

## Minutes

### Cabinet

Thursday, 26 July 2012

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



Published on: 27 July 2012

Decisions come into effect on: 3 August 2012

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

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

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

John Riley  
Wayne Bridges  
George Cooper  
Judith Cooper  
Brian Crowe  
Catherine Dann  
Paul Harmsworth  
Edward Lavery  
Michael White

#### **571. APOLOGIES FOR ABSENCE**

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

#### **573. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING**

The minutes and decisions of the Cabinet meeting held on 21 June 2012 were agreed as a correct record.

#### **574. 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.

**575. EDUCATION AND CHILDREN'S SERVICES POLICY OVERVIEW COMMITTEE  
REVIEW: ELECTIVE HOME EDUCATION**

*The Chairman of the Education and Children's Services Policy Overview Committee, Cllr Catherine Dann, presented her Committee's review into Elective Home Education, which was warmly endorsed by the Cabinet.*

**RESOLVED**

**That Cabinet:**

- 1. Welcomes the review of the Elective Home Education Policy from the Education & Children's Services Policy Overview Committee and gives formal approval to the updated EHE Policy;**
- 2. Approves the recommendations of the Education & Children's Services Policy Overview Committee as set out below:**
  - a). That an annual Borough network meeting take place between LBH EHE Parents and the local authority to enable networking to take place between different EHE groups.**
  - b). That officers review the EHE correspondence which is sent to EHE parents to ensure that their tone is empathetic and their contents are not open to misinterpretation.**
  - c). That EHE parents be provided with information on London Borough Exam Centres that will accept EHE children.**
  - d). That Cabinet be recommended to approve the updated policy on Elective Home Education and that the policy be reviewed on an annual basis.**

**Reasons for decision**

Following the Policy Overview Committee review and wider stakeholder consultation, Cabinet agreed a number of recommendations, including a new Elective Home Education policy, to reflect a more balanced approach to both safeguarding issues and the rights of parents, as well as to improve information and communication between the Council and parents.

**Alternative options considered and rejected**

The Cabinet could have decided to reject all or some of the Committee's recommendations.

**Officer to action:**

Julian Kramer – Planning, Environment, Education and Community Services

**576. CORPORATE SERVICES & PARTNERSHIPS POLICY OVERVIEW COMMITTEE  
REVIEW: HILLINGDONFIRST CARD**

**RESOLVED:**

**That Cabinet:**

- 3. Welcomes the report from the Corporate Services & Partnerships Policy Overview Committee on the review into the operation and function of the Hillingdon First Card.**
- 4. Accepts the recommendations of the Policy Overview Committee as reflected below:**

**Policy Overview Committee Recommendations**

- a) That the Council's webpage for the Hillingdon First Card be redesigned during the general redesign of the Councils' public website.**
- b) Officers investigate the use of notice boards around the Borough, such as in town centres, shopping areas, sports centres, libraries to publicise the Card and the businesses which were part of the scheme.**
- c) That a re-promotion of the Business Directory part of the scheme take place, with officers working closely with the Hillingdon Chamber of Commerce.**
- d) That when undertaking their annual review, Drek Associates be asked to investigate whether businesses on Industrial Estates, self employed businesses such as plumbers, electricians, painters and decorators etc, could be included in the Hillingdon First Card scheme, and report back to the Cabinet Member for Improvement, Partnership & Community Safety.**
- e) That officers be asked to investigate whether the Borough's estate agents could be asked to provide home buyers and people looking to rent within the Borough, with information on the Hillingdon First Card scheme.**
- f) That officers be asked to look at businesses having the option of promoting offers, rather than discounts as part of the business element of the scheme.**
- g) That Hillingdon Chamber of Commerce be requested to consider using their Members' pages on their website for the promotion of the Hillingdon First Card.**
- h) That officers, in consultation with the Cabinet Member for Improvement, Partnership & Community Safety be given flexibility on the ideas and**

**suggestions on promoting Hillingdon First Card, to ensure that these added value and were contained within existing budgets.**

- i) That officers be asked to look at introducing Quick Response (QR) codes on marketing material to increase the profile of Hillingdon First Card. This could include the use of QR codes on public notice boards, libraries and sports centres.**

#### **Reasons for decision**

Cabinet noted the success of the Hillingdon First Card, which was launched in June 2009 and welcomed the review and recommendations by the Policy Overview Committee, which had assessed the impact of the Card and looked at possible new areas and opportunities to further increase the success of it for residents, and also for those businesses who were part of the scheme.

Cabinet passed on its thanks to the Committee for its work on this review.

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

The Cabinet could have decided to reject all or some of the Committee's recommendations.

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

Khalid Ahmed – Central Services

### **577. COUNCIL TAX SUPPORT - A LOCALISED SCHEME TO REPLACE COUNCIL TAX BENEFIT**

#### **RESOLVED**

**That Cabinet agree to a 12 week consultation exercise for the delivery of a local Council Tax Support scheme, undertaken on the basis of the proposed scheme set out in the report.**

#### **Reasons for decision**

Cabinet noted that the Local Government Finance Bill introduced a requirement for local authorities to design and implement a local support scheme for Council Tax from 1 April 2013 to replace Council Tax Benefit, which would be abolished under the Welfare Reform Act. As Councils are required to consult widely on their proposals for a local scheme, Cabinet approved Hillingdon's draft scheme for publication and wider public consultation.

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

Cabinet had a number of options as set out in the report in designing a scheme, but recommended a preferred scheme for consultation that would eliminate the funding shortfall and fit into a wider range of policy considerations.

**Officer to action:**

Paul Whaymand, Central Services

**578. APPROVAL FOR THE COUNCIL, AS A MEMBER OF LOCATA HOUSING SERVICES LTD, TO VOTE TO AMEND EXISTING COMPANY MEMORANDUM AND ARTICLES OF ASSOCIATION**

**RESOLVED**

**That Cabinet approve for the Council, as a member of Locata Housing Services (LHS), to vote to amend the existing company memorandum and articles.**

**Reasons for decision**

Cabinet gave its approval for the Council, as a member of Locata Housing Services, to vote to amend the existing company memorandum and articles of association.

It was noted that the Company had reached a point where it needed to change to further benefit its founding members to allow the Council, with the other members, to continue to lead innovation in the housing field.

**Alternative options considered and rejected**

Cabinet could have decided not to vote to amend the memorandum and articles of association, which would have not been in the best financial or service interests of the Council.

**Officer to action**

Beatrice Cingtho, Head of Housing

**579. STATUTORY PROPOSALS REMOVING SPECIAL RESOURCE PROVISION AT GRANGE PARK INFANT & NURSERY SCHOOL**

**RESOLVED:**

**That the Cabinet:**

- 1) Acknowledges the outcome of the representation period, following publication of statutory notice.**
- 2) Approves the statutory proposals to remove special resource provision (the "SRP Unit") at Grange Park Infant School, subject to the modification that implementation would be on 1st September 2012.**

### **Reasons for decision**

Following a proposal by the Governing Body, Cabinet gave its approval to statutory proposals to remove the Special Resource Provision at Grange Park Infant and Nursery School. Cabinet considered carefully the representations received, but on balance agreed that the provision no longer met the changing needs of pupils requiring specialist provision.

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

Cabinet could have rejected the proposal or approved them with modifications or specific conditions.

### **Officer to action:**

Venetia Rogers, Planning, Environment, Education and Community Services

## **580. COUNCIL BUDGET - 2011/12 CAPITAL AND REVENUE OUTTURN**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Note the revenue and capital outturn position for 2011/12;**
- 2. Approves the final allocation of contingency budgets to Groups as set out in table 3;**
- 3. Approves the rephasing of £10,890k of General Fund capital and £2,126k of HRA capital budgets into 2012/13 as set out in tables 6 and 7 and;**
- 4. Note the annual treasury report at Appendix B.**

### **Reason for decision**

Cabinet welcomed the Council's positive 2011/12 revenue & capital outturn position and agreed to re-phase capital resources to planned expenditure in cases where agreed and where planned expenditure had fallen within different financial years.

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

None.

### **Officer to action:**

Paul Whaymand, Central Services

## **581. COUNCIL BUDGET - 2012/13 MONTH 2 CAPITAL AND REVENUE MONITORING**

### **RESOLVED:**

**That Cabinet:**

- 1. Note the forecast budget position for revenue and capital as at Month 2.**
- 2. In relation to growth bids received to request additional grant funding be added to budgets –**
  - Approves the addition to £150k Preventing Homelessness Grant funding to the Council's 2012/13 budget and delegates authority to the Deputy Chief Executive and Corporate Director of Planning, Environment, Education and Community Services, in consultation with the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, to authorise any expenditure from this funding;**
  - Approves the addition of £33k Food Standards Agency Grant to funding to carry out sampling and surveillance of imported food and feed at the Heathrow Health Control Unit;**
  - Approves the addition of £100k High street Innovation Grant funding to the Council's 2012/13 budget and delegate authority to the Deputy Chief Executive and Corporate Director of Planning, Environment, Education and Community Services, in consultation with the Leader of the Council and Cabinet Member for Improvement, Partnerships & Community Safety, to authorise any expenditure from this funding;**
- 3. Note the treasury Month 2 update at Appendix B.**
- 4. Approve the retaining of agency staff as detailed in Appendix C.**
- 5. Approves allocation of £68k from General Capital Contingency to fund remedial fire safety works at Merrifields Children's Respite Home.**
- 6. Delegate authority to the Deputy Chief Executive and Corporate Director of Planning, Environment, Education and Community Services, in consultation with the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, to accept the Most Economically Advantageous Tender submission for the provision of Fixed Term Fixed Price (FTFP) energy supply.**
- 7. Approve the release of capital funds of £1.61m for Harefield Infants and Harefield Juniors Schools and £863k for Pinkwell Primary School (section 1 works). Furthermore, that Cabinet agree the urgency of this matter to ensure the expedient delivery of the school expansion programme and request that the scrutiny call-in procedures be waived on this recommendation so that this decision can take immediate effect.**

### **Reasons for decision**

Cabinet noted the latest financial position at the start of the year and made a number of decisions to accept grants, retain agency staff, allocate capital funds for Merrifields Children's Respite Home and the school capital programme and provide flexible delegated authority to accept a tender for the Council's energy supply.

## **Alternative options considered and rejected**

None.

### **Officer to action:**

Paul Whaymand, Central Services

## **582. PRIMARY SCHOOL CAPITAL PROGRAMME UPDATE**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Delegates authority to the Deputy Chief Executive and Corporate Director of Planning, Environment, Education and Community Services, in consultation with the Leader of the Council and Cabinet Member for Finance, Property and Business Services, to place a building contract for the remainder of the schools in the Phase 2 permanent programmes.**
- 2. Endorses the strategy outlined in the report for the hiring of temporary accommodation for use at Hermitage Primary School as a temporary measure whilst the permanent school is being built.**
- 3. Delegates authority to the Deputy Chief Executive and Corporate Director of Planning, Environment, Education and Community Services, in consultation with the Leader of the Council and Cabinet Member for Finance, Property and Business Services, to approve the building contract variations for MPH or Elliots to carry out the work at Hermitage Primary School.**
- 4. Agrees to fund the £160k hiring costs for temporary classrooms out of revenue in order to progress the above recommendations.**
- 5. Approve the retaining of the agency member of staff working as an Architect on the Phase 3 Schools.**
- 6. Approve the appointment of an in house Mechanical and Electrical (M & E) Engineer resource to carry forward the M & E work required on the 16 schools identified in the Primary School Urgent Works Programme.**

#### **Reasons for decision**

Cabinet received an update on the primary school capital programme and made a number of decisions to progress the provision of sufficient school places, including preparatory work, placing the necessary building contracts and agreeing consultancy / agency services.



## **Alternative options considered and rejected**

Cabinet could have decided to delay or not progress aspects of the building programme, which would have impacted upon the Council's ability to provide sufficient school places.

### **Officers to action:**

Boe Williams-Obasi and Norman Benn - Planning, Environment, Education and Community Services

### **Exempt Information**

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## **583. CRANFORD PARK PRIMARY SCHOOL & WOOD END PARK SCHOOL - GRANT OF LEASES FOR ACADEMY CONVERSION**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Approves the grant of a 125 year lease of Cranford Park Primary School on the main terms outlined in this report in order to facilitate the conversion of the school to an Academy.**
- 2. Approves the grant of a 125 year lease of Wood End Park School on the main terms outlined in this report in order to facilitate the conversion of the school to an Academy.**

### **Reasons for decision**

Cabinet agreed the grant of a 125 year lease to Cranford Park and Wood End Primary Schools to facilitate their conversion to Academy status. Cabinet noted that decisions regarding academies are made by the Secretary of State for Education and therefore the Council had no choice other than to progress with the transfer of the premises.

### **Alternative options to consider and action**

None.

### **Officer to action:**

Mike Paterson  
Planning, Environment, Education and Community Services

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## **584. MEALS ON WHEELS SERVICE: CONTRACT EXTENSION**

### **RESOLVED:**

**That Cabinet approve the extension of the contract with Apetito for the provision of a meals on wheels service for a period of one year from the 27th September 2012 at a gross ceiling cost of £572k (and an estimated net cost to the Council of £251k).**

### **Reasons for decision**

Cabinet gave its authority to extend the contract with the Council's existing meals on wheels provider by one year to enable the development of an alternative model of provision based on a list of preferred providers. It was noted that this would provide for increased choice for residents that use personal budgets.

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

Cabinet could have requested a competitive tendering exercise but, given the Council's longer-term plans, the option of a direct replacement of the existing service was rejected.

### **Officer to action:**

Paul Feven, Social Care, Health & Housing

### **Exempt Information**

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**585. SUPPORTED HOUSING PROGRAMME & HRA PHASE 2**

**RESOLVED:**

**225 Supported Housing Programme (including Acol Crescent)**

**1. That Cabinet agrees the following:**

- a. The appointment of Faithful & Gould, for post tender consultancy services, in relation to Employer's Agent, Quantity Surveying and Engineering works, relating to the Category 1 projects as outlined in the report.
- b. To extend the existing agency staff contracts, required to be retained within the Corporate Construction Team, to provide co-ordinated design and project management and at a cost as outlined within the report.

**2. That Cabinet delegates authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Planning, Environment, Education and Community Services, to:**

- a. Take all decisions necessary to agree any surveys, reports and consultancy services, as required within the pre-construction phase.
- b. Agree variations to the Faithful & Gould post tender consultancy services appointment to enable additional Category 1 projects to be added.
- c. Enter into building contracts, following receipt of tender reports for Category 1 works, as identified within the report.
- d. Enter into, as they arise during the course of the overall programme, building contracts for additional Category 1 works following receipt of tender reports.
- e. Take all necessary decisions on the future development or disposal of Acol Crescent.
- f. Agree the planning applications setting out the proposals for each site.

**HRA Phase 2**

**3. That Cabinet delegates authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Planning, Environment, Education and Community Services, to:**

- a. Take all necessary decisions and agree any surveys, reports and consultancy services, as required in the pre-construction phase.

- b. **Enter into a building contract termination agreement with the Contractor Apollo Property Services Group Ltd.**
- c. **Enter into building contracts for works following completion of a tender report.**

#### **Reasons for decision**

Cabinet made a number of contractual decisions and gave delegate authority to Cabinet Members to progress the delivery phase of the Council's Supported Housing Programme and to facilitate the delivery of the HRA Phase 2 programmes of work.

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

Cabinet could have decided not to proceed with the housing programmes, which would have resulted in delays and units not being delivered on time, impacting also upon departmental budgets.

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

Norman Benn  
Planning, Environment, Education and Community Services

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### **586. WEST LONDON TENDER FOR HOUSING SUPPORT SERVICES**

#### **RESOLVED:**

#### **That Cabinet:**

- 1. Delegates authority to the Cabinet Members for Social Services, Health and Housing & Co-ordination and Central Services, in consultation with the Corporate Director of Social Care, Health and Housing, the decision to access the West London housing support framework as a means of securing providers for new housing support services during 2012-16; and**
- 2. Delegates authority to the Leader of the Council and Cabinet Members for Social Services, Health and Housing and Co-ordination and Central Services, in consultation with the Corporate Director of Social Care,**

**Health and Housing, to enter into ancillary agreements (call-offs or mini-tenders) for the operation of the framework once awarded.**

**Reasons for decision**

Cabinet agreed to proceed, subject to delegated approval by Cabinet Members, with the London Borough of Hammersmith & Fulham's framework agreement for all housing support services, in order to provide further efficiencies and value for money across West London Boroughs.

**Alternative options considered and rejected**

Cabinet could have decided to continue purchasing all individual services by competitive tender or single tender action, but this option would have not benefited from the economies of scale achievable from such a framework agreement.

**Officer to action:**

Paul Feven, Social Care, Health and Housing

**Exempt Information**

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**587. MENTAL HEALTH ACCOMMODATION SERVICES: AWARD OF CONTRACT**

**RESOLVED:**

**That Cabinet approves the award of a five year contract to Hestia Housing and Support from 1st October 2012 for a new housing support service for people with mental health related problems (with an option to renew for two further periods of one year) for the sum of up to £598K (£119.6k in each of the five years).**

**Reasons for decision**

Cabinet agreed to award a contract for a housing support service to people with mental health related problems, enabling vulnerable residents to live independently in their own accommodation with a personalised model of service delivery giving them more choice and control.

**Alternative options considered and rejected**

Cabinet could have continued with providing these services through a number of single tender contracts but this would not have provided best value for the Council and vulnerable people concerned.

**Officer to action:**

Paul Feven, Social Care, Health & Housing

**Exempt Information**

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**588. SITE ADJACENT TO SOUTH RUISLIP LIBRARY**

**RESOLVED:**

**That the Cabinet:**

- 1) Authorise officers to undertake the build programme for 19 one bedroom and 12 two bedroom units, which is estimated to cost £2.89 million;**
- 2) Authorise officers to sell the completed units on the open market and;**
- 3) Delegate authority to the Deputy Chief Executive and Corporate Director of Planning, Environment, Education and Community Services, in consultation with the Leader of the Council and Cabinet Member for Finance, Property and Business Services to enter into building contracts following the completion of tender reports for the construction of the 19 one bedroom and 12 two bedroom units and to take all subsequent decisions in relation to the site.**
- 4) That Cabinet delegate authority to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Planning, Environment, Education and Community Services, any necessary decisions in respect of the disposal of the 10 flats at Plot A South Ruislip, including terms to be agreed and their sales and marketing.**

**Reasons for decision**

Cabinet gave its approval for the Council to undertake a build programme of the proposed private residential scheme adjacent to the new Library, comprising 19 one

bedroom and 12 two bedroom apartments and sell on the open market. Cabinet also gave the necessary authority to progress the sale of the 10 flats on the Library site itself to long-term Borough residents.

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

Cabinet could have decided sell the land on the open market, but it was considered there was insufficient interest in the land to maximise any capital receipt.

### **Officer to action:**

Marcia Gillings, Planning, Environment, Education and Community Services

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## **589. SUPPORT PLANNING AND BROKERAGE AND PERSONAL BUDGETS SUPPORT SERVICE: AWARD OF CONTRACT**

### **RESOLVED:**

**That Cabinet:**

**1. Delegates authority to the Cabinet Members for Social Services, Health and Housing & Co-ordination and Central Services, in consultation with the Corporate Director of Social Care, Health and Housing, the decision to use the West London Alliance established framework agreement for:**

- (a) The provision of a support planning and brokerage service for adults and children from 1<sup>st</sup> October 2012 at a total annual ceiling cost of £190k for a period of four years; and**
- (b) Support services that will assist adults and children in the setting up and management of their Personal Budgets**

**2. Delegates to the Leader of the Council and Cabinet Members for Social Services, Health and Housing and Co-ordination and Central Services, in consultation with the Corporate Director of Social Care, Health and Housing, the authority to approve the outcome of any mini-competition undertaken during the lifetime of the framework agreements to ensure that the Council is securing value for money.**

**Reasons for decision**

Cabinet delegated authority to progress the Council's participation in the West London Alliance framework agreement, led by the London Borough of Hammersmith and Fulham, to provide a support and brokerage service for service users with eligible social care needs.

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

Cabinet could have decided to tender the service in isolation, but this option was rejected because of the opportunity for achieving better prices through a collaborative procurement arrangement.

### **Officer to action:**

Paul Feven, Social Care, Health & Housing

### **Exempt Information**

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## **590. VOLUNTARY SECTOR LEASING UPDATE**

### **RESOLVED:**

**That Cabinet agreed the rents in the report, which were subject to negotiation with the voluntary sector organisations concerned, and instructed the Deputy Chief Executive and Corporate Director of Planning, Environment, Education and Community Services to commission the Borough Solicitor to complete the appropriate rent review memorandum and lease documentation.**

### **Reasons for decision**

Cabinet considered applications from voluntary organisations and agreed to let/rent the properties concerned at less than the full market value in accordance with the Council's Voluntary Sector Leasing Policy.

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

Cabinet could have chosen not to apply the Voluntary Sector Leasing Policy.

### **Officer to action:**

Michael Patterson -  
Planning, Environment, Education and Community Services



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

No additional items were considered by the Cabinet.

The meeting closed at 7.45pm

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## **IMPORTANT INFORMATION**

### **DECISION AUTHORITY**

**Meeting after Cabinet, the Executive Scrutiny fully endorsed all of Cabinet's decisions. In accordance with the Council's Constitution, the Chairman of the Executive Scrutiny Committee agreed to waive the scrutiny call-in on Cabinet's decisions in respect of:**

- **Item 11 (minute 581) decision no.7 – release of capital funds for the school expansion programme**

**This decision comes into immediate effect.**

**The remaining decisions of the Cabinet come into effect from 5pm, Friday 3 August 2012.**

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