

Cabinet Forward Plan

Public Edition: March 2015 - May 2015

Advance notice of future Cabinet meetings, decisions and business to be conducted in public and private by the London Borough of Hillingdon, in accordance with the The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. This plan & notice is published on a rolling monthly basis.

Hillingdon Council
**Putting our
residents
first**



Notice of intention to conduct business in private

Whilst the majority of the business at Cabinet meetings will be open to the public and media to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that the Cabinet meetings shown on this Forward Plan will be held partly in private because some of the reports for the meeting will contain either confidential information or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

A list of the reports which are expected to be considered at this meeting in private are set out in a list on this Forward Plan. They are marked "private", including a number indicating the reason why the decision will be taken in private under the categories set out below:

- (1) information relating to any individual
- (2) information which is likely to reveal the identity of an individual
- (3) information relating the financial or business affairs of any particular person (including the authority holding that information)
- (4) 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.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

If you would like to make representations about any particular decision to be conducted in private at this meeting then please email: democratic@hillingdon.gov.uk. Such representations must be received in advance of 5 clear working days before the date Cabinet meeting itself, normally by the preceding Wednesday.

It is possible that other private reports may be added at shorter notice to the agenda for the Cabinet meeting or for a Cabinet Member decision.

Cabinet meetings are held at the Civic Centre, Uxbridge, Middlesex, UB8 1UW, usually starting at 7pm on Thursdays, but subject to change in accordance with legal notice periods.

Notice of forthcoming key decisions

Forthcoming Decisions

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of key decisions to be made on behalf of the Council. As far as possible and in the interests of transparency, the Council will seek to provide at least 28 clear days notice of new key decisions (and many new non-key decisions) that are listed on this document. Where this is not practicable, such key decisions will be taken under urgency procedures. Decisions which are expected to be taken in private (at a meeting of the Cabinet or by an individual Cabinet Member) are marked "private" with the reasons why.

The Council's definition of a key decision is:

1. Developing proposals that require the Council to amend its policy framework.
2. Decisions resulting in cost/savings outside of existing budget that exceed the following thresholds:-
 - 10% of the annual revenue budget for a service or any proposals in excess of £500,000.
 - variations to capital schemes on programmes in excess of £250,000 in any one year.
3. Decisions which have a significant impact on two or more wards as defined below:-
 - where the outcome will have a significant impact on the well-being of the community or the quality of service provided to a significant number of people living or working in an area.
 - where 'Communities of Interest' as well as geographic areas are affected significantly, e.g. young people by the closure of a youth centre.

Documents in relation to forthcoming key decisions will be submitted to the Cabinet or Cabinet Member(s) for decision as a formal agenda report or a decision request, which if public and non-urgent, will be available on the Council's website at least 5 clear working days before the date the decision can be made. If you would like to request such a document, please email democratic@hillingdon.gov.uk. All documents shown or due to be published are listed at the London Borough of Hillingdon, Civic Centre, High Street, Uxbridge, Middlesex UB8 1UW.

Cabinet Members

www.hillingdon.gov.uk

Decisions are taken either by the Cabinet (collectively) or Cabinet Members (individually). To view details of the Cabinet's membership and who individual Cabinet Members are making these forthcoming decisions, please click visit the Council's website:

Ref	Decision	Further information	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
Council Departments: RS = Residents Services CYPS =Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance									
Cabinet meeting - 19 March 2015									
26	Irrecoverable Corporate Debt	This report will seek approval for the writing off of individual cases of irrecoverable debt in respect of Business rates over £50k to bring records up to date.	N/A		Cllr Jonathan Bianco	FD - Rob Smith		NEW	Private (3)
27	Care and Support Services for People with Mental Health Needs: Award of Contract	This report asks Cabinet to consider single tender action to award a short contract to Look Ahead for the provision of care and support at Hayes Park Lodge, Hamlet Lodge and Peachy Close.	Various		Cllr Philip Corthorne	ASCS - Beverley Grayley		NEW	Private (3)
28	Best Interest Assessors- Award of Contract	This report recommends award of contract to provide a Best Interest Assessor service across the Borough, which is a new statutory requirement. Best Interests Assessors carry out an review of the deprivation of liberty of individuals who lack the mental capacity to consent to treatment or care they may need.	N/A		Cllr Philip Corthorne	ASCS - Beverley Grayley		NEW	Private (3)
29	The provision of water quality services in various general fund and housing properties	Cabinet will consider the award of a three year contract, with the option to extend for a further two years, for the provision of water quality services in various general fund and housing properties. This will ensure the Council can continue to take measures to minimise any health risks, along with receiving up-to-date information on water consumption for improved conservation.	Various		Cllr Jonathan Bianco / Cllr Philip Corthorne	RS - Paul Stanford Kupakuwana		NEW	Private (3)

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17	Abbotsfield School - Determination of Statutory Proposals	The Governing is body is proposing that the school becomes co-educational from September 2016. As a Foundation school, it can publish proposals but the Council is the decision-maker. The school has commenced pre-statutory consultation and it is proposing to commence statutory consultation in January. If there are no objections to the proposal, the decision can be taken by the Cabinet Member.	Hillingdon East & Various		Cllr David Simmonds	RS - Venetia Rogers	The Governing Body will consult stakeholders as prescribed in legislation.		
18	Supported housing schemes - learning disability and mental health	Cabinet will be asked to authorise the delivery of the supported housing schemes at Chippendale Way and Acol Crescent and provide for the necessary delegated authority to make further decisions on the matter.	South Ruislip, Uxbridge North		Cllr Philip Corthorne and Cllr Jonathan Bianco	RS - Marcia Gillings			Private (3)
24	Contract Award for the Integrated Substance Misuse Service	Officers will be making recommendations to Cabinet for the award of the Integrated Substance Misuse Service Contract, following significant stakeholder consultation.	All		Cllr Philip Corthorne	RS / FD - Nigel Dicker / Steve Powell	CCG, stakeholders, External Services Scrutiny Committee		Private (3)
20	Procurement of Energy Supplies 2016-2020	Cabinet will be asked to approve the recommended strategy for the procurement of energy supplies 2016-2020.	All		Cllr Jonathan Bianco	FD - Allison Mayo			Private (3)
5	Better Care Fund Pooled Budget	The report will seek Cabinet approval to enter into a pooled budget with Hillingdon Clinical Commissioning Group under section 75 of the National Health Service Act 2006 for Hillingdon's Better Care Fund Plan. The plan seeks to achieve better outcomes for Hillingdon's older residents through greater integration between health and social care.	All		Cllr Ray Puddifoot MBE & Cllr Philip Corthorne	ASC - Gary Collier	Hillingdon CCG, NHSE		

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12	Provision of the Supply and Installation of CCTV Equipment	Cabinet will be asked to consider creating a Framework Agreement for the Provision of the Supply and Installation of CCTV Equipment to The London Borough of Hillingdon, for the term of 3 years with the option of a 1 year extension, subject to performance.	All		Cllr Douglas Mills	FD - Victoria Coady	Service areas / Corporate Procurement		Private (3)
9	Town Centre Improvement Schemes and Crossrail update	Cabinet will receive an update on the Borough's popular and successful Town Centre Improvement Schemes along with associated improvements from the Crossrail project, nearing completion across the Hayes/West Drayton corridor.	Various		Cllr Douglas Mills	RS - Jales Tippell / Helena Webster	Various stakeholders		
21	Update on the Borough's environmental, commercial, cultural and leisure initiatives	Cabinet will receive an information report, detailing the benefits to residents, businesses and communities during 2014/15 from Hillingdon's popular external funding initiatives, e.g. Chrysalis, Shop Front Grants, Ward Budgets, Sports Fund.	All		Cllr Douglas Mills	RS/AD - Jales Tippell / James Rodger / Mark Braddock			
SI	School Capital Programme Update	This report will update Cabinet and request any necessary decisions in order to progress the School Capital Programme in order to upgrade facilities and keep on track to deliver sufficient places for children educated in the Borough.	Various		Cllr Jonathan Bianco and Cllr David Simmonds	RS - Jean Palmer OBE / Bobby Finch	Corporate consultees		Public / Private (3)
SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	RS - Michael Patterson / Michele Henington			Private (3)

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SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position.	All		Cllr Jonathan Bianco	FD - Paul Whaymand			
SI	Reports from Policy Overview & Scrutiny Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed. This month, Cabinet will receive reports on Member led reviews on Policing and Mental Health and also a report on the Youth Offending Service.	All		Cllr David Simmonds	AD - Democratic Services			
SI	Quarterly Planning Obligations Monitoring report	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Keith Burrows	RS - Jales Tippell / Nicola Wyatt			
SI	Academy Conversions	A standard report to Cabinet to seek approval for the Council granting long leases to schools who wish to convert to Academy Status.	Various		Cllr David Simmonds / Cllr Jonathan Bianco	RS - Michael Patterson			Private (3)
Cabinet Member Decisions - March 2015									
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	AD - Democratic Services	Various		

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Cabinet meeting - 23 April 2015									
31	Award of Contract: Support Living for Adults with Learning Disabilities	Cabinet will be requested to award care and support contracts for a number of Supported Living Schemes within Hillingdon.	Various		Cllr Philip Corthorne	ASCS - Tony Zaman / FD - Richard Robbins	All key relevant stakeholders, inc Service Users,	NEW	Private (3)
32	The Collection and Treatment of Commingled Dry Recyclables	The report will seek approval for the award of a 2 year contract, with the option to extend for a further two years for a supplier for the collection and treatment of the Borough's kerbside dry recycling.	All		Cllr Keith Burrows	RS - Colin Russell / FD - Allison Mayo		NEW	Private (3)
33	Carers Strategy 2015-18	Cabinet will be asked to approve a refreshed Carers Strategy on behalf of the Council, with respective approval from the NHS by the Hillingdon CCG Board. The ongoing delivery of the Strategy will then be monitored via the Health & Wellbeing Board, as one of the actions within the Health and Wellbeing Strategy.	All		Cllr Philip Corthorne	AD - Vicky Trott / ASCS - John Higgins	Carers and stakeholders	NEW	
34	Award of an Extension to the Security Contract	Cabinet will be asked to consider an extension of the current security contract for various Council premises, based upon good performance to-date.	N/A		Cllr Jonathan Bianco	RS - Chris Tuohy		NEW	Private (3)
35	Community Heritage Initiative Project (CHIP): Agreement of draft documents and authorisation of public consultation	The Community Heritage Initiative Programme (CHIP) is an initiative by English Heritage to build capacity in local authorities, to enable additional conservation work to be carried out through engagement with local communities. Work is being done at a number of sites in the Borough and Cabinet will be asked to agree the draft planning appraisals in principle and authorise a period of public consultation on the documents.	Barnhill, Botwell, Charville, Heathrow Villages, Pinkwell, Townfield		Cllr Keith Burrows	RS - Mark Price / Sarah Harper	Internal Teams	NEW	

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25	Award of contract for integrated mobile solutions	Following a strategic procurement exercise and looking forward to the Council's future requirements, Cabinet will consider the award of contract(s) for supply of Council mobile telecommunications and data services.	N/A		Cllr Jonathan Bianco	RS - Shirley Clipp			Private (3)
23	Award of contract for Highways Management System	The report will seek approval for the award of a 3 year contract, with the option to extend for a further 2 years for a Highways Management System for which a tender project is currently underway.	All		Cllr Keith Burrows	RS - John Fern / Shirley Clipp	Corporate consultees		Private (3)
19	Supported housing - Extra-care schemes for older people	Cabinet will be asked to authorise the delivery of the supported housing schemes at the former Grassy Meadow and Parkview Day Centres sites and South Ruislip Library Plot B site. This will include the necessary delegated authority to make further decisions on these projects.	South Ruislip, Yiewsley		Cllr Philip Corthorne and Cllr Jonathan Bianco	RS - Marcia Gillings			Private (3)
SI	School Capital Programme Update	This report will update Cabinet and request any necessary decisions in order to progress the School Capital Programme in order to upgrade facilities and keep on track to deliver sufficient places for children educated in the Borough.	Various		Cllr Jonathan Bianco and Cllr David Simmonds	RS - Jean Palmer OBE / Bobby Finch	Corporate consultees		Public / Private (3)
SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	RS - Michael Patterson / Michele Henington			Private (3)
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position.	All		Cllr Jonathan Bianco	FD - Paul Whaymand			

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SI	Reports from Policy Overview & Scrutiny Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	AD - Democratic Services			
SI	Academy Conversions	A standard report to Cabinet to seek approval for the Council granting long leases to schools who wish to convert to Academy Status.	Various		Cllr David Simmonds / Cllr Jonathan Bianco	RS - Michael Patterson			Private (3)
Cabinet Member Decisions - April 2015									
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	AD - Democratic Services	Various		
Cabinet meeting - 21 May 2015									
SI	School Capital Programme Update	This report will update Cabinet and request any necessary decisions in order to progress the School Capital Programme in order to upgrade facilities and keep on track to deliver sufficient places for children educated in the Borough.	Various		Cllr Jonathan Bianco and Cllr David Simmonds	RS - Jean Palmer OBE / Bobby Finch	Corporate consultees		Public / Private (3)
SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	RS - Michael Patterson / Michele Henington			Private (3)
SI	Reports from Policy Overview & Scrutiny Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	AD - Democratic Services			

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SI	Academy Conversions	A standard report to Cabinet to seek approval for the Council granting long leases to schools who wish to convert to Academy Status.	Various		Cllr David Simmonds / Cllr Jonathan Bianco	RS - Michael Patterson			Private (3)
Cabinet Member Decisions - May 2015									
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	AD - Democratic Services	Various		
CABINET MEMBER DECISIONS - LIST OF STANDARD ITEMS CONSIDERED EACH MONTH									
SI	Ward Budget Initiative	To approve the spending of Ward Budgets following applications from Ward Councillors - this will be done on a monthly or regular cycle.	All		Cllr Douglas Mills / Cllr Ray Puddifoot MBE	RS - Helena Webster	Local consultation within the Ward undertaken by Ward Councillors		
SI	Business, shops and commercial rents, leases, surrenders and renewals	To approve various rents, leases, surrenders and lease renewals for a variety of businesses, organisations, properties or via commercial transactions, as per thresholds for decision-making set out in the Procurement and Contract Standing Orders.	Various		Cllr Jonathan Bianco	RS - Corporate Property			Private (3)
SI	To consider rent reviews	To consider rent reviews of commercial and other premises.			Cllr Ray Puddifoot MBE and Cllr Jonathan Bianco	RS - Mike Patterson			Private (1,2,3)

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SI	School Governing Bodies and Governors	To approve appointments, nominate appointments and make reappointments of local authority governors and to approve any changes to school governing body constitutions. To also authorise any Officer or Member to be a Governor or Director of an Academy			Cllr David Simmonds	AD - Democratic Services			
SI	Appointment of Consultants & agency staff	To consider the appointment of consultants where the cost is between £5,000 and £50,000. To appoint individual temporary and agency workers between this value for senior management posts. To also accept the appointment of any consultants delegated by Cabinet.			as appropriate	various			Private (1,2,3)
SI	Release of Capital Funds	The release of all capital monies requires formal Member approval, unless otherwise determined either by the Cabinet or the Leader. Batches of monthly reports (as well as occasional individual reports) to determine the release of capital for any schemes already agreed in the capital budget and previously approved by Cabinet or Cabinet Members			Cllr Ray Puddifoot MBE and Cllr Jonathan Bianco	various	Corporate Finance		Public but some Private (1,2,3)
SI	Petitions about matters under the control of the Cabinet	Cabinet Members will consider a number of petitions received by local residents and organisations and decide on future action. These will be arranged as Petition Hearings.			as appropriate	AD - Democratic Services			
SI	Local Safety Schemes and Parking Revenue Account funded schemes	To consider petitions received and decide on future action			Cllr Keith Burrows	RS - David Knowles	Traffic Liaison Group		
SI	Pedestrian Crossings	To approve schemes to provide crossing facilities			Cllr Keith Burrows	RS - David Knowles			
SI	To approve debt / write offs	To approve individual case of debt / write offs that are in excess of £5000 but under £50,000.			Cllr Jonathan Bianco	various			Private (1,2,3)

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SI	To approve compensation payments	To approve compensation payments in excess of £1000.			as appropriate	various			Private (1,2,3)
SI	Transport - Local Implementation Programme	Local Implementation Programme including schemes for the public realm, parking, road safety, school travel, walking, cycling, air quality improvement and Traffic Regulation Orders.			Cllr Keith Burrows	RS - David Knowles			
SI	Acceptance of Tenders	To accept quotations, tenders, contract extensions and contract variations valued between £50k and £250k in their Portfolio Area where funding is previously included in Council budgets.			Cabinet Member and Cllr Scott Seaman-Digby	various			Private (3)
SI	All Delegated Decisions by Cabinet to Cabinet Members, including tender and property decisions	Where previously delegated by Cabinet, to make any necessary decisions, accept tenders, bids and authorise property decisions / transactions in accordance with the Procurement and Contract Standing Orders.			as appropriate	various			Public / Private (1,2,3)
SI	Sale, and conversion, of loft space to leaseholders and also extension of Leasehold Interests of flats under the 1993 Act	To consider any issues in relation to loft space and also consider an extension of the leasehold interests for several flats where the Council as freeholder has received an application under the Leasehold Reform Housing and Urban Development Act 1993. The report will recommend grant of the extensions in each case where the Notice is valid and in accordance with legislation.			Cllr Jonathan Bianco and Cllr Philip Corthorne	RS - Mike Paterson / David Ollendorf			Private (1,2,3)
SI	Chrysalis Programme of Environmental Improvements	The Cabinet Member will be asked to consider the approval of projects.	Various		Cllr Douglas Mills	RS - Helena Webster			

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SI	External funding bids	To authorise the making of bids for external funding where there is no requirement for a financial commitment from the Council.			as appropriate	various			
SI	Response to key consultations that may impact upon the Borough	A standard item to capture any emerging consultations from Government, the GLA or other public bodies and institutions that will impact upon the Borough. Where the deadline to respond cannot be met by the date of the Cabinet meeting, the Constitution allows the Cabinet Member to sign-off the response.	TBC		as appropriate	various			