

Minutes

Cabinet

Thursday, 18 December 2014

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



Published on: 19 December 2014

Come into effect on: 30 December 2014 *

Cabinet Members Present:

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

Members also Present:

Wayne Bridges
Janet Duncan
Beulah East
Dominic Gilham
John Hensley
Allan Kauffman
Mo Khursheed
Tony Eginton
Raymond Graham
Becky Haggard
Henry Higgins
Jane Palmer
Jan Sweeting

1. APOLOGIES FOR ABSENCE

All Cabinet Members were present.

2. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

Councillor Seaman-Digby declared a non-pecuniary interest as a Trustee of HART. He left the room during the discussion and vote on the matter (minute 8).

Councillor Seaman-Digby declared a non-pecuniary interest due to knowing a non-relation employed by one of the contractors mentioned in the report. He left the room during the discussion and vote on the matter (minute 17).

3. TO APPROVE THE PUBLIC DECISIONS AND MINUTES OF THE LAST CABINET MEETING

The public minutes and decisions of the Cabinet meeting held on 20 November 2014 were approved as a correct record.

4. TO APPROVE THE CONFIDENTIAL DECISIONS AND MINUTES OF AN ITEM IN THE PRIVATE PART OF THE LAST CABINET MEETING

The confidential minutes and decisions of the Cabinet meeting held on 20 November 2014 were approved as a correct record.

5. TO CONFIRM THAT THE FOLLOWING 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.

6. MONTHLY COUNCIL BUDGET MONITORING 2014/15 - MONTH 7

RESOLVED:

That the Cabinet:

- 1. Note the forecast budget position for revenue and capital as at October 2014 (Month 7).**
- 2. Note the treasury management update as at October 2014 at Appendix E.**
- 3. Continues the delegated authority up until the 22 January 2015 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 21 November and 18 December 2014 Cabinet meetings, detailed at Appendix F.**
- 4. Agree to the transfer of £171k funding from the general capital contingency budget to the ICT Single Development Plan.**
- 5. Approve funding of £50k in respect of Better Homes funding from the Greater London Authority to be added to the Private Sector Renewals Grant budget.**
- 6. Approve re-phasing of £20,543k capital expenditure budgets into later years of the capital programme.**
- 7. Agree grant funded expenditure up to £69.5k in 2014/15 to deliver 2 of the projects within the Operational Resilience and Capacity Plan recommended by HCCG and approved and funded by NHSE.**
- 8. Approve the addition of £92,250 DEFRA Sustainable Urban Drainage Systems grant funding to Residents Services operating budgets in 2014/15 and 2015/16.**
- 9. Approve the addition of £40,000 DCLG Site Delivery Fund Grant funding to Residents Services operating budgets in 2014/15.**

10. Approve the award of £10,000 to Uxbridge Forward from the Core Grants Budget
11. Ratify an Emergency Contract Decision made on 24 November 2014 by the Leader of the Council and Chief Executive to award a contract to Ability Housing Association to provide a care and support service for people with mental health needs at Sessile Court (formerly Tasman House) opening in 2014 for a period of five years.
12. Agree to:
 - a) Progress the 3 playgrounds and 2 outdoor gyms funded from Chrysalis as set out in Appendix G to this report;
 - b) Delegate to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Member for Community, Commerce and Regeneration, the authority to procure, authorise capital release and make any other related decisions in respect of the 5 projects set out in the report from the Chrysalis Programme. This will enable their expedient installation during March 2015;
 - c) Request officers to report back to Cabinet the delegated decisions made on these 5 projects for public record and to keep residents and Ward Councillors informed on these beneficial local projects.

Reasons for decision

Cabinet was informed of the latest forecast revenue, capital and treasury position for the current year 2014/15 to ensure the Council achieved its budgetary and service objectives.

Cabinet made a range of further decisions in relation to the virement of various funds between budgets to support service delivery, acceptance of grant funds, the award of monies to Uxbridge Forward and provided delegated authority to deliver playground and outdoor gym improvements across the Borough.

Additionally, Cabinet ratified an Emergency Contract Decision made for an urgent contract to provide care and support services for people with mental health needs at Sessile Court (formerly Tasman House).

Alternative options considered and rejected

None.

Officer to action:

Paul Whaymand, Finance Directorate

Classification: Public

The report relating to this decision by the Cabinet is available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

7. THE COUNCIL'S BUDGET: MEDIUM TERM FINANCIAL FORECAST 2015/16 - 2019/20 - POLICY FRAMEWORK

RESOLVED:

That Cabinet:

- 1) Approve the draft revenue General Fund and Housing Revenue Account budget and capital programme proposals for 2015/16 and beyond as the basis for consultation with Policy Overview Committees and other stakeholders.**
- 2) Request the comments of individual Policy Overview Committees on the draft budget proposals relating to their areas of responsibility, to be collated into a single report back to Cabinet from the Corporate Services and Partnerships Policy Overview Committee.**
- 3) Approve the proposed fees and charges, including HRA Dwelling Rents calculated under the DCLG rent restructure policy, included at Appendix 8, as the basis for consultation with Policy Overview Committees and other stakeholders.**
- 4) Agree the full use of the DCLG rent restructuring policy within the Housing Revenue Account, including changing to formula rent at tenancy change for all properties where convergence has not been completed.**
- 5) Authorise the Corporate Director of Finance, in consultation with the Leader of the Council, to respond on behalf of the Council to the consultation on the provisional Local Government Finance Settlement and to the Mayor of London's budget consultation.**
- 6) Agree to recommend to Council for approval in January that the Council Tax Reduction Scheme, first approved by Council on 17 January 2013 continue for a further year during 2015/16.**

Reasons for decision

Cabinet put forward for consultation its budget proposals. This included the Council's Medium Term Financial Forecast (MTFF), the draft General Fund revenue budget for 2015/16 along with indicative projections until 2019/20, the Housing Revenue Account, fees and charges proposals and the draft capital programme for 2015/16 and beyond.

Through prudent management of the Council's finances and a robust efficiency programme, Cabinet again confirmed that Council Tax would be frozen for all residents, and for the over 65's, over the next 5 years. In this endeavour, Cabinet's proposals utilise £5m of the Council's reserves to protect front-line resident services from continuing central Government austerity funding reductions.

It was noted that proposals for upcoming fees and charges would generally remain frozen for residents, with any modest increases aligned competitively with neighbouring local authorities.

Other welcomed proposals were the continued capital investment in the flagship school expansion programme, continued maintenance of the Borough's roads, new youth centres and a theatre and museum in St Andrew's Park.

The Leader of the Council set out his recent message to staff, in which it was demonstrated how Hillingdon was bucking the trend by improving service delivery to residents, in contrast to neighbouring local authorities and many other councils that were making significant staffing reductions and service cuts.

In considering the proposals, Cabinet gave its full endorsement to a very well thought out budget, which had been carefully developed to put residents first. The budget would go out for the required consultation, including the Policy Overview Committees before being re-considered and approved in February 2015.

Alternative options considered and rejected

The Cabinet could have chosen to vary the proposals in its budget before consultation. However, to comply with the Budget and Policy Framework, the Cabinet was required to publish a draft budget for consultation at the meeting.

Officers to action:

Paul Whaymand, Finance

Classification: Public

The report relating to this decision by the Cabinet is available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

8. GRANTS TO VOLUNTARY ORGANISATIONS 2015/16

RESOLVED:

That Cabinet agrees:

- 1. The overall allocation of grants to Voluntary Sector of £1,723,700 for the provision of core grant funding for the 2014/15 financial year and specific awards as set out in the schedule - Appendix A,**
- 2. Grants totalling £54,140 to organisations to enable the provision of transport as set out in Appendix B,**
- 3. The Council's 2015/16 contribution of £306,665 to the London Councils Grants scheme and;**
- 4. That the Chief Executive be delegated authority to agree the terms and conditions of the 2015/16 small grants programme and any subsequent grant that may be considered appropriate in light of progress by**

Hillingdon Association of Voluntary Services, with any decisions subject to the full agreement of the Leader of the Council and Cabinet Member for Community, Commerce and Regeneration.

Reasons for decision

Cabinet appreciated the efforts of the diverse local voluntary sector and its critical role in supporting a wide variety of activities and vulnerable residents. Cabinet agreed to continue its significant financial commitment to this sector during 2015/16. It was noted that this was in comparison to some other local authorities who had cut their grants budget.

With careful consideration, Cabinet agree to delegate any decision on funding for the Hillingdon Association of Voluntary Services, subject to the organisation meeting the Council's expectations to prioritise investment in front line voluntary services which directly benefit residents.

Alternative options considered and rejected

Cabinet could have made changes to the proposed level of grants.

Officers to action:

Nigel Cramb – Administration Directorate

Classification: Public

The report relating to this decision by the Cabinet is available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

9. ADDITIONAL NEEDS STRATEGY

RESOLVED:

That the Cabinet approves the Additional Needs Strategy.

Reasons for decision

Cabinet noted that the overall number of pupils with additional needs will increase over the next 5 years based on the increasing pupil population, with a higher than average number of pupils placed out of the Borough.

Cabinet therefore agreed a strategy to develop local educational provision to meet the predicted needs of children and young people with special educational needs and disabilities and avoid costly out of area placements.

Alternative options considered and rejected

Cabinet considered that the option of not approving this strategy would have left gaps in local service provision and led to increased costs to the Council.

Officers to action:

Jackie Wright, Adult Social Care / Children's & Young People's
Venetia Rogers, Residents Services

Classification: Public

The report relating to this decision by the Cabinet is available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

10. 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 Services

Classification: Public

The report relating to this decision by the Cabinet is available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

11. SCHOOL CAPITAL PROGRAMME UPDATE

RESOLVED:

That Cabinet:

1. Note the progress made with primary and secondary school expansions and the school condition programme.

Primary Schools Expansions

2. Note the requirement for additional primary school places to be met by providing bulge classes for September 2015/2016 and permanent expansions for 2016 onwards.
3. Approves the commencement of a feasibility exercise for the primary school bulge year classes and permanent expansions.
4. Delegate 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, the full authority to make all necessary procurement and financial decisions, including the appointment of consultancies and the placing of building contracts for the primary school bulge year classes and primary school permanent expansions.

Schools Condition Programme

5. Notes the early progress made on developing a schools condition programme of work for 2015/2016.
6. Delegate to the Deputy Chief Executive and Director of Residents Services, in consultation with the Leader of the Council and Cabinet Member for Finance, Property and Business Services, the authority to finalise the 2015/2016 schools condition programme reporting back to Cabinet for approval.
7. Delegate to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Director of Residents Services, the authority to make necessary procurement and financial decisions for the appointment of consultancies for the 2015/2016 school condition programme of works.

New school adjacent to Laurel Lane Primary School

8. Note the specific grant funding requirements of the Education Funding Agency in respect of the proposed new primary school adjacent to Laurel Lane Primary School.

9. **Approve the conversion of the new 5 Form of Entry Junior School currently being constructed on the land adjacent to Laurel Lane Primary School, to a 3 Form of Entry Primary School with 15 Specialist Resource Provision places and subject to a feasibility study, 90 nursery places.**

10. **Delegate full 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 make all necessary procurement, property and financial decisions required to facilitate the conversion and provision of this new 3FE Primary School.**

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.

Cabinet agreed further feasibilities for the primary school sector expansion and agreed to pursue planned improvements to the condition of the existing school estate during 2015/16.

In receiving recent information from the Education Funding Agency, Cabinet agreed to vary the proposed scheme at the new school adjacent to Laurel Lane Primary School to 3 Forms of Entry.

Alternative options considered and rejected

None.

Officer to action:

Jean Palmer, Bobby Finch – Residents Services

Classification: Public

The report relating to this decision by the Cabinet is available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

12. PUBLIC HEALTH UPDATE - CONTRACT EXTENSIONS AND TRANSFERS

RESOLVED:

That Cabinet agrees:

- 1. To extend existing substance misuse contracts due to end on 31st March 2015 until 30th September 2015, at the latest;**
- 2. To agree insurance requirements for the future provision of the services;**
- 3. To 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 Social Services, Health and Housing, to negotiate and agree terms for the statutory transfer of the health visiting service from NHS England.**

Reason for decision

Cabinet received an update in a number of key areas relating to Public Health and gave its approval for the short term extension to the Substance Misuse Contract and delegated authority to make decisions in respect of the Health Visiting Services being transferred to the Council from the NHS.

Alternative options considered and rejected

Cabinet considered there were no other options, other than to cease support for these services.

Officers to action:

Sharon Daye, Residents Services
Steve Powell, Finance

Classification: Private

Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and 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).

13. THE PROVISION OF WASTE WEEKENDS

RESOLVED:

That Cabinet approves the award of a single action tender to Powerday PLC to continue the operation of the 'Waste Weekends' for the period 1st April 2014 through to 31st December 2016.

Reasons for decision

Cabinet agreed the continuation of monthly 'Waste Weekends' at Tavistock Road, an efficient and convenient service for residents providing a disposal facility located within the Borough for bulky household waste.

It was made clear at the meeting that this decision was not related to any other proposals at the site.

Alternative options considered and rejected

Cabinet could have conducted a full tender exercise, but this was discounted as no other suitable sites currently exist within the Borough.

Officers to action:

Allison Mayo, Finance
Colin Russell, Residents Services

Classification: Private

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14. AWARD OF CONTRACT: SUPPORT LIVING FOR ADULTS WITH LEARNING DISABILITIES

RESOLVED:

That the Cabinet:

- 1) Agree to the award of a five year contract to Craegmoor Supporting You Ltd from the 1st April 2015 to provide the core care and support service for people with learning disabilities at Herne House, 7-9 Horton Road and Church Road, for the total sum of £2,157k (£431.4k pa) and the individual assessed flexible care and support for the average hourly cost and estimated value as set out in the report.**

- 2) **Agree to the award of a five year contract to Craegmoor Supporting You Ltd from the 1st April 2015 to provide the core care and support service for people with learning disabilities at Hyde House and Honeycroft Hill, for the total sum of £1,335k (£267k pa) and the individual assessed flexible care and support for the average hourly cost average hourly cost and estimated value as set out in the report.**
- 3) **Agree to the award of a five year contract to Enable UK Midlands Ltd from 15th January 2015 to provide supported accommodation for up to 29 clients in a range of properties at a cost of £31k pa per unit, including the 24/7 support. Flexible provision to be provided at an hourly cost set out in the report.**
- 4) **Agree to the award of contract by single tender action to Certitude for the provision of the core care and support service at 32 Frays Avenue, West Drayton and 14 Queens Road Uxbridge for two years at an estimated cost of £1,074k (£561k in year 1 and £513k in year 2).**

Reason for decision

Cabinet agreed to award the necessary contracts, following due procurement process, to providers for the provision of Supported Living to adults with Learning Disabilities for a number of new and existing schemes.

Alternative options considered and rejected

Cabinet could have decided to deliver the services in-house or decommission them in whole or in part.

Officers to action:

Richard Robbins, Finance
Tony Zaman, Adult Social Care

Classification: Private

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15. CATERING & VENDING SERVICES ACROSS COUNCIL VENUES

RESOLVED:

The Cabinet approves the award of a contract to Caterplus Services Limited to deliver the catering provision at the Council's Civic Centre and other corporate properties for 3 years with the possibility to extend by a further 1+1 years.

Reasons for decision

Following a competitive procurement process, Cabinet approved the most economically advantageous tender for a comprehensive, efficient, user friendly and cost effective catering and vending service to the Civic Centre and 15 other sites across the Council's non-housing property portfolio. Catering services provided within the contract would include those to residents in Day Centres, residential homes, Early Years Centres and extra care schemes.

Officers to action:

Perry Scott, Finance & Residents Services
Michael Breen, Finance

Classification: Private

Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and 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).

16. AWARD OF CONTRACT: FAMILY GROUP CONFERENCE SERVICE

RESOLVED:

That Cabinet approve the award of a three year contract, with the option of a two year extension, to Daybreak FGC from 1st April 2015 for Family Group Conference Service, for the total sum of £279,000 (based on an annual cost of £93,000).

Reasons for decision

Following due procurement process, Cabinet agreed to award a contract for the Family Group Conference Service to Daybreak FGC to enable the Council to offer more vulnerable families the opportunity to take ownership of their difficulties and set out their own solutions through a facilitated process.

Alternative options considered and rejected

Cabinet could have decided to provide the Family Group Service in-house, but noted that this would not deliver increased flexibility and value to the service.

Officers to action:

Gary Campbell, Children & Young People's Services
Richard Robbins, Finance

Classification: Private

Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and 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.

17. EXTENSION OF VOID CONTRACT

RESOLVED:

That Cabinet approves the 12 month extension of the contracts for First Choice Facilities Services Limited and R Benson Property Maintenance Limited to provide works to housing void properties based on existing arrangements, from 1st February 2015.

Reasons for decision

Cabinet approved a contract extension to minimise the time taken to bring vacant properties in to use, returning them to the minimum lettable standard, thereby minimising the use of temporary accommodation and controlling costs in respect of the use of this type of accommodation.

Alternative options considered and rejected

Cabinet could have decided to re-tender for the works required when vacant properties arise, but noted the improvements made in turnaround times by the current contractor and considered any change at this time to be too disruptive.

Officers to action:

Nigel Dicker, Residents Services
Christopher Tuohy, Finance

Classification: Private

Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and 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.

18. PROPERTY MATTER, UXBRIDGE ROAD, HAYES END

RESOLVED:

Cabinet made the necessary decisions in respect of a matter in relation to a property/land on the Uxbridge Road, Hayes End, as set out in the confidential report.

Note: this is an abridged public record of the Cabinet's decisions due to the confidential nature of the discussions that took place at the meeting.

Reasons for decision

As set out in the confidential report.

Alternative options considered / risk management

No other options were available to the Cabinet.

Officer to action:

Susan Williams-Joseph; Residents Services

Classification: Private

Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to an individual, information likely to reveal the identity of an individual and information relating to the financial or business affairs of any particular person (including the Authority holding that information). The public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended).

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

No additional items were considered by the Cabinet.

The meeting closed at 7.48pm

*** IMPORTANT INFORMATION**

DECISION AUTHORITY

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

All decisions in relation to Items 7 and 8 (minute nos. 7&8) are integral to the Council's budget proposals, which includes Policy Overview Committee consultation, and therefore cannot be called-in and take immediate effect.

The remaining decisions of the Cabinet will therefore come into effect from 5pm, Tuesday 30th December 2014.