0
<b>HRA OPERATIONS</b>	<b>27,813</b>	<b>27,416</b>	<b>(397)</b>
RENTS PAID	87	70	(17)
SUBSIDY PAYMENT TO GOVERNMENT	11,040	11,313	273
CHARGES FOR CAPITAL (RCCO)	2,904	2,437	(467)
	9,746	9,046	(700)
NEW BUILD :PIPELINE /EXTRA CARE PROJECT COSTS	723	593	(130)
DEBTS	300	200	(100)
OTHER EXPENSES - PENSIONS WORKS OVER PRECISED LIMIT RECEIPTS	0	0	0
CONTINGENCY	300	200	(100)
<b>TOTAL EXPENDITURE</b>	<b>52,913</b>	<b>51,275</b>	<b>(1,638)</b>

#### INCOME

DWELLINGS	(47,868)	(47,920)	(52)
NON-DWELLINGS	(1,770)	(1,789)	(19)
INTEREST - ON MORTGAGES	(10)	(6)	4
INTEREST - ON BALANCES	(39)	(54)	(15)
PAYMENTS	(92)	(86)	6
HEATING CHARGES	(359)	(358)	1
LEASEHOLDER'S CHARGES	(883)	(926)	(43)
OTHER SERVICE CHARGES	(1,959)	(1,954)	5
RECEIPTS	(350)	(250)	100
SUPPORTING PEOPLE CONTRIBUTION	(1,258)	(1,258)	(0)
REPAIRS CONTRIBUTION	(215)	(183)	32
<b>TOTAL INCOME</b>	<b>(54,803)</b>	<b>(54,784)</b>	<b>19</b>

#### BALANCES

BROUGHT FORWARD RESERVES LBH	(5,334)	(6,045)	(711)
IN YEAR (SURPLUS) /DEFICIT	(1,890)	(3,509)	(1,619)
EX HH LTD RESERVES	0	(1,000)	(1,000)
CARRIED FORWARD RESERVES Planned spend on major works, fire, electrical safety and building compliance	(7,223)	(10,554)	(3,330)
		6,780	
<b>Uncommitted HRA Cash Bal C/fwd</b>	<b>(3,774)</b>		

2010/11 BASE BUDGET	2010/2011 changes						2011/2012
	Inflation	Fees & Charges	Technical Adjustment	Unavoidable Growth / Reduction	Growth	Savings	LATEST PRJCTN (£000) Yr 0

8,399	0		(368)	500		(275)	8,256
5,930	0		178			(275)	5,833
11,068	0		190		395	(250)	11,403
0	0		8,335		850		9,185
0					96		96
0				0			0
<b>25,397</b>							<b>34,773</b>

1,488	0		200	149		(120)	1,717
928	0		(74)				854
0							0
<b>2,416</b>							<b>2,571</b>

9,887	0		(168)	649	0	(395)	9,973
6,858	0		104	0	0	(275)	6,687
11,068	0		190	0	395	(250)	11,403
0	0	0	8,335	0	850	0	9,185
0	0		0	0	96	0	96
<b>27,813</b>	<b>0</b>	<b>0</b>	<b>8,461</b>	<b>649</b>	<b>1,341</b>	<b>(920)</b>	<b>37,344</b>
87						(27)	60
11,040			4,452				15,492
2,904			(366)				2,538
10,000			(7,635)				2,365
723				(73)			650
300							300
0							0
300							300
<b>53,167</b>	<b>0</b>	<b>0</b>	<b>4,912</b>	<b>576</b>	<b>1,341</b>	<b>(947)</b>	<b>59,049</b>

(47,868)	(2,982)						(50,850)
(1,770)				18			(1,752)
(10)				4			(6)
(39)							(39)
(92)				6			(86)
(359)			74				(285)
(883)				(43)			(926)
(1,959)							(1,959)
(350)				100			(250)
(1,258)				614			(644)
(215)				38			(177)
<b>(54,803)</b>	<b>0</b>	<b>(2,982)</b>	<b>74</b>	<b>737</b>	<b>0</b>	<b>0</b>	<b>(56,974)</b>

(6,045)							(10,554)
(1,636)	0	(2,982)	4,986	1,313	1,341	(947)	2,076
0							0
(7,681)							(8,478)
							5,535
<b>0</b>							<b>(2,943)</b>

## Appendix 2

Base Budget Changes  
£000's

### LBH Savings, Unavoidable Growth/ Reduction

#### Savings :

1.) Increase repairs productivity targets	(250)
2.) Application of BID common operating module in HHS	(550)
3.) Reduction of Insurance charges	(50)
4.) Reduction in miscellaneous costs	(70)
5.) End of lease for Ealing Family Housing Association	(27)

**(947)**

#### Growth :

1.) Electrical Safety Works	395
2.) Fire Safety Doors Major repairs	850
3.) Incremental New Build Management and Maintenance charges	96

**1,342**

#### Unavoidable Growth / Reduction :

1.) MTFF Saving - growth in rechargeable costs to HRA from General Fund	500
2.) Departmental Finance and Administration recharge cost increase	149
3.) HRA Pipeline reduction in project costs from expected completion of Phase 1	(73)
4.) Reduced Interest on Mortgages and Cash collection on Supporting People charges	10
5.) Reduced Garage occupancy	18
7.) Realignment of Leaseholder's credit note adjustments	(5)
8.) Reduction of Works Over Prescribed Limits	100
9.) Reduction in Supporting People grant contribution	614

**1,313**

#### Technical Adjustments :

1.) Realignment classification of costs between Special, General and Repairs	
General Services reduced by :	(368)
Special Services increased by :	178
Repairs Services - Day to Day and Panned increased costs by :	190
2.) Reclassification of the funding of Major repairs cost from	
Revenue Contribution to Capital reduction	(8,335)
To Repairs Services - Major increase	8,335
3.) Capital Slippage in 2010/11 to 2011/12 for £200k for Roofing replacement works and £500k for completion of Lift Refurbishment programme of works	700
4.) Reduction to Charges for Capital due to reducing interest cost	(366)
5.) Increase in subsidy payment to government as explained in Table E	4,452
6.) Housing delay in Information systems projects due to be completed in 2011/12	200

**4,986**

#### Fees and Charges :

1.) Effect of 5.84% average increase in Dwelling rent as indicated in Table A.	(2,982)
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**(2,982)**

<b>Current Year</b>		<b>HRA 10 Year Projection</b>									
<b>2010/11</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>
<b>LATEST PRJCTN</b>		<b>2011/2012</b>	<b>2012/2013</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2019/2020</b>	<b>2020/2021</b>
<b>LATEST PRJCTN</b>		<b>LATEST PRJCTN</b>	<b>LATEST PRJCTN</b>	<b>LATEST PRJCTN</b>	<b>LATEST PRJCTN</b>	<b>LATEST PRJCTN</b>	<b>LATEST PRJCTN</b>	<b>LATEST PRJCTN</b>	<b>LATEST PRJCTN</b>	<b>LATEST PRJCTN</b>	<b>LATEST PRJCTN</b>
9,611	General Services	9,973	9,773	9,773	9,773	9,773	9,773	9,773	9,773	9,773	9,773
6,737	Special Services	6,687	6,687	6,687	6,687	6,687	6,687	6,687	6,687	6,687	6,687
11,068	Repairs Services - Responsive	11,403	11,403	11,048	11,048	11,048	11,048	11,048	11,048	11,048	11,048
	Repairs Services - Major	9,185	8,700	8,700	8,165	8,350	8,350	7,950	7,950	7,950	7,950
0	NEW BUILD (Management and Maintenance cost)	96	96	97	98	99	100	101	102	102	102
<b>27,416</b>	<b>HRA OPERATIONS</b>	<b>37,344</b>	<b>36,660</b>	<b>36,305</b>	<b>35,771</b>	<b>35,957</b>	<b>35,958</b>	<b>35,559</b>	<b>35,560</b>	<b>35,560</b>	<b>35,560</b>
11,313	Subsidy Payment to Government	15,492	16,922	19,440	22,135	24,950	25,011	24,990	24,968	24,958	24,940
9,046	Capital Funded From Revenue (RCCO)	2,365	2,150	2,150	2,235	2,050	2,050	2,050	2,050	2,050	2,050
3,300	Other Expenditure	3,548	3,292	3,217	3,142	3,080	3,031	3,033	3,034	3,024	3,024
200	Contingency	300	300	300	300	300	300	300	300	300	300
<b>51,275</b>	<b>TOTAL EXPENDITURE</b>	<b>59,049</b>	<b>59,324</b>	<b>61,413</b>	<b>63,583</b>	<b>66,337</b>	<b>66,351</b>	<b>65,932</b>	<b>65,913</b>	<b>65,893</b>	<b>65,874</b>
(47,920)	Dwelling Income	(50,850)	(53,104)	(55,239)	(57,515)	(59,884)	(59,884)	(59,884)	(59,884)	(59,884)	(59,884)
(6,864)	Other Income	(6,124)	(5,480)	(5,480)	(5,480)	(5,480)	(5,480)	(5,480)	(5,480)	(5,480)	(5,480)
<b>(54,784)</b>	<b>TOTAL INCOME</b>	<b>(56,974)</b>	<b>(58,583)</b>	<b>(60,718)</b>	<b>(62,994)</b>	<b>(65,364)</b>	<b>(65,364)</b>	<b>(65,364)</b>	<b>(65,364)</b>	<b>(65,364)</b>	<b>(65,364)</b>
<b>(3,509)</b>	<b>In-Year (Surplus) / Deficit</b>	<b>2,076</b>	<b>740</b>	<b>695</b>	<b>589</b>	<b>973</b>	<b>987</b>	<b>567</b>	<b>548</b>	<b>528</b>	<b>510</b>
(6,045)	LBH HRA cash reserve B/fwd	(10,554)	(8,478)	(7,738)	(7,043)	(6,454)	(5,481)	(4,494)	(3,927)	(3,378)	(2,850)
(1,000)	Ex HH Ltd cash reserves										
<b>(10,554)</b>	<b>Total HRA CASH reserves Bal C/fwd</b>	<b>(8,478)</b>	<b>(7,738)</b>	<b>(7,043)</b>	<b>(6,454)</b>	<b>(5,481)</b>	<b>(4,494)</b>	<b>(3,927)</b>	<b>(3,378)</b>	<b>(2,850)</b>	<b>(2,340)</b>
6780	Planned Expenditure on Fire, Electrical Safety and Building Compliance	5535	4290	3400	2960	2520	2080	1640	1200	760	320
<b>(3,774)</b>	<b>Uncommitted HRA Cash Reserves C/fwd</b>	<b>(2,943)</b>	<b>(3,448)</b>	<b>(3,643)</b>	<b>(3,494)</b>	<b>(2,961)</b>	<b>(2,414)</b>	<b>(2,287)</b>	<b>(2,178)</b>	<b>(2,090)</b>	<b>(2,020)</b>

The figures in the shaded area for years 2012/13 onwards are illustrative only as the HRA financing system is due to change as set out in the Localism Bill.

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## REGULATION OF STREET ENTERTAINMENT (BUSKING)

<b>Cabinet Member</b>	Cllr Jonathan Bianco
<b>Cabinet Portfolio</b>	Finance, Property and Business Services
<b>Officer Contact</b>	David Frost, Bill Hickson – Planning, Environment & Community Services
<b>Papers with report</b>	<p><b>Appendix 1:</b> Public notice placed in the Uxbridge and Hillingdon Leader 15<sup>th</sup> December 2010.</p> <p><b>Appendix 2:</b> Street entertainment (busking) Licence Terms and Conditions, incl. proposed locations of designated street entertainment (busking) pitches</p> <p><b>Appendix 3:</b> Proposed application to register as a Street Entertainer (Busker).</p> <p><b>Appendix 4:</b> Proposed application for Street Entertainment (Busking) Licence</p> <p><b>Appendix 5:</b> Proposed street entertainment (busking) Licence.</p>

### HEADLINE INFORMATION

<b>Purpose of report</b>	This report seeks approval for the introduction of controls and regulations regarding street entertainment (busking) throughout the borough under Part V of the London Local Authorities Act 2000.
<b>Contribution to our plans and strategies</b>	This report contributes to the Council's priority of a Clean and Attractive Borough and a Safe Borough.
<b>Financial Cost</b>	Schedule 36 (3) of this Act authorises the council to charge a fee for administration costs incurred in connection with functions under this part of the Act. The amount of this fee is to be determined by the Council but must be reasonable to cover the above costs.
<b>Relevant Policy Overview Committee</b>	Residents and Environmental Services Policy Overview Committee
<b>Ward(s) affected</b>	All Wards.

### RECOMMENDATIONS

That Cabinet approve:

1. The introduction of controls and regulations concerning street entertainment (busking) in designated areas of the borough. (as detailed in Appendix 2) and the publication of a Notice confirming this resolution.
2. The delegation to the Corporate Director of Planning, Environment & Community Services the authority to exercise powers under Part V of the London Local Authorities Act to determine registrations and give consents.

**3. The introduction of a charge for consent to carry out street entertainment (busking), at a rate of £26.30 + VAT per application.**

**INFORMATION**

**REGULATION OF STREET ENTERTAINMENT (BUSKING)**

The Council has received increasing numbers of complaints over several years from residents, Councillors and businesses about buskers (which includes street performers) creating a noise and obstruction nuisance in the High Street Uxbridge area.

Cabinet received and approved a Report on 25<sup>th</sup> June 2009 that passed a Resolution which in principle authorised the designation of the whole of Hillingdon borough as an area for Licensed Street Entertainment (busking) and requested a further report providing detail of pitches and procedures as follows:

1. Cabinet make a resolution to apply Part V of the London Local Authorities Act 2000 to the whole of the London Borough of Hillingdon.
2. Cabinet agree that officers will prepare a further report setting out the pitches to be used for busking and details of the procedures that will be used to manage busking on a day-to-day basis.

Advice has been sought from London Underground and other London Boroughs, based upon their experience and advice it is proposed that prospective street entertainers are required to firstly register with the Council as Street Entertainer (Busker) using the application form as per Appendix 3. Their suitability would be considered against the requirements stated in the Terms and Conditions detailed in Appendix 2 and the registration would last for two years. It is not proposed to charge a fee for registration.

Once registered, a street entertainer may submit an application for consent to perform at a designated street entertainment pitch at a specified date and time period. It is proposed that there are four such locations as may be viewed in Appendix 2.

The proposed street entertainment locations have been selected to ensure that the locations are sufficiently separated so as to ensure minimum levels of disturbance to shoppers, business and traders. It is intended to only allow a maximum of two street entertainers to operate at any one time in locations that are not adjacent to each other. A single location would also only be authorised for use in either the morning or afternoon, not in both.

Schedule 36 (3) of this Act authorises the council to charge a fee for administration costs incurred in connection with functions under this part of the Act. It is therefore proposed to charge a fee of £26.30 for consent for a Street Entertainment Licence. This is the same fee for consent to distribute free printed matter, (approved by Cabinet in December 2010) and also consent for a temporary Street Trading pitch for a day (approved for 2011/2012).

It is proposed that Cabinet delegate to the Corporate Director of Planning, Environment & Community Services the authority to exercise powers under Part V of the London Local Authorities Act 2000 to determine registrations and give consents for street entertainment (busking).

The reasons are that the proposal is consistent with the current approach applied to similar licenses and permits under the Highways Act and London Local Authorities Act, that it is

anticipated that a significant number of applications will be received, the procedural nature of the process, and the desirability of processing such applications in a few days.

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

Not to implement the recommendations. This would result in the Council being unable to licence and regulate street entertainment in the Borough. The enforcement powers that are contained under Part V of the London Local Authorities Act 2000 would not be available to control unlicensed street entertainers. These powers include prosecution and seizure of apparatus or equipment.

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

None at this stage

### **Supporting Information**

**Appendix 1** Public notice placed in the Uxbridge Leader 15<sup>th</sup> December 2010 advertising the proposal to pass a Resolution and which authorised the designation of the whole of Hillingdon borough as an area for Licensed Street Entertainment (busking).

**Appendix 2** Street entertainment (busking) License Terms and Conditions incl proposed locations of designated street entertainment (busking) pitches.

**Appendix 3** Proposed application to register as a Street Entertainer (Busker)

**Appendix 4** Proposed application for Street Entertainment (Busking) Licence

**Appendix 5** Proposed street entertainment (busking) Licence

### **Financial Implications**

It is proposed that with effect from 2011/12 a charge of £26.30 (plus VAT) is applied to Street Entertainment Licences. This level of fee is consistent with licences for other activities with a comparable administrative overhead, and will cover the costs of processing the application which is permitted within the relevant legislation.

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

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

Busking and other forms of street entertainment can create an enhanced atmosphere and can provide pleasure to many people, both local residents and visitors to the town centre. Alternatively, particularly for people living or working in the town centre, busking can be intrusive, annoying and the cause of disturbance. The effect of these recommendations will be to set controls and regulate street entertainment to the benefit of all residents, visitors and business in the town centre.

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

Public consultation has taken place with a Public Notice being placed in the Leader newspaper on 15<sup>th</sup> December 2010 (see Appendix 1) advertising the proposal of the Council to pass a Resolution to set controls and regulate street entertainment. It also confirmed the decision to designate the whole of Hillingdon borough as an area for Licensed Street Entertainment (busking). This directed any representations or requests to hear representations relating to the proposed resolution to the Licensing Service by 17<sup>th</sup> January 2011. Notices were also affixed to

lamp posts 13, 19, 34 and 48 in Uxbridge town centre, the proposed location for designated street entertainment pitches. Additionally the Metropolitan Police, British Waterways Board, Network Rail and the councils Traffic Management Team have been written to drawing their attention to the proposed resolution and seeking their response to the consultation process.

The Council has not received any specific responses to this consultation exercise to date.

Assuming that Cabinet approves the above recommendations, it is anticipated that the regulations will come into force across the borough on or about 2 June 2011, at which time three months would have passed following the planned publication of a further Public Notice confirming this Resolution on 2 March 2011, as is required by London Local Authorities Act 2000.

## **CORPORATE IMPLICATIONS**

### **Corporate Finance**

Corporate Finance has reviewed this report and is satisfied that the financial implications properly reflect the direct resource implications for the Council, and that there are no wider implications for the Council's resources as a whole.

### **Legal**

It is confirmed that the consultation process outlined in this report complies with Section 44 for the London Local Authorities Act 2000 ("the Act"). Additionally, the proposed terms and conditions included at Appendix 2 comply with the requirements of Section 35 of the Act. It is further confirmed that Section 40 of the Act permits a variation of the standard terms and conditions as may be relevant for a particular application provided this variation is expressly recorded on the licence.

In the event that Cabinet elects to accept the recommendations tabled in this report, this decision must be advertised to the public by means of notices in local newspapers and at the proposed pitch sites. Section 33(3) of the Act stipulates that the Cabinet decision shall only take effect 3 months after the publication of the Notices.

Article 7.08(3)(b)

# Appendix 1

## Public notice placed in the Uxbridge Leader 15<sup>th</sup> December 2010

### LONDON BOROUGH OF HILLINGDON RESOLUTION PROPOSING ADOPTION OF PART V OF THE LONDON LOCAL AUTHORITIES ACT 2000: LICENSING OF BUSKERS

In pursuance of the above Act, **NOTICE IS HEREBY GIVEN** that at a meeting of the Cabinet of the London Borough of Hillingdon held on Thursday 25th June 2009 at the Civic Centre, Uxbridge, the Cabinet, after considering all relevant information proposed to adopt Part V of the London Local Authorities Act 2000 to permit the licensing of Buskers throughout the London Borough of Hillingdon ("the proposed Resolution").

The effect of the proposed Resolution, if confirmed, is that only persons licensed by the London Borough of Hillingdon within a licensed street may provide entertainment (as defined by Section 32 of Part V of the London Local Authorities Act 2000) in a designated licence street.

Entertainment includes busking and the provision of street entertainment within 7 metres of the public highway. It does not include the performance of music which is incidental to a religious meeting, procession or service.

A person who provides street entertainment without a valid licence from the date on which an order takes effect may have any relevant equipment/apparatus seized by Authorised Officers and/or may be prosecuted and fined up to £1,000.00.

Any representations or requests to hear representations relating to the proposed Resolution must be sent in writing to Street Scene Enforcement Team, Civic Centre, 35/07, High Street, Uxbridge, Middlesex, UB8 1UW not later than 17th January 2011 and respondents are requested to state the grounds on which it is made.

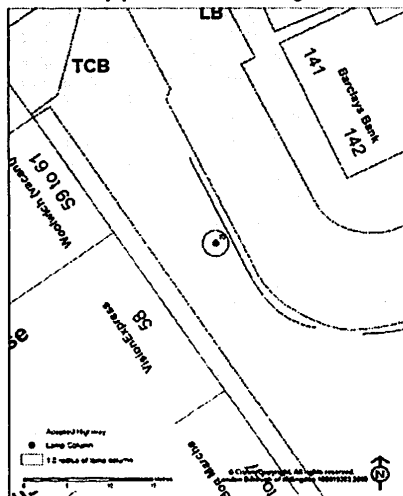
If no representations or requests to hear representations are duly made to the proposed Resolution or if any so made are withdrawn, the London Borough of Hillingdon may confirm the proposed Resolution. DATED: 15th December 2010.

CABINET MEMBER: Councillor Jonathan Bianco

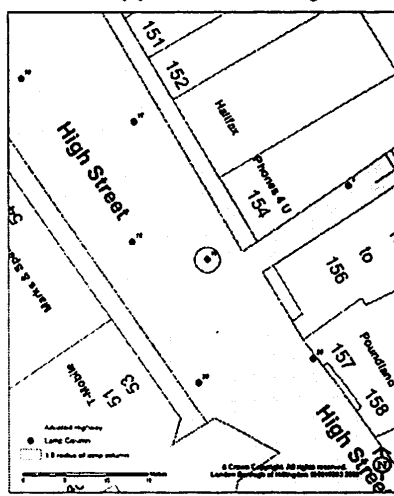
#### PROPOSED DESIGNATED STREET ENTERTAINMENT PITCHES

The following plans show proposed locations of the designated Street Entertainment Pitches marked O being 1.5 metres radius from numbered street light column:

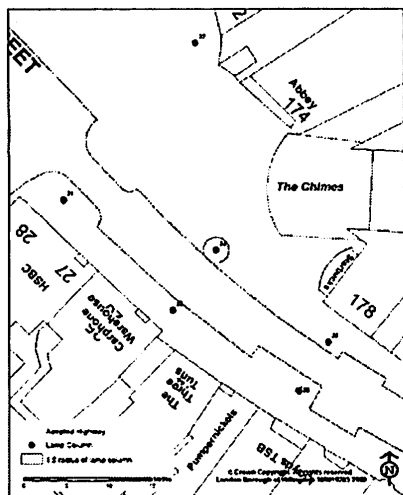
Pitch 1 (lamp post No. 13) Uxbridge



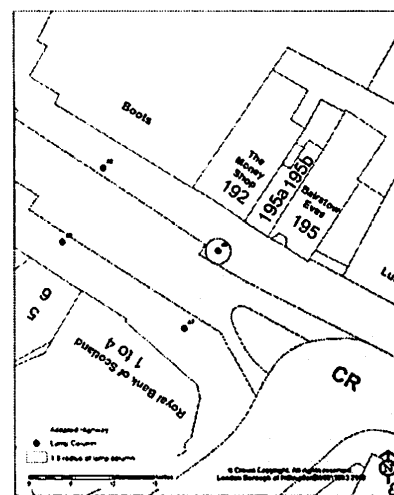
Pitch 2 (lamp post No. 19) Uxbridge



Pitch 3 (lamp post No. 34) Uxbridge



Pitch 4 (lamp post No.48) Uxbridge



## Appendix 2

Proposed conditions of consent to undertake street entertainment (busking) incl. proposed locations of designated street entertainment (busking) pitches



# HILLINGDON

## LONDON

### **STREET ENTERTAINMENT (BUSKING)**

### **LICENCE TERMS AND CONDITIONS**

Street Entertainment Regulations  
Effective from 2 June 2011  
Made by the London Borough of Hillingdon  
Pursuant to Part V of  
The London Local Authorities Act 2000

These Regulations have been made by the Council of the London Borough of Hillingdon under Part V of The London Local Authorities Act 2000.

These regulations prescribe the standard conditions which apply to Street Entertainment within the London Borough of Hillingdon

The Regulations came into force on 2 June 2011.

## PREFACE

This document provides a straightforward guide to the Street Entertainment (Busking) Regulations that follow. Applicants should read this document first and then seek guidance from officers in the Licensing Service on any details at as early a stage as possible. Definitions of terms used in the document may be found in Section 3.

The Council wants to provide an environment in Uxbridge Town Centre that is vibrant and fosters an enjoyable experience for shoppers, residents and business alike. Part of such a successful street scene also includes opportunity for regulated street entertainment or busking.

As a consequence the council has identified four locations at which street entertainment may be authorised. These are the only locations in the borough where street entertainment will be allowed.

To enable an application for street entertainment to be considered, it will first be necessary for an entertainer to register with the Licensing Service which is free of charge and will be for a period of two years after which the registration will lapse unless renewed. Once registered an application may be made to the Licensing Service for a street entertainment licence for which a daily fee is payable, details of which may be found on the website

[www.hillingdon.gov.uk/licensing](http://www.hillingdon.gov.uk/licensing)

To ensure that the entertainment is does not become repetitive and disturbing in a single location, two periods per day have been identified which may be approved, between 10.00 and 12.00 in the morning and between 2.00 and 4.00 in the afternoon. These are the only times when street entertainment will be considered for approval. It will not be possible for an entertainer to use the same location in both the morning and afternoon.

The four locations in Uxbridge Town Centre (See the Regulations for detailed locations) are spread out and therefore an entertainer will potentially be able to move to an alternative location to that in the morning or afternoon, dependant upon availability.

To ensure genuine street entertainment, where accompanying background music is used, the street entertainer/s own music must form the greater part of the performance. It is important that shoppers business or residents and are not inconvenienced, therefore the music or voice is not to be amplified to a level that causes nuisance. Only battery powered amplification is permitted.

It is important to the quality of the street scene that street entertainer/s be neatly clothed, clean, orderly and polite at all times while performing. They should not dress, act or say anything likely to cause alarm, distress or offence to members of the public of any age or businesses. The appearance and quality of a street entertainment performance should demonstrate a positive intention to entertain passers-by and animals should not form part of the performance.

It will not be possible for street entertainers to sell goods relating to the performance unless they also hold a temporary street trading licence issued by the Council, for more details please speak to the Licensing Service.

Street entertainer/s may not actively collect money (tout), but may have a hat, box, musical instrument case or the like, into which donations from members of public can be placed.

Our service

Registration and Renewals

We will need to receive the following information using the application form:

- Completed registration form.
- Documentary proof of applicants National Insurance Number.
- Copy of a valid passport, with Work Permit if non European citizen.
- A passport sized photograph of each person or persons wishing to undertake Street Entertainment, which must be signed by that person on the back.
- Satisfactory evidence of Public Liability insurance minimum sum of £2,000,000 that must be checked by the Council each year.
- Established performers should provide relevant references from other Local Authorities or London Underground Limited or establishments where those applicants are currently performing.

Licence application

Following receipt of your application form we aim to acknowledge your application within three working days. If you have applied online, we will acknowledge your application via e-mail.

Once completed, send or bring the form with the appropriate fee to the Licensing Service. If you wish to pay by cheque, please make it payable to the London Borough of Hillingdon.

## **1.0 CONDITIONS APPLICABLE TO ALL STREET ENTERTAINMENT LICENCES**

Street Entertainment including “Busking” is only authorised in the designated pitches (see below) and a daily Licence must be obtained from the Council prior to the start of any performance.

Definition of any terms used in these regulations may be found in section 3.


- 1.1 Any person or persons wishing to undertake the activity of Street Entertainment must register with the Council prior to applying for a licence.
- 1.2 Any person or persons applying to be registered for Street Entertainment must provide the Council with the following
  - Completed registration form.
  - Documentary proof of applicants National Insurance Number.
  - Copy of a valid passport, with Work Permit if non European citizen.
  - A passport sized photograph of each person or persons wishing to undertake Street Entertainment, which must be signed by that person on the back.
  - Satisfactory evidence of Public Liability insurance minimum sum of £2,000,000 that must be checked by the Council each year.
  - Established performers should provide relevant references from other Local Authorities or London Underground Limited or establishments where those applicants are currently performing.
- 1.3 Registration is for a period of two years after which time registration must be renewed.
- 1.4 All Registered Street Entertainer/s must reapply to become reregistered 3 months prior to registration expiry date.
- 1.5 There will be no fee to be registered as Street Entertainer/s.
- 1.6 A fee determined by the Council is payable upon application for a Street Entertainment Licence.
- 1.7 The Corporate Director of Planning, Environment & Community Services shall determine all applications for registration of Street Entertainer/s and give consents for Street Entertainment Licences.
- 1.8 Once registration acceptance has been received, a Registered Street Entertainer/s may apply to the Council for a Street Entertainment Licence.
- 1.9 Either the Council or a Registered Street Entertainer/s may, at any time, terminate registration on giving ten days written notice to either party.
- 1.10 Street Entertainment is only allowed on a Designated Street Entertainment Pitch between the hours of 10:00 hours – 12:00 hours and/or 14:00 hours – 16:00 hours, Sunday – Saturday.
- 1.11 Applications for Street Entertainment Licences covering Christmas Day will not be considered.
- 1.12 The Council retains the right to reject applications for block bookings of any single or multiple Designated Street Entertainment Pitches.
- 1.13 The Street Entertainment Licence must be displayed when performing and shown to either an Authorised Officer or Police Officer on request.
- 1.14 Street Entertainment is only allowed on the Designated Street Entertainment Pitch and as stipulated on the issued Street Entertainment Licence.
- 1.15 Street Entertainment is only allowed on the date/s and times as stipulated on the issued Street Entertainment Licence.
- 1.16 Should for any reason the Street Entertainer/s not be able to attend at the Designated Street Entertainment Pitch on the licensed date and time or for the full duration, the Street Entertainer/s shall notify the Council no later than 3 hours prior to the licence start date and time.
- 1.17 Street Entertainer/s may not assign or transfer a Street Entertainment Licence.

- 1.18 Animals are not to be used in or as part of any Street Entertainment.
- 1.19 Street Entertainer/s must not sell Commodities unless the Street Entertainer/s also holds a valid Temporary Street Trading Licence issued by the Council.
- 1.20 Street Entertainer/s who appears to be under the influence of either drugs or alcohol will not be permitted to continue performing and will be removed from the list of Registered Street Entertainers.
- 1.21 No vehicles are to be used or parked at the Designated Street Entertainment Pitch.
- 1.22 The appearance and quality of a Street Entertainment performance should demonstrate a positive intention to entertain passers-by and not solicit money through sympathy.
- 1.23 Street Entertainer/s shall not dress, act or say anything likely to cause alarm, distress or offence to members of the public of any age.
- 1.24 Street Entertainer/s shall be neatly clothed, clean, orderly and polite at all times while performing under a valid Street Entertainment Licence.
- 1.25 Street Entertainer/s shall not harass, accost, petition, importune, actively solicit or interfere in any way with any member of the public.
- 1.26 Street Entertainer/s may not actively collect money (tout), but may have a hat, box, musical instrument case or the like, into which donations from members of public can be placed.
- 1.27 Containers as described in 2.26 should not be sited so to cause obstruction or hazard.
- 1.28 Street Entertainer/s shall remain within the area of the Designated Street Entertainment Pitch throughout each performance.
- 1.29 Street Entertainer/s collecting for charitable purposes will also require a Street Collection Licence obtained from the Metropolitan Police Service ([www.met.police.uk/charities/index.htm](http://www.met.police.uk/charities/index.htm))
- 1.30 Music or voice shall not be amplified to a level that causes Nuisance to any business, trader or resident.
- 1.31 Only battery powered amplification is permitted.
- 1.32 Mains or petrol generator-powered amplification is not permitted.
- 1.33 Where accompanying background music is used, the Street Entertainer/s own music must form the greater part of the performance.
- 1.34 Drumming may only be included as a minor part of any performance.
- 1.35 Only one Street Entertainer/s will be licensed to perform in any of the Designated Street Entertainment Pitches at any one time.
- 1.36 Street Entertainer/s shall not perform for longer than two hours (either am or pm) in any Designated Street Entertainment Pitch and will not be licensed to perform again in the same Designated Street Entertainment Pitch on the same day.
- 1.37 Street Entertainer/s shall only perform in a Designated Street Entertainment Pitch under the licence terms and conditions.
- 1.38 The occupation and temporary installation of equipment must be completed within the time period as stated by the licence.
- 1.39 The full vacation and removal of all equipment from the Designated Street Entertainment Pitch must be completed prior to the licence end time stated upon the licence.
- 1.40 Street Entertainer/s have the responsibility of ensuring that all litter or waste materials arising from the Street Entertainment performance are removed from the Designated Street Entertainment Pitch and correctly disposed of at the licence end time.
- 1.41 Street Entertainer/s are responsible for the safe carrying of all equipment and instruments; the Council will not provide staff to assist.
- 1.42 Street Entertainer/s shall immediately stop their performance in the Designated Street Entertainment Pitch when requested to do so by either an Authorised Officer or Police Officer.
- 1.43 The Council will not accept any liability for damage or loss of any equipment or personal effects used by Street Entertainer/s.

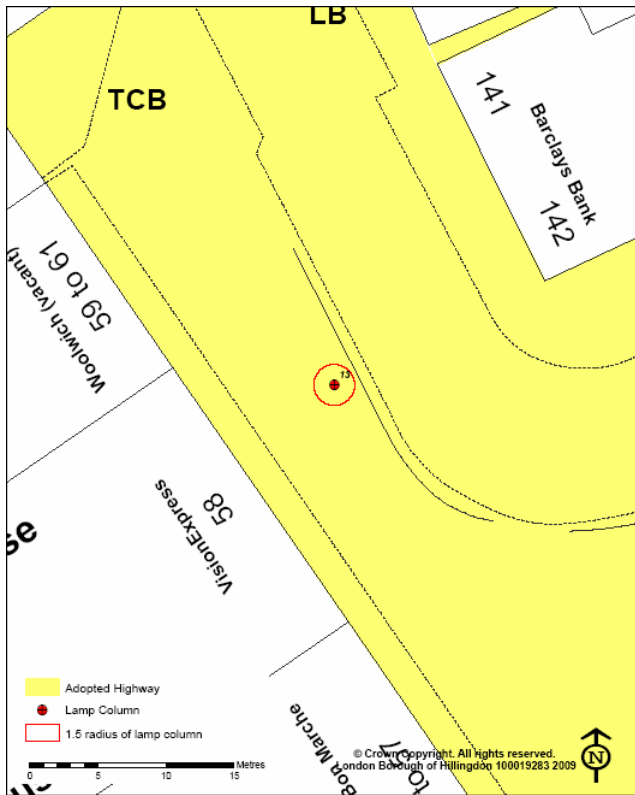
- 1.44 All Registered Street Entertainer/s must inform the Council of any change in circumstances such as change of address so that records can be correct and accurate.
- 1.45 The Council reserves the right to refuse permission for any performance or activity which may be considered as controversial or likely to cause offence to residents due to religious, political, moral or other significant reasons.
- 1.46 Enforcement under Part V of the Act, any person who —
- (a) street entertains (including busking) in any street to which this part of this Act applies without the authority of a licence; or
  - (b) is concerned with the organisation or management of busking which is not authorised by a licence; or
  - (c) contravenes any condition of his licence; or
  - (d) in connection with his application for a licence makes a statement which he knows to be false in a material particular;

shall be guilty of an offence under the above Act. An Authorised Officer, who has cause to believe that busking is about to take place, or taking place, without or in breach of terms and conditions of a licence, may seize or remove equipment used in connection with busking, which may be used in evidence of the above offence under the Act.

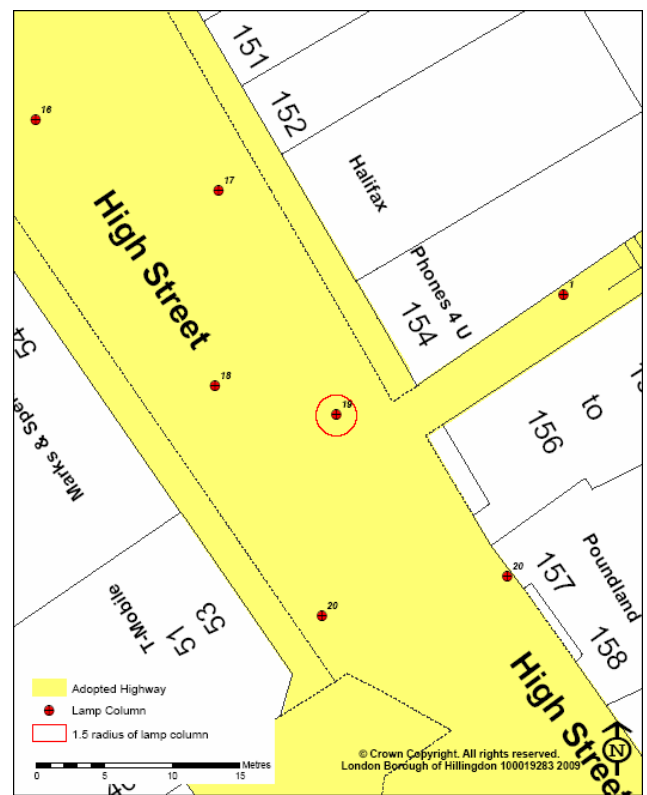
## 2.0 DESIGNATED STREET ENTERTAINMENT PITCHES

The following plans show proposed locations of the designated Street Entertainment Pitches marked  being 1.5 metres radius from numbered street light column:

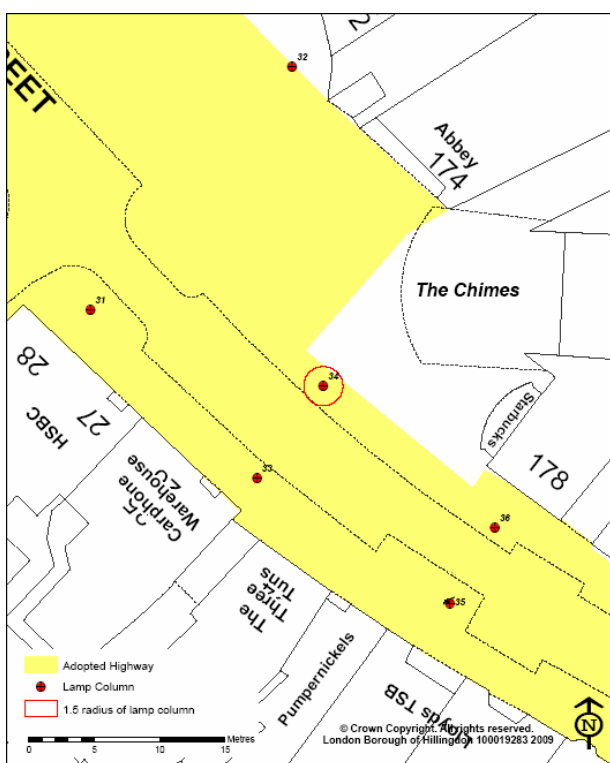
**Pitch 1 (lamp post No. 13) Uxbridge**



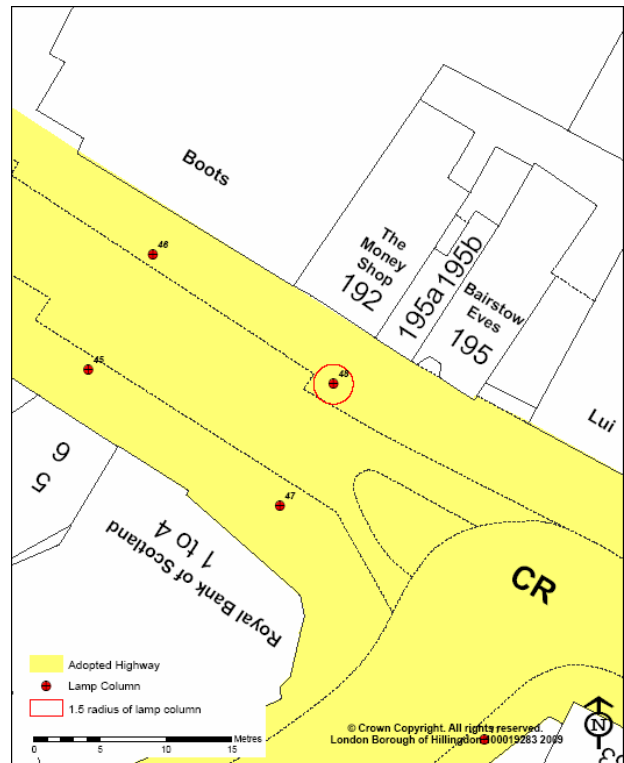
**Pitch 2 (lamp post No. 19) Uxbridge**



**Pitch 3 (lamp post No. 34) Uxbridge**



**Pitch 4 (lamp post No.48) Uxbridge**



### 3. DEFINITIONS

In the regulations, unless the context otherwise requires, the following expressions shall have the following meanings:

- 3.1 **“Act”** means Part V of the London Local Authorities Act 2000.
- 3.2 **“Advertisement”** means any word, letter, model, sign, placard, board, notice, whether illuminated or not, in the nature, and employed wholly or partly for the purposes of advertisement, announcement or direction and includes any hoarding or similar structure or any balloon used, or adapted for use for the display of advertisements, and references to the display of advertisement shall be constructed accordingly.
- 3.3 **“Authorised Officer”** means an officer of the Council duly authorised as required by the Act.
- 3.4 **“Commodities”** means any goods, wares or merchandise for sale or on display.
- 3.5 **“Designated Street Entertainment Pitch”** means an area in any authorised street or place at which Street Entertainment may be conducted in by a Street Entertainer, and includes any temporary alternative place approved by the Council.
- 3.6 **“Street Entertainer”** means any person who is registered and licensed by the Council as a Street Entertainer under Part V of the Act.
- 3.7 **“Nuisance”** shall have the meaning described in Section 79(1) of the Environmental Protection Act 1990.
- 3.8 **“Pitch Limits”** means the authorised ground markings or stated dimensions defining the area within which a Street Entertainment is to be conducted.
- 3.9 **“Refuse”** means waste which has been generated in the course of a licensed Street Entertainers business activity including cardboard, paper, small plastic items and other non-perishable waste.
- 3.10 **“Register”** means the list of registered Street Entertainers.
- 3.11 **“Registered Street Entertainer”** means any person who is registered to apply for a Street Entertainment Licence.
- 3.12 **“Regulations”** refers to the contents of this document.
- 3.13 **“Street Entertainment** (including busking) shall have the meaning described in Section 32 of the Act.
- 3.14 **“Temporary Street Trading Licence”** means a Street Trading licence granted under the London Local Authorities Act 1990 (as amended) valid for a single day or for such period as may be specified in the licence.
- 3.15 **“The Council”** means the London Borough of Hillingdon.

Appendix 3

Proposed Application to Register as a Street Entertainer (Busker)



HILLINGDON  
LONDON

# APPLICATION TO REGISTER AS A STREET ENTERTAINER (BUSKER)

London Local Authorities Act 2000 Part V

AN INCOMPLETE APPLICATION WILL BE RETURNED TO THE APPLICANT

**APPLICANT'S DETAILS** Please print clearly

Full Name	Title	First Name	
		Surname	
Home Address			
Telephone Number(s)	Home:	Post Code	
		Mobile:	
	Email		

Nationality: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Visa/Work Permit Number, (if applicable): \_\_\_\_\_

Public Liability Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Description of proposed entertainment: \_\_\_\_\_

References / previous locations performed: \_\_\_\_\_

**DOCUMENTATION**

**All the following documents MUST be submitted with this application:**

- |  |                          |                                     |                          |
|--|--------------------------|-------------------------------------|--------------------------|
| 1. Colour Photograph (passport size)   | <input type="checkbox"/> | 4. Evidence of £2m Public Liability | <input type="checkbox"/> |
| 2. Proof of National Insurance Number  | <input type="checkbox"/> | Insurance Cover                     |                          |
| 3. Copy of valid passport and Visa etc | <input type="checkbox"/> |                                     |                          |

The Council reserves the right to refuse permission for any performance or activity which may be considered as controversial or likely to cause offence to residents due to religious, political, moral or other significant reasons.

I confirm that I have read the terms and conditions and that the information I have provided is correct and I understand that if any of it is false I may be prosecuted and registration may be cancelled.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix 4  
Proposed Application for Street Entertainment (Busking) Licence**



**HILLINGDON**  
LONDON

**APPLICATION FOR PERMISSION TO  
PERFORM STREET ENTERTAINMENT  
(BUSKING)**

**London Local Authorities Act 2000 Part V**

This application and all supporting documentation **MUST** be received a minimum of 10 (ten) working days prior to the date of the intended activity. Applications that do not comply or are unsigned will be returned to the applicant without consideration.

**APPLICANT'S DETAILS** Please print clearly

Full Name	Title	First name	
		Surname	
Home Address			
		Post Code	
Contact Telephone Number(s)	Home:		
	Mobile:		
	Email		
Busker Registration Number			

**OTHER INFORMATION** Please print clearly

Proposed Pitch (See plan over for reference)			
Proposed Date of Performance			
Proposed Times of Performance (AM or PM <u>ONLY</u> )	From		To
Public Liability Insurance company (Attach copy of Policy)			
		Policy Number	

**Indemnity Clause – this must be completed**

*I <<insert name>> ....., accept the conditions provided and indemnify and keep indemnified the Council of the London Borough of Hillingdon from and against, all legal liability in respect of loss, damage, actions, claims, proceedings, suits, demands, costs, damages and expenses in respect of any injury to, or deaths of any person, damage to any property movable or immovable, the infringements or disturbance of any rights, easements or privilege or otherwise by reason of, or arising in any way directly or indirectly, out of the granting by the London Borough of Hillingdon of a permit to perform street entertainment on the Highway at the location entered on this application form, or any related activities. I will effect or cause to be effected the necessary third party*

public liability insurance to cover this indemnity. The minimum limit of indemnity, afforded by such policy or policies of insurance, shall be £2,000,000 (two million pounds).

I confirm that I have included evidence of £2m Public Liability Insurance Cover and the application fee (see [www.hillingdon.gov.uk/licencing](http://www.hillingdon.gov.uk/licencing) for charges) with this application and understand the application will be returned in their absence

The Council reserves the right to refuse permission for any performance or activity which may be considered as controversial or likely to cause offence to residents due to religious, political, moral or other significant reasons.

**Signature of applicant:** ..... **Date:** .....

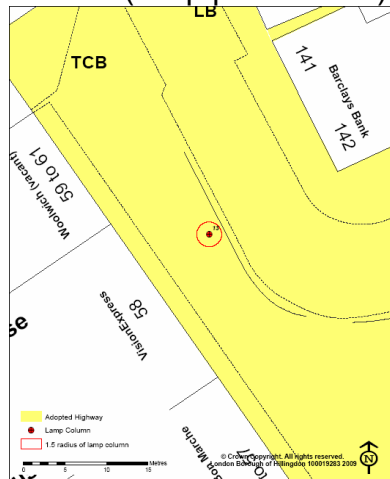
**Note:** Permission, if granted, **DOES NOT** allow the sale of goods or services or collection of money for charity

**Please return this application to:**

London Borough of Hillingdon, Licensing Service, Civic Centre ( A357), High Street, Uxbridge, Middlesex, UB8 1UW, Tel; 01895 277524, Email: [licensing@hillingdon.gov.uk](mailto:licensing@hillingdon.gov.uk)

The following plans show locations of the designated Street Entertainment Pitches marked **O** being 1.5 metres radius from numbered street light column:

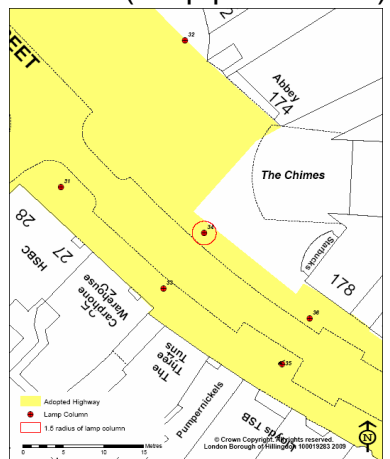
**Pitch 1 (lamp post No. 13)**



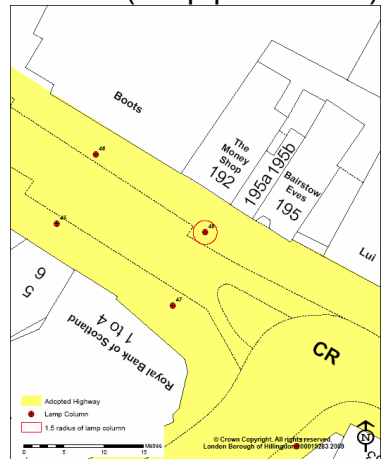
**Pitch 2 (lamp post No. 19)**



**Pitch 3 (lamp post No. 34)**



**Pitch 4 (lamp post No.48)**



All pitches are located in High Street, Uxbridge. No other locations within the London Borough of Hillingdon are designated as Street Entertainment Pitches

**Appendix 5  
Proposed Street Entertainment (Busking) Licence**

London Local Authorities Act 2000 Part V

Licence Number: XXXXXXXXXXXXX

**Street Entertainment (Busking) Licence**

The **Council of the London Borough of Hillingdon** being the Licensing Authority under the above Act.

**HEREBY GRANT LICENCE** to: <<Name>>



Being a street entertainer (busker) registered by the Authority <<registration number>>

to perform street entertainment (busking) at pitch << number>>

**ON** <<days Monday – Sunday>> between the **HOURS** of <<00:00 – 00:00>>

**THIS** Licence is granted subject to the London Borough of Hillingdon Street Entertainment (Busking) Licence Terms and Conditions.

**GRANTED** on: <<date>>

**SIGNED:** .....

**Jean Palmer**  
Corporate Director of Planning, Environment & Community Services

This Licence must be clearly displayed in such a position as to be easily readable by persons during the course of this licensed street entertainment (busking).



## RESPONSIBLE RETAILER SCHEME

<b>Cabinet Member</b>	Councillor Douglas Mills
<b>Cabinet Portfolio</b>	Improvement, Partnerships and Community Safety
<b>Officer Contacts</b>	Peggy Law / Sue Pollitt Planning, Environment and Community Services
<b>Papers with report</b>	Appendix

## HEADLINE INFORMATION

<b>Summary</b>	Introduction of a pilot scheme that aims to give recognition to traders who trade responsibly and increase consumer confidence.
<b>Contribution to our plans and strategies</b>	<p>The scheme would contribute to the following objectives within the Community Plan:</p> <p><b>People: Improving health and well being</b> <i>Raising standards in food preparation premises; restricting access by young people to age restricted products such as tobacco, alcohol and cigarette lighter refills)</i></p> <p><b>Place: Protecting and enhancing the environment</b> <i>Encouraging proper waste management including litter and recycling)</i></p> <p><b>Place: Making Hillingdon Safer</b> <i>Reducing anti-social behaviour by young people by restricting their access to age-restricted products such as alcohol and fireworks; providing a safe environment for staff and customers</i></p> <p><b>Prosperity: A thriving economy</b> <i>Working with retailers to raise standards; giving recognition to and promoting those retailers who trade responsibly</i></p>
<b>Financial Cost</b>	Cost of pilot: £2,000 and existing staff cost
<b>Relevant Policy Overview Committee</b>	Residents' & Environmental Services
<b>Ward(s) affected</b>	Manor, Northwood Hills initially

## RECOMMENDATIONS

That Cabinet:

- 1) **Endorses the Responsible Retailer Pilot Scheme and;**
- 2) **Instruct Officers to review the Scheme and report back to Cabinet 9 months after the implementation of the Pilot Scheme.**

## **INFORMATION**

### **Reasons for recommendation**

It is important to allow sufficient time to enable a proper dialogue to be established with the traders involved and to encourage as many traders to participate as possible.

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

None at this stage.

### **Supporting Information**

1. The scheme aims to give recognition to those traders who have committed to trading responsibly – specifically with regard to the sale of age-restricted products, the sale of food and drink that are safe to consume, proper waste management and the provision of a safe environment for staff and customers.
2. The scheme is aimed at local businesses that prepare, sell and serve food and drink, including clubs, pubs, restaurants, grocery shops, off-licences, takeaways etc., as well as retailers that sell age-restricted goods, such as tobacco, fireworks, knives, solvents etc.
3. It is proposed that the scheme is piloted in Ruislip Manor and Northwood Hills because of their well established Chamber of Commerce's and good mixture of shops and businesses.
  - In Ruislip Manor, out of 113 premises, 52 could potentially join the scheme. This represents 46% of traders in this area.
  - In Northwood Hills, out of 85 premises, 35 could potentially join the scheme. This represents 41% of traders in this area.
4. To become members of the scheme, businesses preparing, selling or serving food and drink will need to have achieved at least 3 stars on the food hygiene rating known as the "Scores on the Doors" scheme, This is a mandatory food hygiene rating system that applies to all food businesses. The system ranges from "No Stars" which indicates a very poor standard, to "5 stars" which indicates an excellent standard. For further information on the rating system, see Appendix at the end of the report.
  - In Ruislip Manor, there are 15 pubs/clubs/restaurants, 4 of which are below a 3 star food hygiene rating.
  - In Northwood Hills, there are 13 pubs/clubs/restaurants, 3 of which are below a 3 star food hygiene rating.
5. In addition, they will also be required to meet the following criteria:
  - For retail shops, they use and fully comply with Hillingdon's "Age restricted products" book for retailers, which gives guidance and provides relevant records for the trader to complete. Make the book available for inspection on demand by an Authorised Officer.

- For clubs, pubs and restaurants, they need to show the implementation of their policy on not selling alcohol and tobacco to children under 18.
- They do not make proxy sales (selling age-restricted goods to adults when you are aware the items will be given to persons under the legal age).
- They only sell legally compliant alcohol and tobacco.
- They dispose of their waste responsibly and recycle waste such as paper, cardboard, oil etc as much as possible.
- They comply with waste management/litter guidelines including, for example, having measures to deal with litter generated by their customers such as operating a litter patrol, providing litter bins and ash boxes.
- They take specified steps to provide a safe environment for staff and customers.

Retailers may be disqualified or removed from the scheme if any formal action is taken against them. The type of formal action would include service of a statutory notice or prosecution arising from non compliance of regulations, such as causing a statutory noise nuisance, sale of counterfeit goods etc.

6. For residents, the Responsible Retailers Scheme represents an easy and simple way of distinguishing traders who are trading responsibly on issues that are of importance to the locality.
7. The initiative would aim to help and support those premises that do not meet the criteria. The Council would assist retailers with free advice and support on risk assessment, and offer guidance on staff protection, shop layout and lighting in risk areas outside the shops, use of CCTV and security, recognising drunken behaviour and drug use, cash handling etc. Food Businesses would receive free advice and support on improving their food hygiene rating.
8. The retailers that are part of the scheme would receive free advice on waste disposal and recycling and help and support in accessing Council Services. They would receive a useful 'Welcome Pack' including advice cards, a contact card and stickers with a scheme logo on. The distinctive logo for the scheme would deter juveniles' attempts to obtain age restricted goods. The businesses in the scheme would be promoted and publicised in Hillingdon First directory, in Hillingdon People and on the Council website.
9. Traders who are part of the scheme would provide a safer and cleaner trading environment. This should eventually lead to a general improvement in standards amongst this group of businesses in the area. Moreover, food businesses with good star ratings should attract more customers into the area and generate a sense of confidence and well being.

## **Financial Implications**

1. It is anticipated that the pilot scheme can be implemented using existing staff. During the pilot phase, staff resources required will be relatively high as face-to-face recruitment will be key in achieving a good level of participation by retailers. An initial visit, a follow-up telephone call or visit if necessary, together with administration of the scheme could mean a minimum of 2 hours staff time per premise. Once the scheme is established staffing requirements will be minimal and accommodated within the existing establishment.
2. It is estimated that a one off set up of cost of £2,000 is required for printing flyers, logo stickers for the scheme and promotional materials such as Welcome Packs etc. This can be potentially met from 2010/11 budgets within the service.

3. Any further resource needs for the scheme will need to take into consideration that the service is required to meet BID savings targets from 2010/11

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

1. Residents will benefit by having access to retailers who are committed to attaining and maintaining a standard of trading which will contribute to a number of objectives within the Council Plan
2. Traders will be able to promote themselves as a “Hillingdon Responsible Retailer “, raising their profile and increasing their trade
3. Standards will be driven up in areas where there is good take up by retailers.

## **CORPORATE IMPLICATIONS**

### **Corporate Finance**

Corporate Finance has reviewed this report and is satisfied that any costs associated with the Responsible Retailer Pilot Scheme will be contained within existing budgets.

### **Legal**

This is a voluntary scheme aimed at tackling problems associated primarily with the sales of age restricted products and environmental health offences. In the longer term, the proposal will assist with obtaining successful enforcement and prosecution outcomes. Article 7.08(c) (6) authorises Cabinet to determine the outcome of this proposal. It remains open to Cabinet to determine when Cabinet will consider a report providing feedback on the scheme.

### **Relevant Service Groups Consulted**

Community Safety Team  
Partnership and Community Engagement Team  
Regulatory Services

## **BACKGROUND PAPERS**

NIL

**Scores on the Doors Food Hygiene Rating system**

<b>Total of Penalty Scores</b>	<b>Description</b>	<b>Stars</b>
0-5	Excellent	5 ★★★★★
10-15	Very Good	4 ★★★★☆
20-25	Good	3 ★★★☆☆
30-35	Fair	2 ★★☆☆☆
40-45	Poor	1 ★☆☆☆☆
Over 45	Major improvement required	0

Penalty scores are imposed based on three areas: hygiene, structure of premises and confidence in management.

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## OLDER PEOPLE'S PLAN 2008 - 2011 Q3 UPDATE 2010-11

<b>Cabinet Members</b>	Cllr Ray Puddifoot Cllr Philip Corthorne
<b>Cabinet Portfolios</b>	Leader of the Council Social Services, Health & Housing
<b>Officer Contact</b>	Dan Kennedy, Deputy Chief Executive's Office
<b>Papers with report</b>	Older People's Action Plan 2010-2011

### HEADLINE INFORMATION

<b>Purpose of report</b>	To provide a progress report on the improvements during 2010/11 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 plans 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 & Housing
<b>Ward(s) affected</b>	All

### RECOMMENDATION

**That Cabinet notes the significant achievements to deliver the Older People's Action Plan during 2010/11 to date 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 to put residents first and supports Hillingdon in delivering the Sustainable Community Strategy.

## Alternative options considered / risk management

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, Voluntary Sector Partners, 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:
  - a. Safety and security
  - b. Preventative care
  - c. Keeping independent and healthy
  - d. Tackling age discrimination
  - e. Planning for retirement
  - f. Housing
  - g. Learning and sharing skills
  - h. 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 the first nine months of 2010/11. 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 November 2010, 1000 alarms had been installed. All older people who receive an alarm said they felt safer in their own homes after an alarm was installed, with all recipients of burglar alarms also receiving information packs about home security. We are on track to install alarms into 1,500 homes for older people by the end of March 2011. This project has been funded by the Leader's Initiative.
- Fire safety – As of the 8<sup>th</sup> December 2010, 1415 Home Fire Safety Visits were undertaken. 38% were in priority 1 postcode areas. Priority postcodes are determined by particular needs characteristics of the population living in these postcodes. This includes older people.

Each fire station is provided with a list of priority postcodes in their area and householders are targeted by the fire service for a visit. Each visit involves:

- Providing the householder with general home fire safety advice
- Discussing escape plans in the event of a fire
- Provide and fit a standard smoke alarm

There are 541 priority post codes in Hillingdon which cover all 22 wards. The target for 2010/11 is that 60% of all home visits should be in priority postcode areas.

- Home Safety Awareness – In the six months since 1 April 2010, 6 presentations have been delivered to older people living in sheltered housing. Approximately 70 older residents attended the discussions. Presentations were given by the council's Community Safety Team and the Police Crime Prevention Officer about how to prevent pick pocketing, how to deal with door-step sellers, rogue traders and how to make sure homes are kept safe and secure. From October 2010 onwards, a programme of outreach presentations are being delivered to community groups to continue the programme to raise awareness of keeping safe, including what to do if you have a concern about the safety of a vulnerable adult.
- Rogue traders - To the end of November 2010, 25 reported incidents regarding rogue traders have been responded to. We have intervened in 13 of these incidents and are actively pursuing 3 cases in conjunction with the Metropolitan Police. In these three cases alone, elderly / vulnerable residents have parted with £77,000 for unnecessary home improvement work.

### **Preventative Care**

- Assistive technology / telecare – we are on track to install technology into 450 homes. This is an increase compared to 2009/10 when 350 people benefitted from telecare. In the first nine months of 2010/11 the service has received 347 referrals, and installed technology into the homes of 239 older people.

The use of assistive technology is a central part of our strategy to help keep older people and vulnerable adults independent, safe and living in their own home wherever appropriate. As a consequence, a new, enhanced Telecare service is in development for residents of the borough. This is in the process of being modelled financially and will form a core part of the adult social care offer. Implementation is planned to commence in early 2011.

### **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. We are continuing to work enthusiastically with various private car park operators in the borough. Since 1st April 2010 we have successfully installed a total of 15 fully operational Brown Badge Bays in the following venues; Beck Theatre, Cranford Park, Harefield Business Park in Uxbridge and at the new Botwell Green Sports and Leisure Centre. At the end of November a total of 5,643 Brown badges have been issued and new applications are received daily. We are exploring how we can extend the scheme further into privately owned car parks.

- Free Swimming – extended to include two new leisure centres in Hillingdon. Although government funding ceased on 31st July 2010, provisions have been made to continue the scheme at Hillingdon pools throughout 2010/11. 20,721 free swimming sessions have been provided up to the end of November 2010.
- Allotments - A new recycling scheme has been implemented (November 2010) to make it easier for plot holders to get rid of items such as sprout stalks that are difficult to compost on the plots. DASH have been given 3 allotments in Belmore Avenue site in Hayes. They are encouraging disabled users to try them out and plan to install some raised beds in the future
- Active aging project - A group of older people took part in a 'Dance Stage' event, a London wide project with a local group taking part in a series of rehearsals, to the lead up to the event.

The Young at Heart group has grown substantially since relocating to Botwell Green with around 40 people attending each week, almost double the number prior relocation. As a result the weekly session is due to be extended by an extra half hour.

A revised brochure is due to be distributed shortly. Two volunteers have been recruited to undertake EXTEND training to deliver future exercise sessions in sheltered accommodation.

### **Tackling Age Discrimination**

- Providing Support Through the Economic Downturn – A total of 175 advice surgeries have been held across the borough; approximately 45 surgeries were held during Q3 (1<sup>st</sup> October and 10<sup>th</sup> December 2010).

A number of new 'Ageing Well' surgeries have been established across the borough. Monthly surgeries are now delivered in the north of the borough at Harlington Library, the Tudor Lunch Club, Elm Park Lunch Club and the Juniper Court Sheltered Housing Scheme in Eastcote. In the south of the borough surgeries are now delivered at Abbeyfields Sheltered Housing Scheme in Hayes.

Plans are in place to deliver surgeries in

- Pelican Group for blind / visually impaired - West Drayton
- Friendship Group at Synagogue - Northwood
- Ickenham Library
- Safe Start Foundation - Ruislip

### **Planning for Retirement**

- Information about Planning for Retirement – an article is scheduled for a future edition of Hillingdon People signposting residents to further information.

### **Housing**

- Improving Housing Conditions for Older People – we have continued to improve the homes of older people. During the nine months of 2010/11 this included: 163 home improvements have been completed for older people; improvements have been made to the homes of 51 older people under Warm Zone (WZ) scheme and 2 households

under disabled facilities grant (DFG) scheme, with more households scheduled under both schemes. 308 referrals have been received by the Warm Front scheme; this increase in demand is due to the recent sustained cold weather.

- Specialist Extra Care Housing – The Council is on track to deliver two new extra care housing schemes for older people by the end of September 2011. Both schemes are a core part of the council's strategy to ensure that vulnerable older people have a wider choice of housing options to support independent living and avoid inappropriate admissions to residential care. Developments in telecare will also help to ensure that older people with support needs can safely and successfully live in community settings. Triscott House is a 47 bed council scheme using funding from the Homes and Communities Agency. Building works are progressing well and on target. Ickenham Park is a 48 bed scheme being delivered in partnership with partner agency Paradigm Housing on the RAF West Ruislip site. In addition, Paradigm are building 20 homes for older people (age restricted but not extra care). Building works are also progressing well and on target.

### **Learning and Sharing Skills**

- Volunteering opportunities – an article is scheduled for a future edition of Hillingdon People.
- Provide quarterly bulletins to social care staff - Bulletins have been distributed via the Council staff news email and to Age UK, Trading Standards, Hillingdon Carers and to residents who provide email addresses at events such as Streets Ahead. The current bulletin includes information on the burglar alarm scheme, the Be Safe at Home e-learning package, updates on dealing with bogus callers, how to stay safe during the darker nights, safety during the festive season and fire safety.
- E learning sessions on crime prevention - During quarter 3, e-learning has been promoted in the Safer Home Bulletin, and at the One Stop Shop and Citizen's Advice Bureau staff training session. It is also being promoted at the Safeguarding Adults outreach presentations. Systems are in the process of being improved to monitor the number of people completing the training (anticipated in early 2011).

### **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 – in response to feedback from attendees the following changes have been made.
- Older Persons Assembly dates have been changed to enable the Leader to attend.
  - The format for the December assembly was changed to a question and answer format. Previously the format was based around presentations.
  - Attendees submitted questions in advance so that key speakers were prepared to give information on matters of interest to residents.
  - The Assembly have engaged in a number of key discussion items in the last six months. This includes discussion about primary health care services and priorities for adult social care and housing to inform the re-refresh of the older people's plan.
  - A review of the FORCE Group has been completed and will be developed into a steering group for the Older People's Assembly.

- Leaders Initiative – Supporting Older People - During Q3 the Leaders Initiative supported local voluntary & community sector groups to improve their facilities, which are regularly used to provide social events and activities for older people. Projects include:
  - Ruislip & Northwood Old Folks Association received a capital grant of £45k to design and develop a car parking facility at the front of the Elm Park Club site enabling improved access to the premises for older people attending the lunch club and other social activities and events. An on-site car park will enable vehicles such as mini-buses to park directly outside the club premises and make it easier for older people with low level mobility difficulties to access the premises.
  - The Leaders Initiative has agreed to provide a capital grant to Ruislip & Northwood Old Folks Association to fund a new roof at the Tudor Lunch Club. This is considered by the association as urgent repair work as the roof is leaking in a number of places and pools of water are accumulating on the floor of the club after major rainfalls. The association has highlighted that this could be a safety hazard for older people using the premises.
  - Yiewsley Cornerstone Centre received a grant of £1,960 to run their weekly social club for a period of 49 weeks to provide an opportunity for older people to socialise, meet new people, remain active and learn new skills. The social club offers regular IT training sessions, exercise classes and informative seminars.

9. A full progress update of the action plan during 2010/11 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 People’s 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 contribute to identifying future priorities for development. The Older People’s Assembly in Hillingdon receive progress updates on delivering the promises set out within the Older People’s Plan.

### **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**

NIL

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## Older People's Action Plan 2010/11 – (Q3 – Progress Update)

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates	Quarter 3 progress updates
<b>Theme 1 - Safety and Security</b>						
1.1	Increase home security among older people.	1.1.1 Install 1000 burglar alarms free to the homes of older people	Sarah Owen	31 Dec 2010	<p><b>On track - To the end of August, 705 burglar alarms have been fitted with a further 52 installation dates agreed with residents.</b></p> <p><b>The number of burglar alarms to be installed during 2010/11 has been increased by 500 to meet demand.</b></p> <p><b>On track to install 1,500 burglar alarms by March 2011.</b></p>	<p><b>On track – To date, 1,000 alarms have been installed in 2010/11.</b></p> <p><b>An additional 500 alarms has been included into the scheme in order to meet demand.</b></p> <p><b>On track to install 1,500 burglar alarms by March 2011</b></p>
		1.1.2 Promote increased home security - distribute information packs about security to all future recipients of alarms	Sarah Owen	31 Dec 2010	<p><b>On track – All recipients of burglar alarms receive information packs about home security. To the end of August, 705 home security information packs have been distributed.</b></p>	<p><b>On track – All recipients of burglar alarms receive information packs about home security. To the end of November, 1000 home security information packs have been distributed.</b></p>
1.2	Take action to tackle rogue traders.	1.2.1 Address reports of Rogue Traders in cooperation with Police and other partners.	Peggy Law	31 March 2011	<p><b>On track – To the end of August, 18 reports of rogue traders targeting elderly residents have been responded to. We have intervened in 3 cases.</b></p>	<p><b>On track – Year to date, 25 reported incidents regarding rogue traders have been responded to. We have intervened in 13 of these incidents and are actively pursuing 3 cases in conjunction with the Metropolitan Police.</b></p>

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates	Quarter 3 progress updates
						<p>In these three cases alone, elderly / vulnerable residents have parted with £77,000 for unnecessary home improvement work.</p> <p>An article about rogue traders will feature in the Jan/Feb edition of Hillingdon People.</p>
1.3	Raise awareness amongst older people of safety and security	1.3.1 Deliver 6 presentations to Sheltered Housing residents about home and personal security	Sarah Owen	31 March 2011	<p><b>Completed</b> – 6 talks given to Sheltered Housing units (Ascott Court, Langworth Drive, Childs Court, Cobden Close, The Buntings and The Gouldings). Approximately 70 older residents attended the discussions. Presentations were given by the council's Community Safety Team and the police Crime Prevention Officer about how to prevent pick pocketing, how to deal with door-step sellers, rogue traders and how to make sure homes are kept safe and secure.</p>	<p><b>Completed</b> - 6 talks given to Sheltered Housing units (Ascott Court, Langworth Drive, Childs Court, Cobden Close, The Buntings and The Gouldings). Approximately 70 older residents attended the discussions. Presentations were given by the council's Community Safety Team and the police Crime Prevention Officer about how to prevent pick pocketing, how to deal with door-step sellers, rogue traders and how to make sure homes are kept safe and secure.</p>
		1.3.2 Conduct home fire safety visits in priority postcodes.	Colin Gribble	31 March 2011	<p><b>On track</b> – During the first three months of 2010/11, 585 Home Fire Safety Visits were undertaken. During July a further 238 visits were completed - 67% were in priority 1 postcodes.</p> <p><i>(People living in priority postcodes have been identified as older and more people vulnerable to house fires)</i></p>	<p><b>On track</b> – As of the 8<sup>th</sup> December, 1,415 Home Fire Safety Visits were undertaken – 38% of these were in priority 1 postcodes.</p> <p><i>(Priority postcodes are determined using data related to age of resident, single status and deprivation).</i></p>

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates	Quarter 3 progress updates
1.4	Raise awareness amongst front-line staff about security and safety for older clients	1.4.1 Encourage 100 people to complete e-learning sessions on crime prevention, fire safety and trips and falls.	Sarah Owen	31 March 2011	<b>On track</b> – During July and August e-learning has been promoted at the Uxbridge College Social Care course. It has also featured on Horizon & in Hillingdon People and the Hillingdon Carers newsletter.	<b>On track</b> – During September, October and November e-learning has been promoted in the Safer Home Bulletin, and at the One Stop Shop and Citizen's Advice Bureau staff training session. It is also being promoted at the Safeguarding Adults Outreach presentations.  The Learning and Development Team are currently updating their systems to enable us to monitor the number of people completing the training (anticipated in early 2011).
		1.4.2 Provide quarterly bulletins to social care staff about community safety news and projects that benefit older people – 4 bulletins by March 2011.	Sarah Owen	31 March 2011	<b>On track</b> – Bulletins have been distributed during the first and second quarters of 2010/11. The quarter 2 social care community safety bulletin has been distributed via the ASCHH news email plus Age UK, Trading Standards, Hillingdon Carers and to residents who provide email addresses at events such as Streets Ahead. The current bulletin includes information on the burglar alarm scheme, the Be Safe at Home e-learning package, updates on dealing with bogus callers and how to keep safe on public transport.	<b>On track</b> – Bulletins have been distributed via the ASCHH news email and to Age UK, Trading Standards, Hillingdon Carers and to residents who provide email addresses at events such as Streets Ahead.  The current bulletin includes information on the burglar alarm scheme, the Be Safe at Home e-learning package, updates on dealing with bogus callers, how to stay safe during the darker nights, safety during the festive season and fire safety.

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates	Quarter 3 progress updates
<b>Theme 2 - Preventative Care</b>						
2.1	Promote Assistive Technology (Tele-care) programme as part of the Government's preventative agenda across the day care & home care services.	2.1 1 To raise awareness of the tele-care service through 4 workshops and Hillingdon People.	Brian Barry	31 March 2011	<p><b>On track - Senior home carer's are promoting telecare when visiting service users in their own home.</b></p> <p><b>Workshops are being arranged by the dedicated Telecare Co-ordinator to assist homecare staff to identify potential service users for Telecare equipment.</b></p> <p><b>Workshops to commence in quarter 3 targeting all home carers.</b></p>	<p><b>On track - Home Care and Day Services are continuing to work with Service Users promoting the use of Assistive Technology and making referrals to the Telecare co-ordinator.</b></p> <p><b>Work is underway and continuing to promote the take-up of telecare including a mobile response service for people living on their own without support they can call on.</b></p> <p><b>Two workshops have been held with Home Carers and the other workshops will be held in January / February 2011.</b></p>
2.2	Deliver Telecare to promote independent living in the community	2.2.1 Deliver a target of 450 enhanced sensors for vulnerable people.	Belinda Norris	31 March 2011	<p><b>On track - 225 referrals have been received with 148 confirmed installations (25 pending). Work is underway and continuing to promote the take-up of telecare including a pilot of a mobile response service for people living on their own without support they can call on.</b></p>	<p><b>On track - 347 referral received to date (10/12/10) with 239 confirmed installations (18 pending installation, 4 of which are awaiting delivery of equipment from the supplier. 7 appointments have been made for installations and 7 are awaiting contact with the client /family).</b></p> <p><b>Installations are being completed within 3 days of receipt of referral from Adult Social Care to Careline</b></p> <p><b>Workshops are being arranged by Telecare co-ordinator to promote Telecare to assist assessors to identify potential service users for Telecare.</b></p> <p><b>A customer leaflet has been designed.</b></p>

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates	Quarter 3 progress updates
<b>Theme 3 - Keeping independent and healthy</b>						
3.1	Extend opportunities for older people to participate in Sport and physical activity	3.1.1 Continue to offer free swimming at existing facilities and extend scheme to Hillingdon Sports & Leisure Complex and Botwell Green Leisure Centre.	Howard Griffin	30 June 2010	<b>Completed</b> - Free Swimming extended to include two new leisure centres in Hillingdon. Although government funding ceased on 31st July 2010, provisions have been made to continue the scheme at Hillingdon pools throughout 2010/11.	<b>Completed</b> - Free Swimming extended to include two new leisure centres in Hillingdon. Although government funding ceased on 31st July 2010, provisions have been made to continue the scheme at Hillingdon pools throughout 2010/11.  Up to the end of November 20,721 free swims have been provided.
		3.1.2 In partnership with Age Concern, deliver the active Ageing project	Howard Griffin	31 March 2011	<b>On Target</b> - The following programmes have been organised in partnership with Age UK; <ul style="list-style-type: none"> <li>Young at Heart programme extended to Active Lifestyles Gym and EXTEND, exercise classes now provided in 3 sheltered homes to provide adapted range of exercise for older people.</li> <li>Dance class workshops organised at Botwell Green Leisure Centre for older people in preparation for the Dance Stage performance at the South Bank Centre in July.</li> <li>Following the opening of the Boots Well Being Centre in Uxbridge an additional weekly EXTEND class has been added to the existing programme</li> </ul>	<b>On track</b> - A group of older people took part in a 'Dance Stage' event, a London wide project with a local group taking part in a series of rehearsals, to the lead up to the event.  11 residents from the 'Young at Heart' group at Botwell Green Leisure Centre represented Hillingdon at the GLL 50+ Wellness Games in Brixton. <i>(This is a one day event aimed at providing friendly competitive opportunities for the groups in various activities including badminton, table tennis, bowls, swimming and other games. )</i>  The Young at Heart group has grown substantially since relocating to Botwell Green with around 40 attending each week, almost double the number prior relocation. As a result the weekly session is due to

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates	Quarter 3 progress updates
					currently being delivered at three sheltered housing sites.	<p>extended by an extra half hour.</p> <p>A revised brochure is due to be distributed shortly</p> <p>Two volunteers have been recruited to undertake EXTEND training to deliver future exercise sessions in sheltered accommodation.</p>
3.2	Investigate extension of brown badge scheme to private car parks	3.2.1 Work to get the Brown Badge scheme adopted in at least 5 additional car parks during 2010/11	Roy Clark	31 March 2011	<p><b>On track – We are continuing to work enthusiastically with various private car park operators in the borough.</b></p> <p>Since 1st April 2010 we have successfully installed a total of 15 fully operational Brown Badge Bays in the following venues; Beck Theatre, Cranford Park, Harefield Business Park in Uxbridge and at the new Botwell Green Sports and Leisure Centre.</p> <p>A total of 5,438 Brown badges have been issued to the end of August and new applications are received daily.</p>	<p><b>On track – At the present time, we have identified the Brookside Centre to be included in the brown badge scheme, negotiations have been completed and work will commence in the New Year. Currently further sites are being identified to be included into the schemes, negotiations will commence once further sites are identified.</b></p> <p>At the start of Dec 2010, a total of 5,643 Brown badges have been issued and new applications continue to be received daily.</p>

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates	Quarter 3 progress updates
		3.2.2 Process and issue <b>100%</b> of all new Brown Badge applications within 4 working days of receipt.	Roy Clark	31 March 2011	<b>On track</b> – The number of Brown Badges issued as at the end of August 2010 is 5,438. 99.7% of these badges are being issued within 4 working days of request being received. Two applications missed the four day turnaround target – both were issued on the fifth working day. Parking Services are working to achieve 100% of badges issued in 4 working days for the remainder of the year	<b>On track</b> – The number of Brown Badges issued at the end of November 2010 was 5,643. During the last quarter all Brown Badge applications were processed within 4 working days.
3.3	Promote take-up of allotments in Hillingdon amongst older people	3.3.1 Adult education on allotments run at 2 locations to promote take-up of allotments - 2010 programme run and evaluated by June 10. 2010 programme scheduled by Feb 2011	Paul Richards	28 Feb 2011	<p><b>On track</b> – Three adult education ‘on allotment’ programmes were run this Spring in partnership with Adult Education with a total of 26 participants. We are expanding the programme with DASH to include disabled participants in 2010 -11.</p> <p>During the second quarter, allotments have been promoted through a ‘Taster Session’ with assistance from DASH.</p> <p>We successfully secured press and broadcast coverage for the council’s allotments. ITV’s local news ‘London Tonight’ ran a piece promoting allotments focusing on the sites in Hillingdon. Hillingdon People also run a full page article promoting allotments.</p>	<p><b>On track-</b> a new recycling scheme has been implemented (November 2010) to make it easier for plot holders to get rid of items such as sprout stalks that are difficult to compost on the plots.</p> <p>DASH have been given 3 allotments in Belmore Avenue site in Hayes. They are encouraging disabled users to try them out and plan to install some raised beds in the future</p>

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates	Quarter 3 progress updates
3.4	Support older people by delivering a council tax discount	3.4.1 Freeze Council Tax levels for older people age 65 and over	Rob Smith	31 March 2011	<b>Completed</b> - Council Tax levels have been frozen for people aged 65 years or older.	<b>Completed</b> - Council Tax levels have been frozen for people aged 65 years or older.
<b>Theme 4 - Tackling age discrimination</b>						
4.1	Improve financial inclusion for older people in the borough	4.1.1 Deliver additional advice and support services for older people across the borough through the Age UK Hillingdon financial health checks	Rob MW	31 March 2011	<p><b>On Track</b> - Between 1st April and 10th September 2010 (Q1 &amp; Q2) a total of 130 advice surgeries were held across the borough.</p> <p>In addition to the weekly 'Ageing Well' sessions new bi-monthly surgeries have been established in sheltered housing schemes. In the north of the borough, 2 have been established in Harefield, 3 in Northwood and 1 session each in Northwood Hills, Ruislip and Eastcote. In the south 2 additional surgeries have been established in Hillingdon and 1 session in each Hayes and Townfield.</p> <p>The Age UK outreach worker is currently liaising with an over 60's club in the Sipson area on plans to deliver local advice sessions.</p>	<p><b>On Track</b> – to date a total of 175 advice surgeries have been held across the borough; approximately 45 surgeries were held during Q3 (1<sup>st</sup> October and 10<sup>th</sup> December 2010).</p> <p>A number of new 'Ageing Well' surgeries have been established across the borough. Monthly surgeries are now delivered in the north of the borough at Harlington Library, the Tudor Lunch Club, Elm Park Lunch Club and the Juniper Court Sheltered Housing Scheme in Eastcote. In the south of the borough surgeries are now delivered at Abbeyfields Sheltered Housing Scheme in Hayes.</p> <p>Plans are in place to deliver surgeries in</p> <ul style="list-style-type: none"> <li>• Pelican Group for blind / visually impaired - West Drayton</li> <li>• Friendship Group at Synagogue - Northwood</li> <li>• Ickenham Library</li> <li>• Safe Start Foundation - Ruislip</li> </ul>

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates	Quarter 3 progress updates
		4.1.2 Increase the take up of benefits by older people.	Nigel Cramb Rob MW	31 March 2011	<p><b>On Track</b> - Between 1st April and 10 September 2010 (Q1 &amp; Q2) a total of 512 enquiries (face-to-face and telephone) had been dealt with by the outreach worker. Enquiries cover a broad range of issues from housing and care services to welfare benefits.</p> <p>Enquiries resulted in 54 home visits to provide additional advice. Of these 30 benefit checks were completed resulting in 27 attendance allowance applications. To date 16 allowance applications have been awarded totalling £54,496.</p>	<p><b>On Track</b> – During Q3 (1<sup>st</sup> Oct – 10<sup>th</sup> Dec) a further 15 benefits checks were carried out; 10 attendance allowance, 3 carers allowance and 2 severe disability premium applications.</p> <p>To date 9 applications have been awarded totalling annual benefits of £25,118. This includes 4 higher rate attendance allowance claims totalling £14,851; 3 carers allowance claims totalling £4,687; and 2 severe disability premium payments totalling £5,579.</p>
<b>Theme 5 - Planning for Retirement</b>						
5.1	Promote information and advice about planning for retirement	5.1.1 Provide an article in Hillingdon People about planning for retirement and promote / signpost with other public information	Charlotte Stamper	31 March 2011	<b>On track</b> – An article is scheduled for a future edition of Hillingdon People.	<b>On track</b> – An article is scheduled for a future edition of Hillingdon People.

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates	Quarter 3 progress updates
<b>Theme 6 - Housing</b>						
6.1	Increase the number of new homes provided by the Council; deliver homes for vulnerable people	6.1.1 Deliver completion of Triscott house, extra care accommodation for older people. To be 75% complete by March 2011. This means that the steel frame superstructure will be complete by March ready for roofing works, walls and internal works to start.	Marcia Gillings	31 March 2011	<b>On track - Foundations and lift pits have been completed and services are being installed. Steel works to allow for installation of frame will commence in early September 2010. Work is ahead of schedule and progressing well.</b>	<b>On track – Foundations and Drainage have been installed; steel works and scaffold on site have been completed. Timber frame to be erected 04.1.11.  Work is ahead of schedule although 4 days were lost to inclement weather in December.</b>

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates	Quarter 3 progress updates
		6.1.2. Work with Paradigm HA to deliver 48 No extra care and 20 No age restricted homes for older people to be 70% complete by March 2011. This means concrete frame superstructure will be complete, ready for finishes such as roof walls and windows and internal works.	Marcia Gillings	31 March 2011	<p><b>On track</b> - The frame of the building is up and works are progressing well with delivery of the units expected in June 2011.</p> <p>80% of works will be completed by March 2011.</p>	<p><b>On track</b> – First fix is being completed on the units; they are due to be handed over between June and September 2011.</p> <p>Minor changes are being discussed to the internal shell and core to adapt the building and these discussions are on going with Paradigm and the developer.</p> <p>80% of the work will be done by March 2011.</p>
6.2	Deliver the targets for assistance and home improvements for older people under the Health and Wellbeing.	6.2.1 Make 200 homes decent for vulnerable older person householders in the private sector	Nick Millard	31 March 2011	<p><b>On track</b> – 80 home improvements have been completed to date.</p> <p>On track to achieve the target by March 2011.</p>	<p><b>On track</b> – 163 home improvements have been completed to date.</p> <p>On track to achieve the target by March 2011</p>
		6.2.2 Deliver 60 heating system completions for older vulnerable people in the private sector	Nick Millard	31 March 2011	<p><b>On track</b> - 31 households received improvements to heating systems at the end of August.</p> <p>On track to achieve the target by March 2011.</p>	<p><b>On track</b> - 51 houses improved under Warm Zone. 2 homes improved under DFG scheme. More households scheduled under both WZ and DFG.</p> <p>On track to achieve target by March 2011.</p>

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates	Quarter 3 progress updates
		6.2.3 Deliver 350 home energy insulation measures for older people in the private sector	Nick Millard	31 March 2011	<p><b>On track – 127 homes for older people have benefited from improved home energy insulation measures. A further 100 homes have been approved for energy efficiency works.</b></p> <p><b>Target expected to be met.</b></p>	<p><b>On track - 171 insulation measures have been installed to date. A reconciliation of West London budgets is being carried out by Hounslow which has resulted in a reduced level of activity.</b></p>
		6.2.4 Deliver 430 Handyperson completions for older people in the private sector through the council's Care and Repair service	Nick Millard	31 March 2011	<p><b>On track - 160 repairs and handyperson jobs have been completed to end of August. A further 30 are anticipated to be completed by the end of September.</b></p> <p><b>Target expected to be met.</b></p>	<p><b>On track - 368 repairs and handyperson jobs have been completed to end of November which already exceeds the Q3 target of 322.</b></p> <p><b>Target expected to be comfortably met.</b></p>
		6.2.5 Deliver 75 grant assisted essential repairs for older people on lower incomes in the private sector through the council's Care and Repair service	Nick Millard	31 March 2011	<p><b>On track –33 minor works grants have now been approved and works are in progress.</b></p> <p><b>Target expected to be met.</b></p>	<p><b>On track – 59 grant assisted essential repairs have now been carried out to the end of November. This exceeds that Q3 target of 56.</b></p> <p><b>Target is expected to be met.</b></p>

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates	Quarter 3 progress updates
6.3	Increase the number of older and vulnerable people in the private sector living in a 'Decent Home'.	6.3.1 Bring 300 properties up to the Decent Homes Standard.	Nick Millard	31 March 2011	<p><b>On track – 142 properties have been improved for vulnerable people.</b></p> <p><b>Target is expected to be met.</b></p>	<p><b>On track – 221 properties have been made decent to the end of November.</b></p> <p><b>Target is expected to be met.</b></p>
6.4	Increase the energy efficiency of homes for older households or people on lower incomes	6.4.1 70 homes receiving heating measures;	Nick Millard	31 March 2011	<p><b>On track – 47 older people households have received heating efficiency measures.</b></p> <p><b>Target is expected to be met.</b></p>	<p><b>On track. 72 homes received heating through Warm Zones and 3 through the Disabled Facilities Grant (DFG) scheme. 22 more approved under warm zone and 22 under DFG with more to come.</b></p> <p><b>Target will be met.</b></p>
		6.4.2 500 homes insulated (loft and/or cavity wall insulation through the Warm Zones and GLA/LDA/ boroughs Pan London Energy programmes;	Nick Millard	31 March 2011	<p><b>On track - 187 homes have received insulation through the Warm Zones and GLA/LDA/ boroughs Pan London Energy programmes.</b></p> <p><b>Overall, target expected to be met.</b></p>	<p><b>Slippage - 243 homes have received insulation measures. This is slightly below target due to a reconciliation of West London budgets being carried out by Hounslow.</b></p> <p><b>An advert was placed in the Nov/Dec edition of Hillingdon People to promote insulation measures, which we anticipate will increase the number on the programme.</b></p> <p><b>Further promotions will be carried out in 2011 and a task is being undertaken to identify potential properties that are in receipt of Disabled Facilities Grant or Renovation grants that would benefit from insulation works.</b></p>

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates	Quarter 3 progress updates
		6.4.3 100 eligible people to be referred to the Government Warm Front scheme;	Nick Millard	31 March 2011	<p><b>On track - 38 people have been referred to the Government Warm Front scheme to the end of August.</b></p> <p><b>Overall, target expected to be met.</b></p>	<p><b>Target met and exceeded - 308 referrals received by Warm Front to date. Increased numbers are due to new data received from Warm Front.</b></p> <p><b>Also there has been an increase demand due to the cold weather.</b></p>
		6.4.4 Bid for and deliver the Hillingdon element of the pan- London Home Energy Efficiency Programme.	Nick Millard	31 March 2011	<p><b>On track - Hillingdon has secured Lead borough status for West London Sub-Region. Bid submitted. Tender Report to Cabinet scheduled for December. £1.2m funding available for 7 boroughs.</b></p>	<p><b>Programme on hold – Hillingdon have been working closely with the GLA and other stakeholders to ensure continued support for the RE:NEW programme.</b></p> <p><b>The Pan-London roll out of the programme has been delayed across London due to uncertainty of funding; the project sponsor is continuing his role to keep all Boroughs engaged and to assist with lobbying for funding.</b></p> <p><b>The Hillingdon RE:NEW programme also won the Mayor of London’s Responsible Procurement Award 2010, which was received by Hillingdon’s Procurement Manager, who assisted the LDA to set up a Framework Agreement for the project.</b></p>

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates	Quarter 3 progress updates
6.5	Support older people in their own homes to stay warm and healthy during winter months	6.5.1 Deliver the Heaters Loan Scheme to provide free temporary heaters and small grants to cover electricity costs to older people that have no heating because of recent breakdown.	Belinda Norris	31 March 2011	<b>On track - 20 heaters are in stock. Heaters available. Advert due to appear in November/December edition of Hillingdon People advertising availability of heaters. The Older Peoples Assembly (27/09/10) were made aware of the Heater Loan Scheme.</b>	<b>On track – As of the 13<sup>th</sup> December the service has assisted 11 residents through the heater loan scheme.</b>  <b>Scheme was promoted in the November edition of the Hillingdon People and further promotion will be communicated at the December Older Peoples Assembly and through Age concern.</b>
<b>Theme 7 – Learning and Sharing Skills</b>						
7.1	Promote access to learning and volunteering opportunities for older people	7.1.1 Include an article in Hillingdon People	Charlotte Stamper	31 March 2011	<b>On track – An article is scheduled for a future edition of Hillingdon People.</b>	<b>On track – An article is scheduled for a future edition of Hillingdon People.</b>

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates	Quarter 3 progress updates
<b>Theme 8 – Consulting and Informing</b>						
8.2	Review groups and forums to ensure they are fit for purpose, providing an opportunity for residents to influence and shape services.	8.2.1. Review Older Persons Assembly	Jody Hawley	31 March 2011	<b>On track – Q1 and Q2. The review continues to develop the strategic aspects of the Assembly. To this end, a survey was conducted in June with members of the Assembly mailing list which identified some priority areas for older people in the borough. These included: Road and pavement repairs, clean streets, health services, the level of crime and transport. The FORCE group is using the findings of the Older Peoples Assembly survey to shape its priorities and looking at how best to work with practitioners to represent the needs of older people in the borough.</b>	<b>On track – Following feedback from attendees the following changes have been made:</b> <ul style="list-style-type: none"> <li>• Older Persons Assembly dates have been changed to enable the Leader to attend.</li> <li>• The format for the December assembly has changed. Attendees have submitted questions in advance so that key speakers are prepared to give information on matters of interest to residents. No formal presentations will take place, only question and answer sessions by identified specialists.</li> </ul>
		8.2.2. Review the FORCE Group.	Jody Hawley	31 March 2011	<b>On track – Discussions have been held with the FORCE group. The terms and reference have been reviewed and the following changes made; The term "Over 50s" has been removed - The group is now to be referred to as "FORCE - A powerful voice for older people in Hillingdon". The reference to the Joint Strategy Group for Older People has been removed and replaced with text regarding a representative on the Long-Term Conditions Delivery Group.</b>	<b>On track – Force is to be developed into a steering group for the older peoples assembly and will meet four times a year representing people aged 65 years or older.</b>

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates	Quarter 3 progress updates
8.3	Continue to develop ways to improve services to older people in Hillingdon using the Leaders Initiative	8.3.1 Attend the older people's assembly and contact groups appropriate to promote the Leader's initiative and encourage appropriate bids for this funding.	Kevin Byrne	31 March 2011	<p><b>On track - During Q1 and Q2 the Leaders Initiative has continued to fund a broad range of voluntary and community organisations that provide services to help older people remain independent, active and healthy. Key projects include:</b></p> <ul style="list-style-type: none"> <li>• Barnhill Community Association received a total grant of £2,365 to expand its range of social events and day trips for older people attending the weekly senior citizens club.</li> <li>• Yiewsley Cornerstone Centre was awarded £1,960 to run their weekly social club for a period of 49 weeks to provide an opportunity for older people to socialise, remain active and learn new skills. Events will include regular IT training sessions, exercise classes and informative seminars.</li> </ul> <p>Age UK Hillingdon is being supported to by the Leaders Initiative to deliver the Hillingdon 60+ fair, which will provide information, advice and activities for older people in the centre of Uxbridge in October 2010 promotion.</p>	<p><b>On Track – During Q3 the Leaders Initiative supported local voluntary &amp; community sector groups to improve their facilities, which are regularly used to provide social events and activities for older people. Projects include:</b></p> <ul style="list-style-type: none"> <li>• Ruislip &amp; Northwood Old Folks Association received a capital grant of £45k to design and develop a car parking facility at the front of the Elm Park Club site enabling improved access to the premises for older people attending the lunch club and other social activities and events. An on-site car park will enable vehicles such as mini-buses to park directly outside the club premises and make it easier for older people with low level mobility difficulties to access the premises.</li> <li>• The Leaders Initiatives has agreed to provide a capital grant to Ruislip &amp; Northwood Old Folks Association to fund a complete new roof at the Tudor Lunch Club. This is considered by the association as urgent repair work as the roof is leaking in a number of places and pools of water are accumulating on the floor of the club after major rainfalls. The association has highlighted that this could be a safety hazard for older people using the premises.</li> </ul>

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates	Quarter 3 progress updates
						<ul style="list-style-type: none"> <li>Yiewsley Cornerstone Centre received a grant of £1,960 to run their weekly social club for a period of 49 weeks to provide an opportunity for older people to socialise, meet new people, remain active and learn new skills. The social club offers regular IT training sessions, exercise classes and informative seminars.</li> </ul>

## DISABLED PEOPLE'S PLAN 2009-2012 UPDATE

<b>Cabinet Member</b>	Cllr Philip Corthorne
<b>Cabinet Portfolio</b>	Social Services, Health & Housing
<b>Officer Contact</b>	Dan Kennedy, Deputy Chief Executive's Office
<b>Papers with report</b>	Action Plan

### HEADLINE INFORMATION

<b>Purpose of report</b>	To provide Cabinet with a performance update on the Disabled People's Plan action plan for 2010-11 up to the end of quarter 3.
<b>Contribution to our plans and strategies</b>	<p>The Plan contributes to the delivery of the aims of:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• Disabled Children Strategy – common issues have arisen within consultation for this Plan and in developing the Disabled Children Strategy;</li> <li>• Joint Carers' Strategy (2008 – 2018) – the Disabled People's Plan supports the objectives of this strategy.</li> <li>• 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.</li> </ul>
<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 notes the progress made on the delivery of the 2010/11 Disabled People's Plan up to the end of Quarter 3.

## INFORMATION

### Reasons for recommendation

1. The Disabled People's Plan was developed to identify and address some of the challenges facing disabled people of all ages in Hillingdon by identifying what the council can do directly, or through its influence with others, to improve the lives of disabled people and to maximise their health and wellbeing.
2. The update for Quarter one and two of the 2010/11 Disabled People's Plan was presented to Cabinet in November 2010. They requested that the quarter three update be presented to Cabinet in February.

### Alternative options considered / risk management

3. No alternative options were considered.

### Comments of Policy Overview Committee(s)

4. The Adult Social Care, Health and Housing POC have not considered this report.

### Supporting Information

5. The quarter three position is set out in Appendix 1. However Cabinet may wish to note the following developments during the first three quarters of 2010/11:

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

- **Identifying the support needs of carers of people living with a stroke-** The first of two structured 'listening exercises' has been carried out in 2010/11 with carers of people who are living with a stroke. Seven carers attended, as well as representatives from the Stroke Association. Information from this event is helping to shape services for carers (in developing information that carers have said they will find useful). This information is also feeding into the Integrated Service Provision Project (part of the council's Business Improvement Delivery Programme).
- **Delivering the Reablement Programme-** the Reablement project is now running. As of 15<sup>th</sup> December 2010, 293 users had been included in the project, 36% of whom had completed their period of rehabilitation with out need for further services from Adult Social Care Health and Housing.

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

- **Improving services on offer to younger people in sports facilities -** Hillingdon has organised and hosted a swimming gala for disabled young people as part of the London Youth Games. This was attended by 538 young disabled people across London. £2000 of Aiming High funding has been secured by Planning, Environment and Community Services to provide additional swimming sessions for younger disabled people at the Hillingdon leisure centre and to develop multi-sports sessions for disabled people at Botwell Lane.

#### ***Priority Three: Protecting and Enhancing the Environment***

- **Carrying out parking measures like parking enforcement, car park security and improvements-** The number of parking bays for disabled people has been reviewed and increased to 6% of the total number of spaces in all of the council's car parks. Access to parking spaces for disabled people has also been improved with areas being re-marked giving disabled people more room to open car doors fully.

#### ***Priority Four: Making Hillingdon Safer***

- **Promoting community cohesion-** The Community Safety Team have worked with Dash and Hayes Muslim centre to deliver outreach sessions and presentations to raise awareness of support available for disabled people. As a result of this work an accessible football club has been set up in partnership with the Hayes Muslim centre using the Botwell Lane leisure centre resulting in 12 young people with learning disabilities participating in a football course.

#### ***Priority Five: A Thriving Economy***

- **Supporting 40 disabled people into employment through the Gateway Heathrow project -** By the end of quarter two, 70 disabled people across the west London boroughs had been recruited through this project, which supports people gain employment in the hospitality, leisure, travel and tourism sector.

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

- **Improving the educational standards of children with disabilities and additional needs-** Education and Childrens services now have the responsibility for commissioning learning for young people with learning difficulties and disabilities (LDD). This was transferred for the Learning Skills Council and means that the approach to commissioning is now more joined up and focussed on Hillingdon learners.

#### **Financial Implications**

6. 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?**

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

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

8. The Disabled People's Plan is taken to the Disabled People's Assembly steering group and issues are consulted upon at the Disabled People's Assembly. Further consultation will be carried out with service users and user groups to identify the difference that services are making.

#### **CORPORATE IMPLICATIONS**

##### **Corporate Finance**

9. Corporate Finance has reviewed this report and its recommendations and is satisfied, that the cost of implementing the action plan will be contained within the existing budgets.

##### **Legal**

10. The Disabled People's Plan is underpinned by the Equality Act 2010, which harmonises and extends the law on disability discrimination and which replaces the Disability Discrimination Acts of 1995 and 2005. Therefore, the Plan will need to be kept under review and may need to be adjusted in future to take account of these changes so that the Council is at all times fully compliant with its legal obligations.

**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

Disabled People's Plan 2009-2012

Appendix 1 Council Plan Priority		Objective	Task	Lead Officer	Task Target Date	Progress Comment Q3	Task Status Q3
Sustainable Community Strategy Priority One: Improving health & wellbeing 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	On track - An information article on the issues faced by disabled people in their contact with health services will be published in the next GP newsletter. This will aim to raise the awareness of GP's and offer them an opportunity to further develop their disability awareness.	On track	
		Review the effectiveness of the Living Skills service	Beverley Grayley	31/03/11	On track - To complete the review by 31st March 2011. All the disabled people who use the service will be contacted and asked about the difference the service has made to them. Staff within ASCHH have already expressed their views as part of the evaluation and case studies determining outcomes for service users have been developed.	On track	
		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	Nick Millard	31/03/11	On track - This year (2010-11) we secured an increase in the allocation of funding from Central Government for Disabled Facilities Grants to £1.623m. This is the second highest allocation in London and the 9th highest in the country. Central Government has not yet announced allocations for Disabled Facilities Grants to local authorities for next year (2011-12). We have entered a bid for an allocation of £1.8m for that year.  In order to ensure continued value for money we are currently working on two tenders with the rest of the West London Boroughs to ensure consistency of service and economies of scale. The first tender being for the supply and support of stairlifts (Lead authority Hounslow) and the second is for the supply and installation of level access showers and shower cubicles (Lead authority Hillingdon).  The reason for these two areas being targeted is that over 80% of all Disabled Facilities Grants cases involve these forms of adaptation. It is planned that the stairlift contract will be in operation by April 2011 and deliver cost savings of between 10 and 15% per case where these adaptations form the bulk of the required works. The level access contract should become operational later in 2011-12.	On track	
		Complete the revision of the transition strategy	Phil Hudson	31/10/10	Completed - Final draft strategy was completed in December 2010 and presented to the Transition Strategy Group on 19th January 2011.	Completed	
		Continue the modernisation programme for adults with learning disabilities and mental health needs	Phil Hudson	31/03/11	On track - The proposed plan is to use Chippendale Waye & Acol Crescent sites for supported housing schemes. Council approval agreed in November 2010, aim to make planning application in qtr 4. Further developments for supported housing are currently being looked into at Minet Drive, Triscott & Ickenham sites.	On track	

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Progress Comment Q3	Task Status Q3
		Open a new well being centre for Adults with Mental Health Needs.	PCT/ CNWL	30/06/10	Completed - The Wellbeing centre was officially opened to the public in July 2010 and the service co-ordinator has been in post since September 2010. The Centre is located within the Boots the Chemist store in the Chimes, Uxbridge and operates 6 days a week. Since it opened over 700 people have attended the Centre. Currently 17 services are offering sessions to people including sessions covering relationship issues, health promotion, mental health, benefits advice, domestic violence and victim support.	

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Progress Comment Q3	Task Status Q3
		Scope a carers plan.	Sue Tarling	31/03/11	On track - A workshop with the Carers Strategy Group took place in September 2010 to identify priority areas for inclusion in the Carers Plan. This will be taken to a carer focus group in March 2011 for review which will inform the development of a carers plan in 2011/12.	On track
	Develop supported housing models as an alternative to residential care for disabled people	Review the need for supported housing and explore models of provision.	Gary Collier	31/03/11	On track - The assessment and care management service have developed a record of housing needs that are identified when care managers complete reviews of service users. This information, along with housing needs information identified by commissioners, has led to the development of a proposal for 12 units of supported housing for people with physical and/or learning disabilities in Hayes. A need for supported housing using an extra care model has now also been identified and a proposal will be developed in quarter four to develop a scheme of 6 units for younger adults with physical disabilities.	On track
		(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	Completed - Planning consent has now been obtained for 5 Hornbeam Rd and 6 Church Rd.	Completed
		(i) - 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	On track - Decision made to invite tenders for all 3 schemes together. Tenders will be invited in January 2011	On track
		(ii) - Develop 4 x 1 bedroom flats at 1/2 Merrimans Close and 3 x 1 bed additional flats at Ascott Court for people with learning disabilities.	Marcia Gillings	31/03/11	On track - Planning permission is expected for 1-2 Merrimans imminently and we will seek tenders in January 2011 for disposal to a Registered Provider (RSL) for redevelopment. Planning permission was received for Ascott Ct in June. Cabinet has approved the appointment of a contractor for the works. We aim to start on site in January 2011.	On track
	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	On track - Discussions in progress with NHS Hillingdon about establishing multi-disciplinary mobile response service with particular focus on people with dementia.	On track
	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	On track - There has been some interest from Deaf people in developing a Facebook page. The outcome will be available in qtr 4.	On track

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Progress Comment Q3	Task Status Q3
		Support at least 3 meetings of the Disabled People's Assembly during 2010/11.	Beverley Grayley	31/03/11	Completed - The Disabled People's Assembly was held on 19th April 2010 and 4th October 2010. A further assembly will be held on 14th April 2011. Disabled people make decisions about the topics that are to be discussed at the assembly, with presentations given about Disabled Facilities Grants, Housing, issues facing deaf people, issues facing visually impaired users at the request of the steering group.  The Disabled People's Plan is reviewed through consultation at the assembly, which results in people having an opportunity to voice their opinions and get answers to their questions.	Completed
	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.	Sarah Morris	31/03/11	On track - There are currently (end of December 2010) 193 users in receipt of an individual personal budget (IPB's) across domiciliary and day care services.	On track
	Ensure the transition from a state of dependency to independence through the re-ablement programme.	Deliver actions of the Reablement Project	Sharon Townsend	31/03/11	On track - The Reablement project is now running. As of 15th December 293 users had been included in the project, 36% of whom had completed their period of rehabilitation with out need for further services from Adult Social Care Health and Housing.	On track
	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	Completed. The first floor of Merrifield House was completed as planned. The new service will start in April 2011.	Completed
		Deliver new and enhanced short breaks programme in schools and community settings.	Pauline Nixon	31/03/11	On track - Summer 2010 saw the largest ever summer holiday programme of short breaks and recreational activities. Over 500 children participated.	Completed
	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 staff working with disabled children and young people	Pauline Nixon	31/03/11	On Track - the pilot has been completed in the Child Care and Early Years Service, the framework will be rolled out to other sections of the service in 2011.	On track
	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	Completed - Consultation completed. Feedback event to officers took place in November 2010. Headline message is that action planning needs to address workforce development.	Completed

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Progress Comment Q3	Task Status Q3
		Develop additional childminding and out-of-school provision and develop the workforce to deliver this	Alison Booth	31/03/11	On track - A range of short breaks and associated support is being delivered through the Childcare and Early Years service amounting to approx 25 children	On track
	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	On track - Joint protocol has been drafted and a meeting will be scheduled for January 2011 between the LA and PCT to discuss and adjust the protocol. Once confirmation is made it will then be implemented.	On track
	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	On track - The referral process has been drafted and will be sent to the January 2011 Children with Disabilities Strategic Group for discussion and approval.	On track
	Improve waiting times for key therapy services for disabled children	Review/refresh service specification for Speech and Language Therapy	Lucy Canning	31/03/11	Retired - Due to changes within health following the election and a requirement to reprioritise, this task is no longer going forward.	Retired
	Enhance palliative care pathways and services	Review/refresh service specification for palliative care services	Lucy Canning	31/03/11	On track - Joint protocol has been drafted and a meeting will be scheduled for January 2011 between the LA and PCT to discuss and adjust the protocol. Once confirmation is made it will then be implemented.	On track
	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	On track - Work is being carried out to establish training sessions for Carers in promoting independence and in practical issues (e.g. how to use a wheelchair). This is being completed as a result of the comments received from Hillingdon Carers and the HCLIL user group about how they wished to see the service develop.	On track
<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	Howard Griffin	31/03/11	On track - New multi-sports club for children with disabilities has started at Botwell Green Leisure Centre. This is in addition to the existing sessions at Queensmead Sports Centre.	On-Track
		Ensure that sports and leisure activities for disabled children are included in the FIESTA programme	Howard Griffin	31/03/11	Two Holiday activity weeks specifically aimed at children & Young People with disabilities completed as part of the FIESTA summer scheme.	On-Track

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Progress Comment Q3	Task Status Q3
		Enter teams to represent Hillingdon disability events for the London Youth Games	Howard Griffin	31/03/11	On track - Hillingdon organised the following events as part of the London Youth Games (numbers of attendees in brackets). Swimming gala (20), football (15), Athletics (15), Boccia (6), Mini Boccia (6). A Disability Gala was also hosted and approximately 350 young people took part from across London.	On Track
	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	Completed - Hayes carnival was delivered on the 10th July 2010 and was completely accessible for Disabled people. In addition a shuttle was arranged from Hayes Park to Uxbridge station. Dance workshops were available for people with disabilities and all accessibility information for the event was published on the Council website	Completed
	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	On track - Q3 - Surveys of users of 3 refurbished Libraries are being analysed Dec 2010 and actions will be implemented January 2011. Preparation work for Rapid Improvement event is being made that includes fresh analysis of customer feedback and will result in improvements for residents and other users.	On track
	Work to extend community based sports development programmes offering new activities and opportunities to residents	Establish disability football coaching club sessions	Howard Griffin	31/03/11	On track - First course delivered in August 2010, with an average weekly participation of 15-20 children. A follow up course is planned for January 2011.	On track
		Consolidate and expand the Get Active Stay Active project and other activities to provide specific sports coaching for disabled people	Howard Griffin	31/03/11	On track - Panathlon events commenced at Hillingdon Sports & Leisure Complex. The total number involved to date for 2010/11 is 40 young people. It is expected this will increase to 50-60 for the full year. As part of the Get Active/Stay Active programme DASH have 5 activities, football (15), multi-sport(15), swimming (10), yoga (10), and tennis (10) attending per week. MIND have 3 activities, badminton (5), table tennis (5), yoga (6) per week on average.	On track
		Organise training course workshops for voluntary sports clubs in coaching disabled customers	Howard Griffin	31/03/11	On track - Following the successful course delivered in August, attended by 12 people, another course is to take place on the 21st January 2011.	On track
		Organise a Hillingdon team for the Panathlon event	Howard Griffin	31/03/11	On track - Sports Development organised a competition for the Hillingdon Special schools as part of the Panathlon Challenge. Four schools took part with around 30 children participating in the various Panathlon sports. From this event, a combined Hillingdon team will be formed from all the schools to go on to compete in the West London Panathlon competition in January 2011.	On track
	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	Howard Griffin	31/03/11	Completed - Botwell Green Leisure Centre was completed and open to public on 9th July 2010. The Centre is fully DDA compliant. The centre is being used by the following groups: Otters Swim Club for disabled people, Disability Sports Club for young people, DASH run cricket sessions and football is organised.	Completed

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Progress Comment Q3	Task Status Q3
		Provide ways in which disabled children and young people can participate actively in designing and evaluating the service they receive.	P Nixon / I Callaby	31/03/11	On track - Structures and processes are in place. A borough wide parent participation forum with links to specialised parents/carer groups is in place. Parents are actively represented on the disabled children's operational and steering groups	On track
	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	On track - The outcome of the parent consultation in October 2010 is focusing resources towards school based activities and support for disabled pupils in youth centres and the Fiesta programme. The next steps will be to carry out further consultation through the Hillingdon Parent/Carers Forum website covering shortbreak pathways and the Disabled Children's Plan. There will also be an event in February 2011 to address action priorities for 2011/12.	On track
	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	Consultation completed. An outcome has been the appointment of 4 young Ambassadors working alongside Hillingdon Youth Council to shape services for the disabled youth of Hillingdon on an on-going basis.	Completed
		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	Completed - Young ambassadors now formally members of Youth Council following training. Young ambassadors are working alongside peers as part of Youth Council	Completed
	Improve resident engagement	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 sites	David Holdstock	31/03/11	On track - All forms of media continue to promote disability awareness and are providing current, accessible information about services & new events when and as appropriate. Hillingdon has a Facebook page for all residents. An audio version of each issue of Hillingdon People is distributed to over 200 residents with visual impairment.	On track
<b>Sustainable Community Strategy Priority Three: A cleaner greener borough</b>						
A clean and attractive borough	Carry out improvements to the local environment to make it more accessible and safer.	Implement Phase 1 of programme in Uxbridge, Yiewsley and West Drayton	Jonathan Westall	31/03/11	Completed - Uxbridge Town Centre works completed, Yiewsley and West Drayton Phase 1 completed for 2010/11, planning for Phase 2 in 2011	Completed
	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	Completed - Following discussion with PHSE teachers we were advised that the best way to educate special needs children would be to produce a resource pack for the teachers to use rather than carry out one-off training sessions. A new Road Safety pack was developed and the PHSE teachers at all the special needs schools (Chantry, Grangewood, Hedgewood, Meadow High, Moorcroft and Willows) have been briefed on the new Road Safety Resource pack. A cycle training course was conducted at Meadow High which 12 children attended in November 2010.	Completed

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Progress Comment Q3	Task Status Q3
	Improve and maintain street lighting.	Work with user groups to identify the need for lighting for community safety.	Jonathan Westell	31/03/11	On track - schemes awaiting capital release. The next steps will be to compile an implementation programme in accordance with the financial commitments.	On track
	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	On track - Ongoing monitoring of the parking contractor to ensure effectiveness - to end of November 2010, 901 Parking Control Notice's had been issued to vehicles parking in disabled bays without displaying a valid Blue Badge. Parking Services and Mouchel's (contractor) have also been assisting with investigations into possible fraudulent use of blue badges. 21 car parks have now been awarded ParkMark (previously 19), 5,643 Brown badges have been issued. Disabled bays in car parks have been remarked, widened where necessary and additional bays installed where required.	On track
	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	On track - The scheme is on track to deliver improvements in parks across the Borough. Post installation satisfaction surveys have indicated a 92% satisfaction rate with these facilities. Further evaluation will be developed to ensure the needs of disabled children are being met for current and future developments.	On track
		Organise conference "Breaking down barriers, making parks more inclusive and accessible for disabled people".	Paul Richards	18/06/10	Completed - event took place in the Middlesex Suite on 18/06/2010. 30-40 professionals attended on Parks across London and further afield. The conference focused on sharing the learning from various previous consultations with disabled people. The outcome is to evaluate the feasibility of replicating the Isabella Plantation in Richmond Park to improve facilities and access for disabled people.	Completed
		Work with DASH on improvements to allotments e.g. accessibility	Paul Richards	31/03/11	On track - DASH have been given 3 allotments in Belmore Avenue site in Hayes for use by disabled people. They are encouraging disabled users to try them out and plan to install some raised beds in the future.	On track
<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 violence advice sessions to mental health patients	Ed Shaylor	31/03/11	Completed - 5 Domestic Violence Advice sessions to Mental health patients, have been carried out in the July to September period. There have been 12 sessions since April 2010	Completed
	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	On track - At the end of November 2010 (for Oct & Nov 2010), 73% of Priority 1 Tasking cases referred to Community Safety Team resolved by eliminating (entirely or partially) the problem or referring the case to a more appropriate agency.	On track
	Tackle anti-social behaviour (ASB) 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	On track - ASB hot spots have been identified with resources targeted to reduce/eliminate the problems.	On track

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Progress Comment Q3	Task Status Q3
	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	Completed - Work has been completed with Hayes Muslim centre. Presentations and outreach sessions have been delivered to over 500 people to raise awareness of support available for people with disabilities. These sessions are now on-going. An accessible weekly football session is being set up in partnership with the Muslim centre utilising Botwell leisure centre. Work is taking place with Travellers on the Colne Park site in delivering outreach support. A programme of sporting activities is planned.	Completed
<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	On track - Work is ongoing to support the 70 disabled people already recruited onto Gateway Heathrow project across West London boroughs. Hillingdon's element of this will not be available until the end of 2010/11.	On track
	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	On track - Schemes such as the council's First Time Buyers Grant scheme and the Homes and Communities Agency's (HCA) NewBuild Homebuy scheme are open to people with disabilities where they meet the criteria. The HCA also has a specialist scheme called HOLD (Homeownership for People with Long term Disabilities), a shared ownership scheme. The council could also work with its RSL partners contributing its own funds. The task for the coming year is to identify clients who want to take up these schemes. There will be publicity at the Disabilities Assembly and promotion with the Care Management Teams.	On track
	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	On track - Human Resources have developed a workshop which will be run for managers at service manager level. This will help identify critical roles and skills, and any future sourcing issues (whether internal progression or recruitment). Workshops are due to be delivered in quarter 4.	On track
	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	On track - Learning & Development continue to work closely with the Corporate Policy lead for equalities to ensure that the overall equality and diversity learning programme remains accurate and relevant. Areas of learning have been updated to reflect the introduction of the new Equality Act 2010. Further work is being undertaken to create bespoke programmes for teams/services, to be delivered inhouse, including bespoke training on accessibility / disability. This is currently an ongoing programme.	On track

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Progress Comment Q3	Task Status Q3
Sustainable Community Strategy Priority Six: Improving aspiration through education and learning A borough where children and young people are healthy, safe and supported. A borough where opportunities are open to all. A prosperous borough	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	Kevin Byrne	31/03/11	On track - A proportion of the core grant supports the continuation of the boroughs volunteer centre which is managed by HAVS. Officers continue to work closely with HAVS to develop new programmes and initiatives.	On track
	Increase the number of adults with disabilities accessing education, training and employment and training opportunities	Set up WISE Programme (Work in Supported Employment) for ALDD (Adults with Learning Difficulties or Disabilities)	Alan Dalton	30/09/10	Completed - the Work In Supported Employment (WISE) programme is now in operation for the new academic year.	Completed
	Achieve 25 learners on WISE programme	Achieve 25 learners on WISE programme	Alan Dalton	31/03/11	On track - 25 learners are now on a work in supported employment (WISE) programme and links are being made to enable employment at the end of the course.	On track
	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	On track - Q3 - On-line resources are being planned for the new financial year, which will offer opportunities to the diverse communities of Hillingdon to access services and agencies and to increase their education and employment opportunities. Work is on track to deliver the resources in May 2011.	On track
	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 25	Alison Moore	31/03/11	Completed - The responsibilities for commissioning learning for young people with Learning Difficulties and Disabilities (LDD) has transferred to the LA for young people post 16. An effective process for commissioning is now in place and has been formed with input from Connexions, the SEN team and Adult Social Care.	Completed
	Implement Inclusion Strategy Year 1	Implement Inclusion Strategy Year 1	Pauline Nixon	31/03/11	On track - A refreshed action plan for year 2 of the Inclusion strategy was signed off at vulnerable children's strategic action group in November 2010. The action plan is aiming to ensure more pupils with disabilities are educated locally rather than out-of-borough.  There have been a number of key achievements that include: the implementation of the Inclusion Development Plan in schools 'year of Autism' including the production of a training DVD, a parent participation forum and website is now in place, a disabled children's participation project was completed with 4 disabled young people trained as champions for their peers and are now on the Youth Council and a Speech and Language screening tool has been introduced for all 5 year olds to identify needs earlier and consistently across the Borough.	On track

## GREATER LONDON AUTHORITY CONSULTATION PROPOSALS FOR THE MAYORAL COMMUNITY INFRASTRUCTURE LEVY (CIL)

<b>Cabinet Member</b>	Councillor Keith Burrows
<b>Cabinet Portfolio</b>	Planning, Transportation and Recycling
<b>Officer Contact</b>	James Gleave – Planning, Environment and Community Services
<b>Papers with report</b>	Appendix 1: Hillingdon's response to the 'Proposals for a Mayoral Community Infrastructure Levy - Preliminary Draft Charging Schedule'

### HEADLINE INFORMATION

<b>Purpose of report</b>	This report provides information to the Cabinet Member on the implications of the proposals for a Mayoral Community Infrastructure Levy and seeks approval for a proposed response to the Preliminary Draft Charging Schedule, issued on 17 <sup>th</sup> January 2011.
<b>Contribution to our plans and strategies</b>	None
<b>Financial Cost</b>	Under the provisions of the charging schedule, most new development in Hillingdon would be charged the levy at a rate of £35 per sq metre. As the Collection Authority, Hillingdon would charge a 5% administration fee on all CIL contributions, 1% of which would have to be given to the Mayor for their administration costs.
<b>Relevant Policy Overview Committee</b>	Residents' and Environmental Services Policy Overview Committee
<b>Ward(s) affected</b>	All

### RECOMMENDATION

That the Cabinet:

1. **Notes the contents of this report regarding the provisions of the Preliminary Draft Charging Schedule; and**
2. **Endorses the response to the consultation as set out in Appendix 1 for submission to the GLA.**

## **SUPPORTING INFORMATION**

### **Reasons for Recommendation**

On 17<sup>th</sup> January 2011 the Greater London Authority (GLA) issued a Preliminary Draft Charging Schedule (hereafter referred to as the draft charging schedule) for the proposed Mayoral Community Infrastructure Levy (CIL). The consultation document explains that the purpose of the levy is to raise £300 million towards the Crossrail project, which is highlighted as being a strategic priority to support growth and development in Greater London.

The Mayor intends to charge the proposed CIL in pounds per square metre (£/sqm) and has allocated boroughs into charging bands of £20, £35 and £50. This allocation has been based on an assessment of development viability; boroughs with higher land values would be subject to higher CIL charges. Development in Hillingdon would be subject to the middle charging band of £35 per sqm of gross internal area of development.

Officers consider that the proposed CIL would impact on the viability of new development in Hillingdon. The evidence for the borough's inclusion in the 'middle' charging band is marginal and there is a case that development should be subject to the lower rate of £20 per sqm.

The consultation period for these proposals runs from 17<sup>th</sup> January to 1<sup>st</sup> March 2011. A proposed response is included in Appendix 1 of this report.

### **Alternative Options Considered**

The Cabinet may influence the proposals by:

1. Agreeing the proposed response in full or in part; or
2. Making any amendments to the response that are considered appropriate.

Alternatively the Cabinet may make no response to the draft charging schedule.

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

None at this stage.

### **Supporting information**

#### Background

1. The background to this work relates to:
  - the Government's wider proposals for the introduction of CIL;
  - the construction of Crossrail; and
  - the relationship between the proposed CIL and the Crossrail S106 proposals.

### What is CIL?

2. The CIL proposals came into force in April 2010 through the Community Infrastructure Levy Regulations 2010 and allow local authorities in England and Wales to raise funds from developers undertaking new building projects in their area. The money can be used to fund a wide range of infrastructure, including transport schemes, flood defences, schools, hospitals and other health and social care facilities, parks, green spaces and leisure centres.

3. CIL will be set by “charging authorities”. A local planning authority is the charging authority for its area. In the case of London, the Mayor of London is a charging authority for Greater London in addition to the local planning authorities, which may leave open the possibility of development in London being subject to a two tier system. Authorities wishing to charge the levy must produce a Charging Schedule setting out proposed rates. The schedule constitutes a legal document and rates should strike an appropriate balance between the desirability of funding infrastructure and the potential effects on the economic viability of development. As part of the production of the schedule, authorities will be required to provide evidence to an independent examiner that this balance has been struck.

4. The responsibility to pay the levy runs with the ownership of land on which the liable development will be situated. The levy’s charges will become due from the date that a chargeable development is commenced. When planning permission is granted, the collecting authority will issue a liability notice setting out the amount of the levy that will be due for payment when the development is commenced.

5. Government guidance contained in ‘The Community Infrastructure Levy: an Overview’ (November 2010) states that the introduction of the levy has the potential to raise an estimated additional £700 million pounds a year for local infrastructure by 2016 (the Impact Assessment on the Community Infrastructure Levy published on 10 February 2010 sets out further details).

6. The levy is intended to provide infrastructure to support the development of an area rather than to make individual planning applications acceptable in planning terms. There may still be some site specific impact mitigation requirements without which a development should not be granted planning permission. These would continue to be dealt with through Section 106 Agreements and planning obligations.

### The Mayor’s proposals for CIL

7. The draft charging schedule represents the Mayor’s first step in setting a London-wide CIL and consists of four key parts:

- **Crossrail and the CIL:** A description of the importance of Crossrail to London’s development;
- **The draft charging schedule:** An explanation of the charging rates for each borough;
- **Evidence base report:** includes evidence of economic viability in London, which forms the basis of the schedule; and
- **Conclusions:** Information on how to respond and a Strategic Environmental Assessment of the proposals

8. The Mayor intends to use the CIL to raise £300 million towards the cost of the Crossrail project, over a 6/7 year period. The end of this period would coincide with the opening of the central section of Crossrail in 2018/19. Whilst the proposals relate directly to Crossrail, it should be noted that the Mayor may, in the future, bring forward further CIL proposals for other strategic infrastructure projects.

9. It is proposed that the CIL should be paid on new development in Greater London which:

- Consists of buildings that are usually used by people (excludes structures such as plant rooms, infrastructure equipment)
- Has 100 sqm. or more of gross internal floorspace or involves creating one dwelling, even where it is below 100 sqm.

10. The proposals include only a few exemptions. The guidance indicates that the charge will not apply to educational or healthcare related developments, development by charities on their own land for charitable purposes, social housing, or developments resulting in less than an additional 100 sq metres of floor space which do not create additional dwellings.

11. The Government's CIL regulations also allow exemptions from payments in the following circumstances:

- Where development is undertaken by a charity and held for investment purposes.
- In circumstances where a development is also subject to a S106 agreement and where sums payable under that agreement are higher than the CIL.
- Where exceptional circumstances mean that the scheme cannot afford to pay the levy

The Mayor has considered the exemptions but does not intend to provide relief in these circumstances.

12. The CIL charges would apply to the 'gross internal area of the net increase in development'.

13. The Mayor intends to charge the CIL at the following rates:

<b>Zone</b>	<b>London Boroughs</b>	<b>Rate (£)</b>
1	Camden, City of London, City of Westminster, Hammersmith and Fulham, Islington, Kensington and Chelsea, Richmond Upon Thames, Wandsworth	50
2.	Barnet, Brent, Bromley, Ealing, Greenwich, Hackney, Haringey, Harrow, Hillingdon, Hounslow, Kingston upon Thames, Lambeth, Lewisham, Merton, Redbridge, Southwark, Tower Hamlets	35
3.	Barking and Dagenham, Bexley, Croydon, Enfield, Havering, Newham, Sutton, Waltham Forest	20

14. The legislation provides that local authorities will be responsible for collecting the CIL on behalf of the Mayor and local authorities will also need to notify owners of their liability in respect of development taking place within its area. As a 'collection authority' this local authority would be able to charge an administration fee of 4% on all collections made. As the 'charging authority' the Mayor also proposes to charge 1% of CIL payments for administration purposes.

15. The draft charging schedule notes that the CIL target of £300 million represents a relatively small proportion of the overall £15 billion cost of Crossrail. However, without this contribution, it is argued there would be a funding gap, which would involve one or all of the following:

- The renegotiation of the Crossrail funding agreement;
- A delay in the project, exacerbating the capacity problems and inhibiting London's development; and/or
- Pressure on other parts of the TfL budget, reducing the scope either temporarily or permanently for other essential strategic transport investment such as upgrading the London Underground network.

#### Setting the Charge

16. The guidance is clear that charging authorities, including the Mayor of London, should propose a rate which does not put at serious risk the overall development of their area and it details the matters that need to be taken into consideration when deciding a levy's rate. These include the matters detailed by the Mayor of London in the consultation document.

17. In particular, the draft charging schedule lists the factors that have been taken into account when setting the levies for the 3 key charging zones. Key considerations were the target timescale of 6/7 years to raise the required sum of £300 million and the total 5 % administration allowance for collecting and charging authorities (i.e. individual boroughs and the Mayor). The total amount to be recovered, including administration costs, is £315 million and collections would continue until this target sum is reached.

18. The CIL rates have been determined geographically by borough on the basis of economic viability, primarily through an assessment of house price and residual land value – the difference between existing and proposed use value. Boroughs with high residual land values for residential uses are considered to have the potential to absorb higher CIL rates. House prices have been selected as the main indicator for CIL rates on the basis that there is generally a strong correlation with land charges for commercial and other uses.

19. The evidence base report attached to the draft charging schedule lists average house prices across all boroughs and notes an average house price for Hillingdon of £259,175. This figure is just above prices for authorities in the lower charging tier of £20 per sqm. In its discussion of how charging rates were set, the evidence base report refers specifically to the wide variation in house prices in Hillingdon. The implication here is that house prices are not the best indicator of development viability in our borough.

20. When comparing the schedule of commercial market information, Hillingdon is significantly below lower tier authorities, including outer London Boroughs such as Croydon, on indicators such as retail rents and disposable income.

21. If in the future Hillingdon decides to set its own levy, it would need to take into account any levy rates that have been set by the Mayor of London.

CIL and the use of planning obligations in the funding of Crossrail

22. In July 2010 the Mayor published Supplementary Planning Guidance on the use of planning obligations in the funding of Crossrail. Hillingdon gave evidence at the Examination in Public in December 2009 associated with the production of this document. It was argued that:

- The collection of contributions around stations in outer London should not be based on the central London approach; and
- There should be special provisions to deal with the relationship of Crossrail policies to Opportunity Areas. In particular, the Heathrow Opportunity Area should be excluded from payments in the same way as other Opportunity Areas in central London.

23. The SPG contains the following charging schedule for development around Crossrail stations. The payments relevant to areas in Hillingdon are shown in bold type:

Use	Charge by area (£/per sqm)		
	Central London	Isle of Dogs	Rest of London
	Including apprx. 1 km radii around Paddington and Liverpool Street Stations	Including 1 km radii around the proposed Canary Wharf station	<b>1 km radii around all other Crossrail stations</b>
<b>Office</b>	137	186	<b>30</b>
<b>Retail</b>	88	119	<b>16</b>
<b>Hotels</b>	60	82	

24. The CIL regulations make provision for restricting the use of S106 Agreements after the introduction of CIL. The guidance acknowledges that there may still be site specific impact mitigation requirements without which a development should not be granted planning permission. Some of these needs may be provided for through the levy but others may not if they are very local in their impact.

25. The draft charging schedule provided by the Mayor of London notes that this position is different with respect to funding of scheduled works within the meaning of the Crossrail Act. It is therefore proposed that both charges (S106 and CIL) should continue to operate alongside each other until the £300 million target has been raised.

26. The draft charging schedule notes that in instances where CIL is calculated as being lower it would count as a credit towards Crossrail S106 payments. Conversely, CIL payments would not be requested in instances where S106 payments are higher. Further clarification is required on this issue; it is noted that the Mayor intends to bring

forward an amendment to the Crossrail S106 SPG alongside the draft charging schedule.

27. The following points highlight the key differences between the provision of S106 and proposed CIL funding for Crossrail:

**Geographic Link:**

In order to meet the tests contained in Circular 5/05 there should be a clear geographic link between S106 payments and Crossrail development. The S106 SPG states that boroughs should identify appropriate locations in DPD's where contributions are likely to be appropriate, however an area within a 1 km radius of Crossrail stations is suggested. CIL payments would be sought across all boroughs and the level of payment takes account of economic viability rather than the geographic link to Crossrail stations.

**The scale of contribution fairly relates to the proposed development:**

In outer London, the S106 SPG states that payments would be collected from new commercial and retail development, on the basis that this generates the most congestion on the rail network to justify the need for Crossrail. Paragraph 4.14 specifically states that it would be unreasonable and uneconomic to seek contributions from residential development. However subject to the exceptions highlighted in this report CIL payments relate to 'most' new development, including residential uses.

**The amount of contributions relates to the scale of the impact:**

S106 contributions in outer London are significantly less than those in inner London and the Isle of Dogs, on the basis that development in this area generates the most need for Crossrail.

Financial benefits of Crossrail

28. The draft charging schedule outlines the annual financial benefits that Crossrail is expected to bring to each borough. The estimated annual transport and earnings benefits for Hillingdon are expected to be £47 million. This is relatively low in comparison with other boroughs. For example, Newham is expected to receive the second highest annual earnings from Crossrail of £99 million, but is in the lowest CIL charging band of £20 per sqm.

Expected contributions from development in Hillingdon

29. The following table provides an estimate of contributions that could be raised from residential development in Hillingdon through the CIL tariff in the coming 5 year period, based on the current housing trajectory. It assumes an average floor area for residential units of 81 sqm and that 35% of all units would be provided to meet the definition of affordable housing, which would not be subject to contributions:

Trajectory (Units)	Less Affordable Housing (%)	Average Floor Area (sqm)	CIL contribution (£/sqm)	Estimated CIL contribution (£)
391	35	80	35	711,620
527	35	80	35	959,140
497	35	80	35	904,540
533	35	80	35	970,060
523	35	80	35	951,860
<b>TOTAL</b>				<b>4,497,220</b>

### Implications on development viability in Hillingdon

30. Government guidance contained in The Community Infrastructure Levy; An Overview states that charging authorities wishing to introduce a levy should not propose a rate which threatens the overall viability of development in their area. As noted above, 3 charging bands are proposed and Hillingdon is located in the middle charging band, where most forms of development would be expected to contribute £35 per square metre.

31. The draft charging schedule contains a section on testing the impact of the CIL. It states that the suggested rates generally represent less than 1% of the average house price and contributions would be significantly lower than other property taxes such as stamp duty. However, the proposed CIL is a flat rate and its percentage of house price varies significantly across Hillingdon and London as a whole.

32. The Council has commissioned consultants to prepare a viability assessment as part of the evidence base for affordable housing policies in the LDF. This assessment looks at the level of affordable housing that can realistically be delivered in Hillingdon, taking account of current market conditions and other factors that are likely to affect delivery. The report notes that:

*'While S106 contributions have an impact on scheme viability, the impact is more modest than that of affordable housing....it is not until the S106 contribution increases to £12,500 that there is a more noticeable impact on viability...'*

33. Assuming an average floor area of 80 sqm and a proposed contribution of £35 per square metre, new residential units would be subject to an average additional contribution of £2,800 under the provisions of the scheme. This constitutes a substantial increase in development costs for each residential unit and is likely to push more schemes to a level where overall unit costs are approaching £12,500. There is a concern that at this level the CIL would have an impact on the viability of residential development schemes, restricting the delivery of affordable housing in the south of the borough where residual land values are lower.

### Next Steps

34. The public consultation period for the Mayor's CIL runs from Monday 17th January to Tuesday 1st March 2011.

35. Having considered the comments made on the preliminary draft charging schedule, the Mayor must then issue a revised draft charging schedule for further

consultation for a period of at least four weeks. This second round of consultation is expected to take place in May 2011. Any person or organisation that makes comments on the revised draft charging schedule will have the right to be heard at the CIL public examination.

36. The Mayor then has a further opportunity to make changes to the draft charging schedule and, if he does so, he has to allow a further four weeks for public consultation on these changes. Following this consultation, the Mayor has to appoint an independent “examiner” to conduct a public Charging Schedule Examination. This public hearing is expected to take place in September, to ensure that:

- The Mayor has complied with the procedures for setting the CIL as set out in legislation; and
- The Schedule is supported by background documents containing appropriate available evidence

37. The examiner will then report to the Mayor, who will take his final decision on the rate to be charged in the light of any recommendations the examiner may make. The Mayor is currently aiming to approve and publish the Charging Schedule in April/May 2012. Once formally approved, the Charging Schedule will sit alongside the Mayor’s Spatial Development Strategy (the London Plan), but it will not form part of it.

#### Financial Implications

38. Under the provisions of the charging schedule most new developments would be charged at a rate of £35 per sq metre. As the collection authority Hillingdon could charge a 5% fee for all CIL contributions, 1% of which would have to be passed onto the Mayor.

39. The administration of the CIL would incur officer resources, the level of which would have to be assessed after the consultation processes are completed. The proposed CIL charge would be supported by statutory regulations, which would require the collecting authority to serve a ‘liability notice’; register the CIL as a land charge; issue a ‘commencement notice’; serve a demand notice; to collect the CIL charge; and to enforce against late or non-payment where necessary. The Council would need to ensure that the correct processes and procedures are in place to undertake this work.

40. There are possible indirect financial implications for Hillingdon, based on the officer view of the proposed scheme, and in particular the application of the middle charging band. These implications would stem from any dampening down of development proposals for land within the Borough, leading to a potential reduction in development control fee income and pre application fees. The current assessed risk for development control income is a pressure in 2010/11 circa £350k and is assessed as being potentially similar or marginally worse for 2011/12. There could also be a potential adverse impact on the opportunity for the Authority to obtain planning contributions, which are currently achieved from S106 agreements, and which will in due course be replaced by a Local Authority CIL.

41. The New Homes Bonus is further income stream which could be affected by any reduction in residential development. This scheme will be introduced for 2011/12. For

every new home built and occupied the Authority would receive a grant equivalent to the national average band D council tax, which would be £1,439 per year or £8,634 over the 6 year period of the grant.

42. The CIL charging scheme also applies to local authority buildings so there would be an increase to the cost of the Hillingdon's own development schemes, which may in turn impact on the resource requirements of the Council's capital programme.

### **Hillingdon's response**

43 Hillingdon's response to the draft charging schedule is attached to this report in the form of a draft letter at Appendix 1.

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

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

As part of the preparation of this paper, internal discussions have been held with the Council's Housing Supply Team, Corporate Finance and Corporate Policy.

## **CORPORATE IMPLICATIONS**

### **Corporate Finance**

Corporate Finance has reviewed this report and is in agreement with the financial implications as stated.

Hillingdon sits within the middle charging band and therefore under the proposed charging schedule, most new development in the borough would be charged a levy of £35 per sq metre. The allocation of boroughs into different charging bands is based on residual land values and house prices. Given the significant variation in these variables across the borough, it is considered that Hillingdon should be placed in the lower charging band of £20 per sq metre.

The proposed rate of £35 per sq metre is likely to have an adverse impact on the viability of development in the borough. This in turn will have financial implications in terms of potential reductions in development control fees, pre-application fee income and planning contributions from S106 agreements. In addition, the New Homes Bonus income stream could be affected by a reduction in residential development.

The proposed CIL would also have an impact on the Council's own development schemes within the capital programme.

### **Legal**

On Monday 17 January 2011 the Mayor of London launched a six week public consultation on a preliminary draft charging schedule - the first step in setting a Mayoral Community Infrastructure Levy pursuant to the Community Infrastructure Levy Regulations 2010.

The consultation is a public consultation and it is open to anyone to respond. Local planning authorities are particularly invited to express their views. In considering any consultation responses, the Mayor must ensure there is a full consideration of all representations received including those which do not accord with his preferred approach.

When considering a response the council should ensure that it is made by the deadline, which in this case is 1<sup>st</sup> March 2011, so that its views are conscientiously taken into account and if possible in the format and layout suggested in the consultation paper.

### **Corporate Landlord**

The Council is under pressure to realise millions of pounds each year from the sale of its property and land assets. In order to maximise the value of a site, the Property Department usually applies for planning permission first, then sells the site with the benefit of planning consent. The way to add the most value to a site is usually to get planning consent for the maximum number of residential units allowable in planning terms.

The proposed CIL represents an additional cost to developers and would be paid at the time development commences. Whilst it does not have a direct impact on land & property values, the CIL would affect residual land values and the viability of residential development schemes. In the current economic climate, developers may seek to pass on this cost to landowners in the form of a reduced purchase price for the development sites. In these circumstances, the Council could achieve comparatively lower receipts for the sale of its land and property assets

### **BACKGROUND PAPERS**

Proposals for a Mayoral Community Infrastructure Levy - Preliminary Draft Charging Schedule. Mayor of London January 2011

## ***DRAFT***

### **APPENDIX 1: HILLINGDON'S RESPONSE TO THE PROPOSALS FOR A MAYORAL COMMUNITY INFRASTRUCTURE LEVY - PRELIMINARY DRAFT CHARGING SCHEDULE.**

Boris Johnson, Mayor of London  
Preliminary Draft Charging Schedule  
FREEPOST LON15799  
GLA City Hall post point 18  
The Queens Walk  
London SE1 2BR

Ref: JG/CIL

*DATE TO BE ADDED*

Dear Mr Johnson

### **RESPONSE FROM THE LONDON BOROUGH OF HILLINGDON TO THE MAYORAL COMMUNITY INFRASTRUCTURE LEVY – PRELIMINARY DRAFT CHARGING SCHEDULE**

Thank you for the opportunity to comment on the proposals for the Mayoral Community Infrastructure Levy (CIL) and the Preliminary Draft Charging Schedule, which was issued for consultation on 17<sup>th</sup> January 2011. Hillingdon welcomes the opportunity to comment at this early stage in the consultation process.

The following response to the consultation was approved at the Council's Cabinet on 17<sup>th</sup> February 2011.

#### Hillingdon is of the view that the CIL proposals would prejudice growth and regeneration

1. Following on from the above point, the CIL proposals are likely to prejudice regeneration in Hillingdon on the following grounds:

- Impact on housing delivery:

2. The Council's Affordable Housing Economic Viability Assessment demonstrates that residual land values for residential development have fallen significantly in recent years. The extent of this reduction is different throughout the borough and is most severe in areas where property values are lower. Further charges on development are likely to exacerbate the current difficulties in the residential market, slow down housing growth, encourage land banking practices until the end of the charging period, and thereby reduce access to new homes.

- Deliverability of affordable housing:

3. The majority of major planning applications for residential development in Hillingdon are now submitted with financial viability appraisals to justify a level of affordable housing that is significantly below GLA and emerging borough-wide targets. On average, major planning applications for residential development are currently

delivering only 15-20% of all units as affordable housing. With a subsidy cut of 50% for housing already, further charges on market housing may result in almost no social housing development.

- Town Centre Development:

4. Many of Hillingdon's town centres have been affected by the economic downturn. Whilst the Council recognises the capacity of the borough, particularly in Hayes and West Drayton for long-term above average employment growth, the town centres have also been hit by the recent economic downturn. Requiring developers to contribute the proposed CIL could hamper economic recovery in these areas.

The CIL proposals would reduce the opportunity for much needed local infrastructure

5. As noted above, the Council's evidence on residual land values for residential development indicates that the proposed CIL would influence the delivery of new homes and in particular affordable housing. This would have an impact on the level of income the Council is expected to receive through the Government's New Homes Bonus scheme, which is designed to allow authorities to raise funds for local infrastructure projects.

6. In recent years, there has been an increased emphasis on ensuring sufficient infrastructure is delivered to support planned housing and economic growth. The introduction of the CIL charge will reduce the opportunity for the Council to obtain planning contributions for other much needed social and community infrastructure provision, such as education, recreational facilities, environmental improvements, public realm enhancements, community safety measures and local transport improvements. As stated above, the majority of major planning applications in Hillingdon have included Financial Viability Appraisals which have resulted in a low level of affordable housing being provided. The proposed blanket CIL charge will be onerous and could choke-off developer contributions for essential local facilities and services to the detriment of local communities.

7. There is a concern that developers would use financial viability appraisals to demonstrate that residual land values were not sufficiently high to pay both the Mayoral and borough wide CIL.

The proposed CIL charge would adversely impact on the Council's ability as a landowner to improve services and facilities for its residents

8. The Council has an extensive asset management programme in place to improve public services, facilities and assets. This includes the sale of land and property for redevelopment to improve educational, housing and other facilities for its residents. The implications of the CIL charge is likely to affect the Council's aspirations in carrying out its capital programme.

The exemptions should include other public facilities

9. The proposals include very few exemptions from the CIL charge. Whilst the Council would agree that health/medical and educational facilities should be exempt, there should also be an exemption for a range of other public facilities, such as libraries, public swimming pools and other public sports facilities, museums and theatres. Exemption should also be considered for Council buildings.

Hillingdon is of the view that it has been placed in the incorrect charging band

10. The draft charging schedule notes an average house price in Hillingdon of £259,175. Home Tack data obtained by the Council indicates that house prices in the south of the borough and therefore the residual land value for residential development, are significantly lower than this.

11. The Mayor has selected house price as the main indicator for CIL banding on the basis that there is a strong correlation with other indicators such as office and retail rents. This does not appear to be the case in Hillingdon, which has the lowest house price of all Group 2 and commercial rents and levels of disposable income that are significantly lower than some Group 3 authorities. The justification for Hillingdon's allocation as a Group 2 authority is marginal and the borough should be reallocated to Group 3 with a lower CIL charge of £20 per sqm of development.

Further work is required to assess the impact of CIL

12. Hillingdon is of the view that average house prices are not a good indicator to assess the impact of CIL at a borough wide level. London's housing market is unique in that very high property values in certain areas have a significant impact on average house prices at a borough wide level. In Hillingdon's case, high values in the north are not reflective of those elsewhere and distort the borough-wide average.

13. Whilst the proposed levy represents 1% of average house prices across London, further work is required to assess; the impact of the levy in areas at the lower end of the market, how this would impact on residual land value in these areas and the ability of schemes in these areas to deliver affordable housing.

14. Paragraph 4.98 of the CIL Evidence Base Report states that the proposed levy is relatively modest when compared with other taxes such as Stamp Duty. This is a false comparison as Stamp Duty is paid by the purchaser and would not, therefore, affect the delivery of new homes.

Hillingdon is generally supportive of the principle of Crossrail

15. It is accepted that Crossrail will have a beneficial effect on Hillingdon and the wider London area. Government guidance notes that CIL is expected to raise a nationwide figure of £700 million per annum. In comparison, the expected Crossrail target of £300 million appears disproportionate and unrealistically high.

There is general inconsistency between Crossrail S106 and CIL proposals

16. Hillingdon notes that Crossrail S106 procedures seek contributions from commercial and retail development, as these are the uses that create the majority of demand on the rail network. Notwithstanding the difference between CIL and S106 legislation, more account should be taken of office and retail rents as these uses that will generate a need for Crossrail.

17. Further clarification should be provided on why CIL contributions are being sought from residential development, given the provisions of paragraph 4.11 of the Crossrail S106 SPG, which states that:

*'It would be likely to be unreasonable as well as uneconomic to try to seek contributions from residential development in outer London, and many centres of employment have*

*jobs substantially filled by people living nearby who cause very little congestion on rail links.'*

The proposals do not take into account the relative gains from Crossrail

18. In determining how much to seek from CIL, authorities must have regard to how much would be available from other sources, such as funding from other infrastructure providers and from Central Government. The estimated earnings and benefits from Crossrail will have a positive impact on viability of development and should therefore be taken into account when setting CIL rates.

CIL exemptions

19. Hillingdon disagrees with the Mayor's decision not to allow relief from payments where such relief is allowed in the CIL Regulations (particularly in relation to the exceptional circumstance relief).

In conclusion, the use of average house price to assess the impact of CIL is misleading. Further analysis is required to determine the effect of the proposals in areas of low residual land value for residential development and the Mayor should work with boroughs to obtain this information, rather than acting unilaterally. A similar, albeit site specific approach, was undertaken as part of the viability assessment for the London-wide SHLAA and could be adapted for this purpose. This 'worst case scenario' approach would help to determine the true impact of the CIL proposals on development viability.

Hillingdon is of the view that the proposals would have an adverse effect on the economic viability of development in certain parts of the borough, preventing growth, the delivery of infrastructure and affordable housing. The case for the inclusion of the borough in the Group 2 charging band is marginal and it is considered that Hillingdon should be reallocated to Group 3 with a lower CIL charge of £20 per sqm of development.

Yours sincerely,

Councillor Keith Burrows  
Cabinet Member  
Planning, Transportation and Recycling

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