

Minutes

Cabinet

Thursday, 21 March 2013

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



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Cabinet Members Present:

Ray Puddifoot (Chairman)
David Simmonds (Vice-Chairman)
Keith Burrows
Philip Corthorne
Douglas Mills
Scott Seaman-Digby

Members also Present:

Henry Higgins
John Riley
Wayne Bridges
George Cooper
Brian Crowe
Peter Curling
Catherine Dann
Dominic Gilham
Paul Harmsworth
John Morgan
Michael White

724. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Jonathan Bianco.

725. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

There were no declarations of interest at this meeting.

726. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING

The decisions and minutes of the last Cabinet meeting held on 14 February 2013 were approved as a correct record.

727. 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.

728. EDUCATION AND CHILDREN'S SERVICE POLICY OVERVIEW COMMITTEE - REVIEW ON SAFEGUARDING CHILDREN THAT ARE REPORTED MISSING

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

RESOLVED:

That Cabinet:

- 1. Welcomes the attached report of the Education & Children's Services Policy Overview Committee on the review into Safeguarding Children who are Reported Missing.**
- 2. Accepts the recommendations of the Policy Overview Committee.**
- 3. Notes with concern the recent decision by Home Office Ministers to delay interviewing Children and Young People arriving at UK borders to claim asylum as a result of the "Landing in Dover report". In addition, Cabinet notes that following the matter being brought to the Home Secretary's attention by the Deputy Leader of Hillingdon Council, the Home Office has confirmed that full implementation of the decision has been delayed.**

Reasons for decision

Cabinet welcomed the Committee's excellent report, which reviewed local practices in respect of implementing the statutory duties of the Council and partner agencies with regard to children and young people who are reported missing. Cabinet thanked the Chairman, Members, Officers and witnesses involved and agreed to take forward their findings.

Alternative options considered and rejected

Cabinet could have decided to reject or amend one or more of the Committee's recommendations.

Officer to action:

Steven Maiden / Khalid Ahmed, Administration Directorate

729. EXTERNAL SERVICES SCRUTINY COMMITTEE - REVIEW ON THE ROLE OF SPECIAL CONSTABLES

The Chairman of the External Services Scrutiny Committee, Councillor Michael White, presented the report from the Working Group on Special Constables, which was welcomed by Cabinet.

RESOLVED:

That the Cabinet welcomes the report of the role of Special Constable Working Group and, in noting the recommendations of the Working Group report, agrees they will be forwarded onto the Hillingdon Safer Partnership for due consideration.

Reasons for decision

Cabinet welcomed a review highlighting the work that Special Constables do and the positive effect they have on community safety. Cabinet agreed that the review's findings to improve the understanding of their role and support available to them, would be taken forward by the Safer Hillingdon Partnership.

Cabinet thanked the Chairman of the Working Group, Councillor Gilham, Members, Officers and witnesses involved for a professional piece of work.

Alternative options considered and rejected

Cabinet could have decided to reject or amend one or more of the Committee's recommendations.

Officers to action:

Nav Johal / Danielle Watson, Administration Directorate

730. LOCAL PLAN PART 2 – PROGRAMME FOR PREPARATION

RESOLVED:

That Cabinet:

- 1. Notes the progress made by officers on preparatory work to inform Part 2 of the Hillingdon Local Plan;**
- 2. Instructs officers to undertake the appropriate initial consultation required to prepare a Proposed Submission version of Part 2 of the Hillingdon Local Plan, which is likely to commence in mid April 2013 for a period of six weeks; and**
- 3. Notes the proposed programme of work on Part 2 of the Hillingdon Local Plan as outlined in this report.**

Reasons for decision

Cabinet noted the initial work on Part 2 of the Hillingdon Local Plan and agreed to undertake further work and public consultation to enable the Council to make meaningful progress on it.

It was noted that Part 2 of the Plan would contain the detailed local policies on land use and design which would be required to determine planning applications and appeals.

Alternative options considered and rejected

Cabinet could have decided not to prepare for Part 2 of the Plan, which would have prejudiced progress and left the Council with a dated set of policies to deal with future development proposals.

Officer to action:

Jales Tippell – Residents Services

731. CHARTER FOR CARE LEAVERS

RESOLVED:

That Cabinet:

- 1. Adopt the principles of the Charter for Care Leavers (Appendix 1) and;**
- 2. Approve Hillingdon’s Charter for Care Leavers which sets out how the principles of the Government’s Charter will be implemented and delivered locally (Appendix 2)**

Reasons for decision

Cabinet agreed to adopt both the national and a local Charter for Care Leavers to meet the needs to care leavers by clearly setting out the principles, expectations, aspirations and understanding of what both the Government and Council will do as good ‘Corporate Parents’.

Alternative options considered and rejected

Cabinet could have decided not to adopt any Charter.

Officer to action:

Linda Sanders, Social Care and Health

732. 'BEDS IN SHEDS' IN HILLINGDON: PROGRESS REPORT

RESOLVED:

That the Cabinet:

- 1. Notes the content of the report, and progress made.**

2. **Endorses the approach taken, including the inter departmental forum involving Planning, Enforcement, Private Sector Housing, Legal Services and Corporate Communications to exchange views, intelligence and to work corporately & closely in dealing with unauthorised outbuildings.**
3. **Notes the submission of a bid application to the Department for Communities and Local Government to respond to the 'beds in sheds' issue.**

Reason for decisions

Cabinet received an update on the Council's hard-hitting approach to combat the problems in relation to 'beds and sheds' or the use of outbuildings as residential accommodation. Cabinet gave approval for officers to continue with its multi-agency approach, fast-tracking problem cases to prosecution.

Alternative options considered and rejected

Cabinet could have decided to deal with such cases in the same way as other breaches of planning control, but felt that this would not be in the best interests of the local communities concerned.

Officer to action:

Jales Tippell, Residents Services

733. DELEGATION OF POWERS TO THE ENGLAND ILLEGAL MONEY LENDING TEAM

RESOLVED:

That Cabinet:

1. **Authorises officers to negotiate the detailed terms of the protocol and delegation document in order to protect the Council's interests;**
2. **Authorises the Deputy Chief Executive and Corporate Director of Residents Services, together with the Leader of the Council, to agree and sign the relevant delegation document and protocol with Birmingham City Council on behalf of the London Borough of Hillingdon, once they are finalised.**

Reasons for decision

Cabinet made the necessary decisions to allow the England Illegal Money Lending Team to investigate and institute proceedings against illegal money lenders operating in the London Borough of Hillingdon. It was noted that there was no

financial cost to the Council as the service was directly funded by Central Government.

Alternative options considered and rejected

Cabinet could have decided not to authorise the delegation and protocol, which would have deprived any specialist support and enforcement for Hillingdon residents, where required.

Officer to action:

Sue Pollitt, Residents Services

734. QUARTERLY PLANNING OBLIGATIONS MONITORING

RESOLVED:

That the Cabinet notes the updated financial information attached to the report.

Reasons for decision

Cabinet noted the report which detailed the financial planning obligations held by the Council and what progress had, and was, being made.

Alternative options considered and rejected

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

Officer to action:

Nicola Wyatt, Residents Service

735. MONTHLY COUNCIL BUDGET MONITORING

RECOMMENDATIONS

That Cabinet:

- 1. Note the forecast management budget position for revenue and capital as at Month 10.**
- 2. Note the treasury Month 10 update at Appendix B.**
- 3. Approves the addition of £167k of Youth Justice Board grant funding to revenue budgets, meeting the cost of new burdens for 2012/13 and 2013/14 in relation to Looked After Children on Remand transferring to the Council under the Legal Aid, Sentencing and Punishment of Offenders Act 2012.**

4. **Accepts the Department of Energy and Climate Change grant of £107k for Fuel Poverty Funding, include this in the 2013/14 capital general fund budget and approve capital release to enable works to commence.**
5. **Approves the addition of £70k Department of Work and Pensions grant funding to 2012/13 revenue budgets to fund transitional costs associated with welfare reform.**
6. **Approves the addition of £84k Department for Communities and Local Government grant funding to 2013/14 revenue budgets to fund transitional costs associated with implementation of the local Council Tax Reduction scheme.**
7. **Approves submission of a grant application to the All London Green Grid (the Mayor's 'Big Green Fund) for improvements to the banks of the River Pinn and surrounding habitat.**
8. **Delegate authority to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council, to agree the fees and charges set out in Appendix C.**
9. **Delegate authority up until the 25 July 2013 Cabinet meeting to the Chief Executive to approve any consultancy and agency assignments over £50k, with the final sign-off of any assignments made by the Leader of the Council.**
10. **Delegate authority to the Chief Executive and Corporate Director of Administration, in consultation with the Leader of the Council and Cabinet Member for Finance, Property and Business Services, to procure through single tender action, Google Vault and Cloudlock products in preparation for the Council's move to collaborative working with Google Apps.**

Reasons for decision

Cabinet was informed of the latest forecast revenue, capital and treasury position for the current year 2012/13 to ensure the Council achieved its budgetary and service objectives. Additionally, Cabinet made a number of decisions to accept external grants for particular projects and delegated authority for agreeing agency staff and consultants along with fees and charges for certain Leisure and Arts services. Furthermore, as part of the Council's trailblazing move to Google, Cabinet agreed to the procurement of key products that would assist in the deployment of Google Apps collaborative tools across the organisation.

Alternative options considered and rejected

None.

Officer to action:

Paul Whaymand, Finance Directorate

736. SCHOOL CAPITAL PROGRAMME UPDATE

RESOLVED:

That Cabinet:

- 1. Note the progress made with Phases 1, 2 and 3 of the Primary School Expansion Programme.**
- 2. Delegate authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with Deputy Chief Executive and Director of Residents Services to:**
 - Place a building contracts for, the Multi Use Games Area (MUGA), moving existing temporary classrooms and supplying a new temporary classroom as part of the enabling works at Glebe Primary School.**
 - Place a building contract for the temporary classroom at Chantry.**
 - Appoint Scape as design consultants for stages K-L at Lake Farm and RAF Uxbridge.**
 - Appoint Willmott Dixon on a NEC3 contract as the main contractor for Lake Farm and RAF Uxbridge.**
 - Place building contracts for construction works at the School's identified as requiring additional accommodation as part of Phase 3A for the September 2013 bulge year.**
- 3. Approve the variation to Mace appointment at a cost of £6,000 to act as Multi-Disciplinary Consultants for the temporary classroom at Chantry School.**
- 4. Approves the placing of orders for Statutory Authorities (utilities) and enabling works up to a value of £50,000 for Phase 2 schemes.**
- 5. Approves the provision of an additional temporary classroom at Rosedale College when needed in order to accommodate the bulge year they will be taking from September 2013.**
- 6. Approve the licensing of 2 parcels of land in private ownership adjacent to Heathrow Primary at the value set out in the report to facilitate the contractor access and site compound and;**
- 7. Note the progress made on Phase 3A and the requirement for the potential over supply of places in September 2013 in order mitigate the risk of not having sufficient school places and also provide additional in-year capacity for the 2013/14 academic year.**

8. Note the variation to Mace contract for Phase 2 to act as Multi-Disciplinary Consultants for Phase 3A for RIBA stages A-L at the cost of £63,000;
9. Note the possible procurement routes under consideration as a means of providing a temporary classroom provision for a bulge year intake at Cherry Lane in September 2013;
10. Agree the principle of informing the schools of their budget for Furniture, Fixtures and Equipment (FF&E) and;
11. Request that the Chairman of the Executive Scrutiny Committee waives the scrutiny call-in on all these recommendations to ensure the programme can progress swiftly and that the necessary contractual commitments can be met on time.

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 those relating to the necessary building contracts and project funding.

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.

Officer to action:

David Murnaghan – Residents 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.

737. ACADEMY CONVERSION – BROOKSIDE PRIMARY SCHOOL

RESOLVED:

That Cabinet:

- 1. Approves the grant of a 125 year lease of Brookside Primary School on the main terms outlined in this report as part of the process of conversion of the school to an academy.**
- 2. Request that the Chairman of the Executive Scrutiny Committee waives the scrutiny call-in on all these recommendations to meet the Department for Education deadlines for conversion.**

Reasons for decision

Cabinet agreed the grant of a 125 year lease to Brookside Primary School to facilitate their conversion to Academy status. Cabinet noted that decisions regarding academies were 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.

Officers to action:

Julien Kramer, Mike Paterson, Venetia Rogers - Residents 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.

738. ACADEMY CONVERSION – COTEFORD JUNIOR SCHOOL

RESOLVED:

That Cabinet:

- 1. approves the grant of a 125 year lease of Coteford Junior School on the main terms outlined in this report as part of the process of conversion of the school to an academy.**

2. **Request that the Chairman of the Executive Scrutiny Committee waives the scrutiny call-in on all these recommendations to meet the Department for Education deadlines for conversion.**

Reasons for decision

Cabinet agreed the grant of a 125 year lease to Coteford Junior School to facilitate their conversion to Academy status. Cabinet noted that decisions regarding academies were 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.

Officers to action:

Julien Kramer, Mike Paterson, Venetia Rogers - Residents 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.

739. ACADEMY CONVERSION - LAUREL LANE PRIMARY SCHOOL

RESOLVED:

That Cabinet:

1. **Approves the grant of a 125 year lease of Laurel Lane Primary School on the main terms outlined in this report as part of the process of conversion of the school to an academy.**
2. **Approves the grant of a lease of 7 years less 10 days on the main terms outlined in this report of the area identified as the overprovision of playing fields on the existing school site.**
3. **Delegate authority to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Member for Finance, Property and Business Services, to procure and release capital funds for works at Laurel Lane School.**

- 4. Request that the Chairman of the Executive Scrutiny Committee waives the scrutiny call-in on all these recommendations to meet the Department for Education deadlines for conversion.**

Reasons for decision

Cabinet agreed the grant of a 125 year lease to Laurel Lane Primary School to facilitate their conversion to Academy status. Cabinet noted that decisions regarding academies were 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. Cabinet also granted a lease to the school with regard to the playing fields and delegated authority for certain works at the school.

Alternative options to consider and action

None.

Officers to action:

Julien Kramer, Mike Paterson, Venetia Rogers - Residents 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).

740. UXBRIDGE CENTRAL LIBRARY REFURBISHMENT

RESOLVED:

That Cabinet:

- 1. Agrees to the use of the Scape National Minor Works Framework operated by Kier Construction for the modernisation of Uxbridge Library.**
- 2. Agrees to the appointment of Kier to provide Pre-Construction Services to progress the design proposals to RIBA Stage F for the refurbishment of the Uxbridge Library and to provide a price for the main building works package for fees as set out in the report.**
- 3. Agrees to the appointment of Kier to carry out the enabling works packages to progress the refurbishment programme for the sum of £298,331**

4. **Agrees to the closure of Uxbridge Central Library from the 28th March 2013 and the temporary relocation of its library facilities to no's 20 and 26 Chequers Square in the Mall – Uxbridge.**
5. **Agrees to the delegation of all necessary decisions to accelerate the delivery of the project to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and the Cabinet Member for Finance, Property and Business Services.**
6. **Agrees to the taking of two leases on the main terms set out in the report for two units in the Mall Shopping Centre at no's 20 and 26 Chequers Square for a maximum term of two years.**
7. **Notes the expenditure of £120,724 incurred relocating and storing the books and other equipment.**
8. **Notes the total costs of £157,500 for the temporary library as cover when the Uxbridge library is being refurbished.**
9. **Agrees to withdraw the exempt nature of relevant parts of the report solely for Officers of the Council to use to provide public information about this initiative and for other related purposes.**

Reason for decisions

Cabinet agreed to continue the Council's trailblazing Libraries Refurbishment and Enhancement Programme by making key decisions to progress the modernisation of the Borough's flagship library venue in Uxbridge. It was noted that a nearby temporary library would be set up for residents during the refurbishment period.

Cabinet welcomed the fact that this programme had transformed the interior and in some cases the exterior of 14 of the Borough's libraries which had provided a modern and welcoming environment and increased opening hours that had seen usage increase by an average of 54%.

Alternative Options Considered and rejected

Cabinet could have decided not to progress the modernisation of Uxbridge Central Library or delayed the works to it.

Officer to action:

Mohamed Bhimani, Residents Services

Exempt Information

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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.

741. USE OF FINANCIAL CONSULTANTS TO MAXIMISE PLANNING OBLIGATIONS

RESOLVED:

That the Cabinet agree to delegate authority to the Cabinet Member for Planning, Transportation and Recycling, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services, to take all necessary steps to procure independent, appropriately qualified, third part financial consultants to assess the accuracy of Financial Viability Appraisals (FVA's) that accompany planning applications.

Reasons for decision

Cabinet agreed to progress the appointment of specialist consultancy services in relation to the assessment of Financial Viability Appraisals submitted in support of planning applications.

Alternative options considered and rejected

Cabinet could have decided not to make use of consultants for this type of work, however, this would risk not obtaining the maximum amount of planning gain from development proposals.

Officer to action:

Matthew Duigan, Residents 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.

742. ANY OTHER ITEMS THE CHAIRMAN AGREES ARE RELEVANT OR URGENT

No additional items were considered by the Cabinet.

The meeting closed at 7.35pm

*** IMPORTANT INFORMATION**

DECISION AUTHORITY

Meeting after Cabinet, the Executive Scrutiny Committee fully endorsed all of Cabinet's decisions. The decisions of the Cabinet come into effect from 5pm, Tuesday 2 April 2013, with the following exceptions:

- Item 13 (minute 736) – School Capital Programme - to ensure that the programme progressed swiftly and that the necessary contractual commitments could be met on time, all decisions on this item come into effect immediately, following the agreement to waive the scrutiny call-in period by the Chairman of the Executive Scrutiny Committee.
- Items 14, 15 & 16 (minutes 737, 738 & 739) - Academy Conversions – to ensure that the necessary paperwork can be submitted to the Department for Education on time, these decisions take immediate effect, following the agreement to waive the scrutiny call-in period by the Chairman of the Executive Scrutiny Committee.

All decisions on items 13, 14, 15 & 16 come into immediate effect.
