

## Minutes

### Cabinet

Thursday, 23 January 2014

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



Published on: 24 January 2014

Decisions come into effect from 31 January 2014\*

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

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

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

Raymond Graham  
John Riley  
Susan O'Brien  
Wayne Bridges  
George Cooper  
Judith Cooper  
Brian Crowe  
Peter Curling  
Paul Harmsworth  
Mary O'Connor  
Henry Higgins

#### **896. APOLOGIES FOR ABSENCE**

All Members were present.

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

Councillor John Riley declared a non-pecuniary interest in Item 10 (minute 905) as a nominated Elected Councillor on the Hillingdon Safer Neighbourhood Board. He remained in the room during the discussion and vote on the item.

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

The decisions and minutes of the Cabinet meeting held on 19 December 2013 were approved as a correct record.

**899. 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.

**900. A REVIEW BY THE EXTERNAL SERVICES SCRUTINY COMMITTEE: STIGMA AND THE EFFECT ON RESIDENTS' MENTAL AND PHYSICAL HEALTH**

*The Chairman of the Executive Scrutiny Committee, Councillor Mary O'Connor, presented the Committee's major review into Stigma, which was warmly welcomed by Cabinet.*

**RESOLVED:**

- 1. In support of the Council's desire to become an exemplary employer, that Cabinet commends the work already being undertaken within the Council to support its staff and in conjunction with its partners to reduce stigma in our community and the impact it has on residents' mental and physical health.**
- 2. That Cabinet acknowledges the new measures that are being put in place to recognise the importance and support the mental and physical health of Council staff and requests that officers report back to the relevant Cabinet Member and the External Services Scrutiny Committee on the effectiveness of these measures in September 2014.**
- 3. That the Cabinet Member for Education & Children's Services asks the Interim Head of Education, Policy and Standards to encourage primary schools in the Borough to include the raising of awareness of stigma and its effects as a permanent element of Personal, Social and Health Education (PSHE) and Citizenship lessons.**
- 4. That the Cabinet Member for Social Services, Health & Housing asks the Interim Director of Public Health to investigate opportunities to raise awareness of stigma and its impact through existing wellbeing events and channels.**
- 5. That Cabinet welcomes the roll out of the mental health first aid training provided by Hillingdon Mind to front line Council staff and local voluntary organisations and asks the Cabinet Member for Social Services, Health & Housing to give consideration to extending this to community and peer group leaders.**

**Reasons for decision**

Cabinet considered a review by the Committee following information from a number of witnesses to establish what effect (if any) stigma had on residents' mental and physical health. Cabinet noted what further help could be offered to residents and agreed the Committee's recommendations which would help improve the support

offered and to raise awareness in schools and in the community of the effect that stigma can have.

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

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

### **Officers to action:**

Nikki O'Halloran – Administration Directorate  
Tony Zaman – Adult Social Care Services

## **901. A REVIEW BY THE SOCIAL SERVICES, HEALTH & HOUSING POLICY OVERVIEW COMMITTEE: THE CAUSES OF TENANCY FAILURE AND HOW IT CAN BE PREVENTED**

*The Chairman of the Social Services, Health & Housing Policy Overview Committee, Councillor Judith Cooper, presented the Committee's major review into tenancy sustainment, which was warmly welcomed by Cabinet.*

### **RESOLVED:**

#### **That Cabinet:**

- A) Welcomes the report from the Social Services, Housing and Public Health Policy Overview Committee (as in Appendix 1) on the review into the causes of tenancy failure and how it can be prevented and;**
- B) Endorses the recommendations of the Policy Overview Committee as set out below:-**
  - 1. That Cabinet endorse the concept that support services that help sustain people in their own home must be tenure neutral and focus on practical help that will enable people to stay in their home.**
  - 2. Endorse the risk based approach to tenancy sustainment currently being developed by officers with an emphasis on early intervention and problem solving.**
  - 3. That in support of ongoing service transformation, consideration is given to ways of improving joint working across Council Teams, making these more flexible and proactive as well as promoting early intervention.**
  - 4. That, welcoming the service transformation taking place, officers consider reviewing the provision of support services in order to promote tenancy sustainment. Further, the Committee suggests that,**

having established the principle and mechanisms of tenancy sustainment, that the initial work proposed in this review be used as a basis for a possible review (in the next Municipal year) that focuses on discrete areas including ensuring sufficient support for those in most need, in particular those with mental health issues or other vulnerabilities.

5. That the Cabinet Member for Social Services, Health and Housing requests that Council's front line staff receive refresher training to give basic advice and sign posting and consideration be given to the following:
  - Undertaking a review of service directories and website information
  - Developing information available through social networking
  - Updating information leaflets available to residents on the provision of advice on benefits and relevant campaigns.
6. The Council further highlight that discretionary housing payments are available but limited and keep the policy under review to ensure that there is sufficient provision in the budget.
7. The Council build on existing work to encourage the take up of benefits and the use of outreach services to interact with harder to reach groups and make effective use of community facilities such as libraries.
8. (That Cabinet) reaffirms the proposals made by the Deputy Leader and Cabinet Member for Education and Children's Services in February 2009, where free independent financial and budget management lessons were made to schools and invites the Cabinet Member to take this opportunity to remind schools that such an offer is available.
9. That Housing Services, Private Sector Landlords and Registered Social Landlords pursue joined up working on providing and /or sign posting budget information in their tenant's publicity materials so that where possible universal information, articles and media could be produced and used economically.
10. The Council assist with the promotion and advertising of the services of the Hillingdon Credit Union and seek to increase its membership through the development of a marketing plan. That as part of this work, officers also consider the promotion and availability of accounts just for benefits and rent to ensure that these essential housing costs are paid first.
11. Asks officers to develop a universal checklist of those agencies including Private Sector Landlords supporting tenancy sustainment and for this to be used to monitor success using outcomes based indicators and calculate the associated costs.

**12. Welcomes the work of the Children, Young People and Learning Policy Overview Committee to help supported children and Young Care Leavers and ensure they are assisted appropriately.**

**Reasons for decision**

Cabinet considered a review by the Committee which had examined how, why and when tenancies fail. Cabinet endorsed a number of practical recommendations aimed to ensure Hillingdon has effective systems in place for minimising tenancy failure.

It was advised by Cabinet that the recommendation in respect of the Credit Union should apply to all such organisations operating within the Borough.

**Alternative options considered and rejected**

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

**Officers to action:**

Charles Francis – Administration Directorate  
Neil Stubbings – Residents Services

**902. PROMOTING ECONOMIC DEVELOPMENT AND REGENERATION IN HILLINGDON - UPDATE**

**RESOLVED:**

**That Cabinet:**

- 1. Notes the successes achieved by the Hillingdon Regeneration and Economic Development programme to support residents and businesses and;**
- 2. Reaffirms the Council's commitment to working with partners to bring on stream new opportunities in the Borough for employment and economic development, resulting in increased Council Tax and Business Rate growth.**

**Reasons for decision**

Cabinet welcomed the fact that Hillingdon's economic situation remained strong in the face of continuing pressures affecting the national economy. It was noted that Hillingdon was "open for business" and that the Council's robust and innovative response to such external challenges was continuing to benefit local industry, commerce, communities and residents alike.

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

None. Cabinet clearly recognised the need for the Council to focus on the importance of vibrant, economic growth.

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

*Cross-Council working:*

Paul Whaymand - Finance Directorate

Jales Tippell / James Rodger - Residents Services

Kevin Byrne - Administration Directorate

## **903. STANDARDS AND QUALITY IN EDUCATION**

### **RESOLVED**

**Cabinet notes the report and the improving attainment and outcomes of pupils in the London Borough of Hillingdon during the 2012/13 Academic Year.**

#### **Reasons for decision**

Cabinet received a report on the standards and quality of education in Hillingdon schools report, including a summary of performance trends and inspection outcomes for the academic year 2012/13. Cabinet welcomed the improvements that both the Council and schools had made raising attainment reflecting the good quality of education provided by Hillingdon schools.

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

None

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

Pauline Nixon

Residents Services

## **904. WEST LONDON WASTE PLAN**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Agrees the changes made to the draft West London Waste Plan detailed in this report including the policy wording changes and additional policy, as set out at Appendices 1 and 2, and changes to safeguarded sites set out at Appendix 3, following Cabinet's previous approval to proceed with consultation in November 2011.**

2. Approves the revised Proposed Submission Draft of the West London Waste Plan (attached at Appendix 4) for publication and subsequent submission to the Secretary of State for Communities and Local Government.
3. Instructs officers to publish the Proposed Submission Version of the West London Waste Plan and the accompanying Sustainability Appraisal for a statutory period of six weeks, inviting representations on the soundness and legality of the Plan, prior to its submission to the Secretary of State for Communities and Local Government for formal examination.
4. Delegates authority to the Deputy Chief Executive and Corporate Director of Residents Services to agree, in conjunction with the Cabinet Member for Planning, Transportation and Recycling to:
  - a) Consider the representations made on the soundness and legality of the Proposed Submission Draft of the Plan;
  - b) Make such minor amendments to the final draft Plan as are necessary to make it sound, in consultation with the five other London boroughs; and
  - c) Approve and submit the final draft Plan to the Secretary of State for Communities and Local Government for the purposes of carrying out an Examination in Public.
5. Approves the Proposed Submission Draft of the West London Waste Plan as a material consideration for the purposes of development management.
6. Notes that subject to the Inspector's decision post-examination, that the Plan will be recommended to full Council for formal adoption.

### **Reasons for decision**

Cabinet made the necessary decisions to enable the Council to make meaningful progress on the West London Waste Plan (WLWP) in order to meet targets set out in the London Plan 2011 and the policy guidance in Planning Policy Statement 10 and the National Planning Policy Framework (NPPF), together with the requirements of the Localism Act, 2011.

It was noted that the WLWP would, in due course, provide an up-to-date policy framework to assess planning applications for waste management facilities across the six west London boroughs.

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

Cabinet could have decided not to approve the Draft Plan for further consultation, which would have delayed adoption of the final Plan across the six west London boroughs, including its usage in determining planning applications.

**Officer to action:**

Jales Tippell – Residents Services

**905. ESTABLISHMENT OF A HILLINGDON SAFER NEIGHBOURHOOD BOARD**

**RESOLVED:**

**That Cabinet:**

- 1. Notes the establishment of the new Board and its role;**
- 2. Agrees and welcomes the appointment of its first Chairman, Mr Ian Brooks, and notes the requirement for two Elected Councillor appointments to the Board;**
- 3. Approves the Board's Draft Terms of Reference, subject to the Board's ratification at its first meeting, and delegates any administrative actions in respect of setting up the Board to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Cabinet Member For Community, Commerce and Regeneration and;**
- 4. Requests that the Leader of the Council considers amending the Cabinet Scheme of Delegations to delegate to the Cabinet Member for Community, Commerce & Regeneration, as part of his portfolio, oversight of the Terms of Reference of the Board and the appointment of its Chairman.**

**Reasons for decision**

Cabinet welcomed the introduction of a Hillingdon Safer Neighbourhood Board under direction from the Mayor of London's Office for Policing and Crime. Cabinet agreed the initial establishment of the Board, which would complement existing performance management arrangements in the Safer Hillingdon Partnership and Local Strategic Partnership along with the Council's policy overview and scrutiny arrangements.

**Alternative options considered and rejected**

Cabinet could have decided to establish the Board in a different way or provided no direct support for it to carry out its responsibilities.

**Officer to action:**

Ed Shaylor – Residents Services

## 906. MONTHLY COUNCIL BUDGET MONITORING REPORT

### RESOLVED:

That the Cabinet:

1. Note the forecast budget position for revenue and capital as at Month 8.
2. Note the treasury management update for Month 8 at Appendix E.
3. Continue the delegated authority up until the 13 February 2014 Cabinet meeting to the Chief Executive to approve any consultancy and agency assignments over £50k, with final sign-off of any assignments made by the Leader of the Council. Cabinet are also asked to note those consultancy and agency assignments over £50k approved under delegated authority between the 19 December and 23 January 2014 Cabinet meetings, detailed at Appendix F.
4. Approves funding of £165k from Transport for London for Cycle Quietway scheme (split £140k capital and £25k revenue).
5. Approves funding of £39.38k from Hillingdon Community Trust in respect of the Section 106 Lake Farm Skate Park project.
6. Approves funding of £50k from the London Marathon Trust in respect of a new cycle circuit at Pield Heath School.
7. That Cabinet approve the release of £200k from Unallocated Priority Growth to Highways revenue budgets in 2013/14 and approve the addition of a further £1,500k to the Highways capital budget to be funded from a virement of £1,500k from the underspend on the schools capital programme. Furthermore, Cabinet request that the Chairman of the Executive Scrutiny Committee waives the scrutiny call-in period on this so implementation can take place within the necessary time scales.
8. Agree the delegation of final approval of an agreement with Paradigm HA, in respect of contributions to extra care facilities, to the Deputy Chief Executive and Corporate Director of Resident Services, in consultation with the Leader of the Council.
9. Ratify an Emergency Winter Decision on 24 December 2013 to appoint T. Brown Ltd to carry out capital works costing £31,890 (inclusive of contingency) to install a new boiler at Minet Infant and Junior School, including associated capital release.
10. Ratify an Emergency Winter Decision to appoint CBRE consultants on 30 December 2013 to advise the Council on the Southall Gas Works site up to the value of £50k revenue.
11. Ratify an Emergency Winter Decision on 9 January 2014 to approve the further extension of the housing fleet vehicle lease with Lex Auto Lease for a maximum of one year.
12. Delegate to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Members for Finance, Property and Business Services & Community, Commerce and Regeneration as appropriate, the authority to procure, incur expenditure and authorise capital release in respect any remaining environmental projects within the Chrysalis Programme, HRA and Environmental Improvement Funds; and
  - a) Request that the Chairman of the Executive Scrutiny Committee waives

- the scrutiny call-in period on this so project delivery can take place within the necessary time scales and;
- b) Ask officers to report back to Cabinet on progress with these projects, to keep Ward Councillors and residents informed.

### **Reasons for decision**

Cabinet was informed of the latest forecast revenue, capital and treasury position for the current year 2013/14 to ensure the Council achieved its budgetary and service objectives.

Cabinet made a range of further decisions to allocate funding to a variety of projects and ratified a number of emergency decisions taken over the Christmas and New Year period. Further significant investment was proposed in respect of improving and maintaining the Borough's highways infrastructure.

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

None.

Officer to action:

Paul Whaymand, Finance Directorate

## **907. 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. Approve in principle for Officers to proceed with work on the:**
  - Delivery of Specialist Resource Provision (SRP) accommodation to meet the additional demand for places in September 2014;**
  - Delivery of Special Schools bulge year accommodation to meet the additional demand for places in September 2014;**
  - Feasibility for the proposed construction of a new Primary School in the West Drayton/Yiewsley area.**
- 3. 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 approve which schools will be taking the additional SRP and bulge year accommodation and make all necessary procurement and financial decisions, including the appointment of consultancies, development of**

tender proposals and placing of building contracts in order to deliver the schemes outlined in recommendation 2.

4. Note the requirement to spend £55,000 on site investigation surveys and internal fees for the Special Schools bulge year accommodation.
5. Note the requirement to spend £110,000 on site investigation surveys and internal fees for the new Primary School in the West Drayton/Yiewsley area.

#### **Reasons for decision**

Cabinet received its monthly update on London's largest school building programme, aimed at ensuring that every child in the London Borough of Hillingdon would have a quality place at a local school. A number of initial decisions to progress the delivery of bulge year accommodation were made, along with feasibility studies in relation to the proposed new primary school in the West Drayton / Yiewsley area of the Borough, which the Deputy Leader of the Council announced at the meeting would, pending further feasibility studies, be on the Laurel Lane School Site.

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

None.

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

David Murnaghan – Residents Services

### **908. KINGS COLLEGE PAVILION FLATS**

#### **RESOLVED:**

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

1. Declare the three flats above the Kings College Pavilion, Ruislip, surplus to requirements.
2. Authorise the disposal of the flats, leasehold, subject to the 10 year Borough residency criteria as outlined in this report, and on the basis of 80% of the market value as determined by an independent valuer with the discount percentage to be made available to subsequent purchasers in perpetuity.
3. Delegate authority to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services in conjunction with the Deputy Chief Executive and Corporate Director for Residents Services, for all subsequent decisions regarding the future of the flats.

### **Reasons for decision**

Cabinet made the necessary decisions in respect of the sale of discounted flats to continue with its policy to help local residents get a foot on the housing ladder.

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

Cabinet could have decided to sell the properties at full market value, but this would not have helped local residents into homeownership.

### **Officer to action:**

Marcia Gillings, 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.*

## **909. AWARD OF CONTRACT - VEHICLE REPLACEMENT PROGRAM 2013/14**

### **RESOLVED:**

**That Cabinet accept the tender and award a contract to HM Plant Ltd for the supply and delivery of 1 x 18t Loading Shovel and 1 x 17.5t Wheeled Excavator.**

### **Reasons for decision**

Following a competitive procurement exercise, Cabinet accepted the most economically advantageous tender to purchase plan vehicles to support the Council's Waste Services operation at the New Year Green Lane Site. It was noted that the vehicles had now reached the end of their useful life.

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

Cabinet could have decided not to replace the existing machines, but this would have incurred substantial maintenance costs given their age.

### **Officer to action:**

David Fisher, Residents Services

## **Exempt Information**

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## **910. AWARD OF CONTRACT - INDEPENDENT TRAVEL TRAINING SERVICE**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Approves the award of an initial 1 year contract with Ealing Mencap for the provision of Travel Training in Hillingdon for Young People with Special Educational Needs and;**
- 2. Delegates authority to the Deputy Chief Executive and Corporate Director of Residents Services, in conjunction with the Leader of the Council and Cabinet Member for Education and Children's Services, the decision to agree a further two, one year options extending the contract.**

#### **Reasons for decision**

Cabinet made a decision to continue the Council's support in respect of travel assistance for those with special educational needs, which would help to enable pupils to develop the skills needed for independent travel, assisting also in reducing the Council's passenger transport costs.

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

Cabinet could have decided to undertake a full competitive tender or vary contractual terms. It was noted that the delivery of the contract achieved significant cost reductions for the Council.

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

Pauline Nixon, Residents Services

## **Exempt Information**

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## 911. VOLUNTARY SECTOR LEASES

### RESOLVED:

#### That Cabinet:

- 1) **Agrees the rent review for the Eastcote Hockey and Badminton Club, Kings College Road, Ruislip and approves the related sub-letting to the Ruislip Rangers Football Club as set out in the report. Furthermore, Cabinet instructs the Deputy Chief Executive and Corporate Director of Residents Services to then commission the Borough Solicitor to complete the appropriate legal documentation.**
- 2) **Agrees to withdraw the exempt nature of relevant parts of the report solely for Officers of the Council to use to provide public information.**

#### Reasons for decision

Cabinet considered an application from a local voluntary organisations and a related sub-letting agreement and agreed to the rent review at less than the full market value as part of the Council's policy and support to the local voluntary sector.

#### Alternative options considered and rejected

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

#### Officer to action:

Michele Henington – Residents Services

#### Exempt Information

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**912. AWARD OF CONTRACT - WORKS TO VOID PROPERTIES**

**RESOLVED:**

**That Cabinet:**

- 1) Approves the award of the contract to provide works to housing void properties to 1<sup>st</sup> Choice Facilities & R. Benson Property Maintenance and;**
- 2) Agrees the urgency of this decision and requests that the Chairman of the Executive Scrutiny Committee waives the scrutiny call-in to ensure the necessary contractual commitments can be met on time.**

**Reasons for decision**

Following a competitive procurement process, Cabinet put in place the most economically advantageous contract for works to the Borough's empty homes, allowing them to be returned to the minimum lettable standard. It was noted this would minimise the time taken to bring them back in to use, thereby reducing the Council's reliance on costly temporary accommodation.

**Alternative options considered and rejected**

Cabinet could have opted for an alternative procurement route or decided to delay such works to the housing stock.

**Officers to action:**

Nigel Dicker – Residents Services  
Christopher Tuohy - Finance

**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).*

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

No additional items were considered by the Cabinet.

The meeting closed at 7.40pm

**\* IMPORTANT INFORMATION**

**DECISION AUTHORITY**

Meeting after Cabinet, the Executive Scrutiny Committee did not call-in any of the Cabinet's decisions.

The following decisions take immediate effect following the agreement of the Chairman of the Executive Scrutiny Committee to waive the scrutiny call-in period:

- Item 11 (minute 906) - Budget Monitoring report – highways recommendation no.7 as amended requesting extra funding
- Item 11 (minute 906) - Budget Monitoring report – additional recommendation no.12 regarding delegating environmental projects and their procurement and financial approval
- Item 17 (minute 912) – Award of Contract: Void Properties

The remaining decisions of the Cabinet will come into effect from 5pm, Friday 31 January 2014.

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