

Minutes

Cabinet

Thursday, 24 April 2014

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



Published on: 25 April 2014

Decisions come into effect on: 2 May 2014 *

Cabinet Members Present:

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

Members also Present:

John Riley
Susan O'Brien
Wayne Bridges
Brian Crowe
Peter Curling
Paul Harmsworth
Richard Lewis
Henry Higgins

953. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Scott Seaman-Digby.

954. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

No interests were declared at the meeting.

955. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING

The minutes and decisions of the Cabinet meeting held on 20 March 2014 were agreed as a correct record.

956. 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.

957. CHILDREN, YOUNG PEOPLES' AND LEARNING POLICY OVERVIEW COMMITTEE - REVIEW INTO CHILDREN NOT IN EDUCATION, EMPLOYMENT OR TRAINING

The Chairman of the Children's, Young People and Learning Policy Overview Committee, Councillor John Riley, presented the Committee's review which was warmly welcomed by Cabinet. Thanks were given to the Councillors on the Committee, in particular outgoing Members in the upcoming Election.

RESOLVED:

That Cabinet:

- 1. Welcomes the report from the Children, Young People & Learning Policy Overview Committee on the review into improving outcomes for care leavers not in education, employment or training (NEET).**
- 2. Endorses the recommendations of the Policy Overview Committee as set out in the report.**

Reasons for decision

The Committee's wide-ranging review presented to Cabinet, sought to address ways to improve support, levels of attainment and outcomes for future generations of Looked After Children, and care leavers more generally. The review focused with the principle "What would I do if it were my child?". Cabinet, in particular, welcomed increasing the work experiences, educational and apprenticeship opportunities available to those not in Education, Employment or Training.

Alternative options considered and rejected

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

Officers to action:

Steven Maiden - Administration Directorate
Merlin Joseph - Children and Young People's Services

958. CORPORATE SERVICES & PARTNERSHIP POLICY OVERVIEW COMMITTEE - REVIEW INTO REDUCING THE COUNCIL'S CARBON FOOTPRINT

The Chairman of the Corporate Services and Partnerships Policy Overview Committee, Councillor Richard Lewis, presented the Committee's review which was warmly welcomed by Cabinet.

RESOLVED:

That Cabinet welcomes the report from the Corporate Services & Partnerships Policy Overview Committee (as in Appendix 1) on the review into Reducing our Carbon Footprint and endorses its recommendations.

Reasons for decision.

Cabinet supported a number of recommendations from the Committee to add further value to the carbon reduction measures the Council was already undertaking. In particular, early proposals for a District Heat and Power capability and energy from Anaerobic Digestion would be taken forward by the Cabinet Member for Finance, Property and Business Services.

Alternative options considered and rejected

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

Officers to action:

Khalid Ahmed - Administration Directorate
David Murnaghan - Residents Services

959. HILLINGDON COMMUNITY INFRASTRUCTURE CHARGING SCHEDULE AND REVISED PLANNING OBLIGATIONS SUPPLEMENTARY PLANNING DOCUMENT

RESOLVED:

That Cabinet:

- 1. Recommends that the Community Infrastructure Levy Charging Schedule incorporating the Examiner's recommendations (as set out in Appendix 1) and also the Planning Obligations SPD (as set out in Appendix 2) are referred to Full Council in July for Adoption.**
- 2. Approves the administration fee set at a 5% deduction from each and every CIL contribution.**
- 3. Approves the proposed instalments policy for CIL payments.**
- 4. Approves the commissioning of additional work to support the modification of the Charging Schedule to include a charging rate for Sui Generis uses.**

5. **Recommends the withdrawal of the current Planning Obligations SPD following the Adoption of the revised document.**
6. **Grants delegated 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 make any further minor editing and textual changes to the Draft Charging Schedule before it is adopted at full Council.**

Reasons for decision

Cabinet was updated on the outcome of the Examination of Hillingdon's Draft Community Infrastructure Levy (CIL) Charging Schedule and agreed to present the Charging Schedule and the revised Planning Obligations SPD to Full Council for Adoption.

Alternative Options considered and rejected

Cabinet could have decided to not recommend the relevant planning documents for approval.

Officer to action:

James Gleave, Residents Services

960. GIFT FUNDING FOR PLANNING APPLICATIONS

RESOLVED:

That the Cabinet accept gift funding from four developers (Persimmon Homes, Segro, Cathedral Group, and Brockton Capital LLP & Landid) for the engagement of additional staff that will provide the discretionary services, as set out in the report, in accordance with the provisions of Section 93 of the Local Government Act 2003.

Reasons for decision

Cabinet agreed to receive a small amount of monies to cover the necessary infrastructure costs associated with 4 proposed major development sites in the Borough. Cabinet felt it justifiable for the developer to contribute to the public cost of carrying out its planning functions.

Alternative options considered and rejected

Cabinet could have refused the gift, which would have not been in the best interests of the local communities, tax-payers or the Council.

Officer to action:

Matt Duigan – Residents Services

961. MONTHLY COUNCIL BUDGET MONITORING REPORT

RESOLVED:

That the Cabinet:

- 1. Note the forecast budget position for revenue and capital as at Month 11.**
- 2. Note the treasury management update for Month 11 at Appendix E.**
- 3. Agree that during the period of 25 April 2014 and 19 June 2014, where there is no Cabinet meeting scheduled, to delegate authority to the Leader of the Council, in conjunction with the Chief Executive or relevant Corporate Director(s) as appropriate, to make any decision that would ordinarily be reserved constitutionally to the Cabinet if any delay would prejudice the Council's interests or service delivery to residents. Such decisions to be reported to the June Cabinet meeting for ratification.**
- 4. Continue the delegated authority up until the 19 June 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 20 March and 24 April 2014 Cabinet meetings, detailed at Appendix F.**
- 5. Ratify a decision taken by the Leader of the Council and the Deputy Chief Executive and Corporate Director of Residents Services and Corporate Director of Finance to accept a grant of £2,976k from the DECC Green Deal Communities Fund for energy efficiency works to properties in the Borough, the Council's sign-up to the scheme and allocation of £2,876k funds to the capital programme and £100k to the Energy Conservation budget in Housing Services for the 2014/15 financial year(s).**
- 6. Accepts an increase of £221k grant funding in support the Transport for London Borough Principal Roads programme within the 2014/15 capital programme. Furthermore, Cabinet accepts an additional grant of £432k from the Government (via Transport for London) following the announcement of additional highways funds following the recent severe winter weather and flooding, to be added to the highways revenue budget.**
- 7. Cabinet note the progress being made on a variety of environmental projects as detailed in Appendix G, following delegated project approval from Cabinet on 23 January 2014.**
- 8. Approves grant funding of £433,494 from the Department for Education to support the implementation of the Special Educational Needs Reforms and release £257k to the Adult Social Care (All Age Disabilities) budget in 2014/15.**
- 9. Agree that during the period of 25 April 2014 to 19 June 2014, where there is no Cabinet meeting scheduled, to delegate authority to the Corporate Director of Finance, in full consultation with the Leader of the Council, to make any necessary revenue or capital budget virements that may be required for service or project delivery and within the overall budget framework approved by Council on 20 February 2014. Furthermore, that**

decisions on such virements made, be reported to the June Cabinet meeting for ratification.

10. Ratify an Emergency Contract Decision made on 16 April 2014 by the Leader of the Council and Chief Executive to award a contract to Quality Heating Services Ltd to deliver the works for Servicing, Gas Safety Checks and Maintenance of the Council's Domestic (individual units), and District Heating Systems for 4 years with the possibility to extend by a further 2 years.
11. Delegate authority to the Borough Solicitor to determine whether the Council is the freehold owner of land adjacent to the Hayes Bypass at the Pump Lane Junction and in the event that such ownership is established, to 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 Residents Services, to decide whether to appropriate all or part of the said land from its current purpose to public open space at Minet Country Park.

Reasons for decision

Cabinet was informed of the latest forecast revenue, capital and treasury position for the previous financial year 2013/14 noting the Council had again achieved its budgetary and service objectives through sound financial management.

Cabinet made a number of budget related decisions, which included the acceptance of Government grants, including those to help repair roads following the winter weather and flooding, to ratify a recent Emergency Contract Decision and to provide for business continuity in relation to decision-making during the coming months.

Cabinet made a decision to delegate further investigations into land in Hayes as part of the proposed Southall Gasworks Site, reporting back to the Leader and Cabinet Member in due course.

Alternative options considered and rejected

None.

Officer to action:

Paul Whaymand, Finance Directorate

962. SCHOOL CAPITAL PROGRAMME UPDATE - PART 1

RESOLVED:

That Cabinet:

- 1. Note the progress made with Phases 1, 2 and 3 of the Primary School Expansion Programme and the School Conditions Programme.**
- 2. Agree that officers commence a feasibility study for the rebuilding of Northwood School.**
- 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 make all necessary procurement and financial decisions, including the appointment of consultancies and the placing of building contracts for the rebuilding of Northwood Secondary School.**
- 4. Agree the revised cost of £5,052,694 for the 2014/15 financial year to deliver the Schools Condition Programme, subject to formal agreement from all schools within the programme to make a contribution no greater than 20% of school reserves towards the total costs. The funding for the programme comes from the DFE Capital Maintenance grants 2013/14 and the new allocation for 2014/15.**
- 5. Delegate authority to the Deputy Chief Executive, in consultation with the Leader of the Council and Cabinet Member for Finance, Property and Business Services to finalise the school condition programme of works for 2014/15.**
- 6. In respect of subsequent procurement decisions to deliver the agreed 2014/15 School Condition Programme, delegate all necessary 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.**
- 7. Note the estimated cost of up to £1.32 million to undertake feasibility studies and survey work for up to 10 sites from the Secondary School Programme, including the two secondary schools to be re-provided.**
- 8. Request that the Chairman of the Executive Scrutiny Committee waives the scrutiny call-in on recommendations 2, 3 & 7 in respect of Northwood School to ensure progress on building the new Secondary School can progress swiftly.**

Reasons for decision

Cabinet received an update on the primary and secondary school capital programmes 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, in particular for planning purposes for additional space in the local secondary education sector and the building of a new School in Northwood.

Alternative options considered and rejected

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

Officer to action:

David Murnaghan – Residents Services

963. SCHOOL CAPITAL PROGRAMME UPDATE - PART 2

RESOLVED:

Cabinet noted the information detailed within the report.

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.

964. CONTRACT AWARD - SCHOOLS IMPROVEMENT SERVICE

RESOLVED:

That Cabinet approve the award of a 24 month contract to Cambridge Education for the provision of the Council's Schools Improvement Services.

Reason for decision

Following market engagement and a comprehensive procurement exercise, Cabinet considered that an external provider would be the best way forward to carry out the Council's statutory obligation to help support schools to improve the educational standards of all children. In particular, it was noted that the contract would enable access to a broader range of specialist school improvement professionals.

Alternative options considered and rejected

Cabinet could have decided to continue with, and if necessary expand, the current in-house service.

Officers to action:

Pauline Nixon, Residents Services
Matthew Riley, 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 information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority. The public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraphs 3 and 4 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.

965. CONTRACT AWARD - CHILDREN'S CENTRE OUTREACH ADVICE PROGRAMME

RESOLVED:

That Cabinet approves the award of a contract for 2 years with two 1 year permitted options to P3 for the provision of an outreach advice service through Hillingdon Children's Centres for families with children under the age of 5 as set out in the report.

Reasons for decision

Cabinet welcomed the contribution made by the Borough's 18 Children's Centres to residents' livelihoods and agreed, following a competitive procurement exercise, to expand the services provided at these sites Borough-wide to include a range of additional information, advice, access and welfare benefits services. It was noted that this would provide additional support to the economic wellbeing of local families with young children.

Alternative options considered and rejected

Cabinet could have decided not to provide such services.

Officers to action:

Tom Murphy, Children & Young People's Services
Darren Thorpe, 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.

966. CONTRACT AWARD - PERSONAL PROTECTIVE EQUIPMENT & CORPORATE CLOTHING

RESOLVED:

That Cabinet approves the tender submitted by First Coverall Supplies Limited to supply the London Borough of Hillingdon with all its Personal Protective Equipment (PPE), Clothing and Corporate Workwear for a period of three years plus potential for a further extension for each year up to a maximum period of two years, subject to performance, terms and necessary approvals, with a commencement date of 1 June 2014.

Reasons for decision

Following a robust procurement exercise to reduce costs, Cabinet agreed to continue with the provision of personal protection equipment, clothing and corporate workwear across a number of wide ranging roles, predominantly in frontline services to residents.

Alternative options considered and rejected

Cabinet could have decided to extend the existing contract or purchase clothing on a more individual bespoke basis, which would not have provided value for money.

Officer to action:

Allison Mayo, 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).

967. CONTRACT AWARD - PLAYGROUND MAINTENANCE

RESOLVED:

That Cabinet award the contract for Playground maintenance and repair to RSS - Playmakers/HAGS - SMP Ltd for a period of 4 years commencing on 1 June 2014; with an option to extend the contract for 4 further years (2 times 2 additional years), subject to the contractor's satisfactory performance and compliance with commercial terms.

Reasons for recommendation

Cabinet re-affirmed its commitment to improving and keeping safe the Borough's 150 play areas, which included 14 outdoor gyms, ball courts and a number of other amenities for residents. Following a competitive procurement exercise, Cabinet agreed the best available contract for the inspection, maintenance and repair of these spaces over the coming years.

Alternative options considered and rejected

Cabinet could have decided to bring the service in-house or continue to maintain the spaces on a more individual basis with different contractors.

Officer to action:

Adrian Batten, 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).

968. CONTRACT AWARD - HR AND PAYROLL ORACLE SYSTEM

RESOLVED:

That Cabinet:

- 1. Agree the implementation of Oracle HR & Payroll modules to replace the current ResourceLink system, on a contract over a 4-year period and;**
- 2. Note the proposed second phase of the project to implementation of a Performance and Learning system, integrated with Oracle and that a further report will be presented to Cabinet, once project scoping has been completed.**

Reasons for decision

Following Cabinet's decision in September 2013 to upgrade the Council's Oracle Financials system, Cabinet agreed the future integration of the HR and Payroll Systems, whilst noting further possible HR modules that could be added at a later date subject to Cabinet approval.

Alternative options considered and rejected

Cabinet could have decided to retain the current HR & Payroll system or procure one from an alternative supplier.

Officer to action:

Mike Talbot, Administration Directorate

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 information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority. The public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraphs 3 and 4 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.

969. CONTRACT AWARD - CIVIC CENTRE AIR HANDLING UNITS

RESOLVED:

That Cabinet:

- 1. Approves the acceptance of a tender from Artic Building Services Limited for the rationalisation of the air handling units within the Civic Centre for the sum of £339,123.85 and:**
- 2. Approves the award of a contract to Artic Building Services Limited for these works plus the upgrade of the Building Management System (BMS) that controls this and other related equipment. The latter will require the Council to nominate its current maintenance contractor, Honeywell Building Solutions Limited.**

Reason for decision

Cabinet agreed to upgrade the aged Air Handling Units and associated systems at the Civic Centre, which provide an essential heating and cooling function for Council operations within the building.

Alternative options considered and rejected

Due to the age of the units, Cabinet had limited options to consider.

Officer to action:

Anthony Payne, 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).

970. VICTORIA COURT, RUISLIP MANOR

RESOLVED:

That Cabinet:

- 1. Agree that the flat set out in the report at Victoria Court, Linden Avenue, Ruislip is declared surplus to requirements.**
- 2. Agree that the flat concerned at Victoria Court, Linden Avenue Ruislip Manor, should be sold leasehold at 80% of the market price, which is to be determined by an independent Valuer, to a first time buyer meeting the Council's eligibility criteria.**
- 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, to determine the method of sale and subsequent decisions regarding the future of the property.**

Reasons for decision

Cabinet gave its approval to sell a flat at Victoria Court, Linden Avenue, Ruislip Manor, for its first-time buyers scheme.

Alternative options considered and rejected

Cabinet could have chosen not to sell the property, sell at a different market price or rent it out.

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.

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

No additional items were considered by the Cabinet.

At the end of the meeting, the Cabinet Member for Finance, Property and Business Services announced a personal donation from Cabinet Members towards the Mayor's Charity Appeal.

The meeting closed at 7.37pm

*** IMPORTANT INFORMATION**

DECISION AUTHORITY

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

Cabinet's decisions on the School Capital Programme Update in relation to the proposed new Northwood School (Item 10 / minute 962) come into immediate effect after the Chairman of the Executive Scrutiny Committee agreed to waive the call-in period.

The remaining decisions of the Cabinet will therefore come into effect from 5pm, Friday 2 May 2014.
