

## Minutes

### Cabinet

Thursday, 12 February 2015

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



Published on: 13 February 2015

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

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

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

John Riley  
Susan O'Brien  
Wayne Bridges  
Brian Crowe  
Janet Duncan  
Beulah East  
John Hensley  
Mo Khursheed  
Robin Sansarpuri  
Mohinder Birah  
Raymond Graham  
Henry Higgins

#### **1. APOLOGIES FOR ABSENCE**

All Members of the Cabinet were present.

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

No interests were declared by Members present.

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

The minutes and decisions of the Cabinet meeting held on 22 January 2015 were approved as a correct record.

**4. 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 by the Cabinet.

**5. HILLINGDON'S SHARED LIVES SCHEME - REPORT FROM THE SOCIAL SERVICES, HEALTH & HOUSING POLICY OVERVIEW COMMITTEE**

*The Chairman of the Social Services, Housing and Public Health Policy Overview Committee, Councillor Wayne Bridges, presented the report of the Committee, which was warmly welcomed by Cabinet.*

**RESOLVED:**

**That Cabinet:**

- 1. Welcomes the report from the Social Services, Housing and Public Health Policy Overview Committee on the review into Hillingdon's Shared Lives Scheme and;**
- 2. Endorses the findings and recommendations of the Policy Overview Committee as set out below:**
- 3. That the Committee commend the Shared Lives Scheme to Cabinet and recognise the good work undertaken by officers to develop a successful scheme that delivers much improved quality of life to the participants and has the capacity to deliver modest financial savings.**
  - a) That there are potential challenges in the Scheme, including safeguarding, and that any proposal to develop the scheme should ensure robust management such as is currently in place.**
  - b) That the Cabinet Member for Social Services, Health and Housing and the Leader of the Council, consider extending the scheme, as identified in the review, in the first instance by 100% (i.e. to total 40 Service Users) and that potential savings arising from this be investigated for inclusion in the MTF from 2016/17.**
  - c) That consideration be given to further development up to the optimal size (80 service users) once the initial extension has been successfully undertaken.**
  - d) That any extension of the Scheme is dependent upon appropriate matches being found in the community and that consequently the time frame needs to be flexible.**

## **Reasons for decision**

Cabinet considered a review from the Committee on the effectiveness of the Hillingdon Shared Lives Scheme, which extends the range of housing and support options available to those with disabilities and mental health problems, along with a more personal form of care, encouraging more independent living and reducing costs associated with more traditional care.

Cabinet welcomed that the review showed the Scheme was a highly valued service and had the potential to be expanded further.

## **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

Tony Zaman - Adult Social Care

## **Classification: Public**

*The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.*

## **6. MONTHLY COUNCIL BUDGET - MONITORING REPORT**

### **RESOLVED:**

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

- 1. Note the forecast budget position for revenue and capital as at December 2014 (Month 9).**
- 2. Note the treasury management update as at December 2014 at Appendix E.**
- 3. Continue the delegated authority up until the 19 March 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 23 January 2015 and 12 February 2015 Cabinet meetings, detailed at Appendix F.**
- 4. Accept grant funding of £183k from the Cabinet Office to allocate to the Democratic Services budget in relation to the ongoing implementation of Individual Electoral Registration (IER).**
- 5. Accept grant funding of £120k from the Departments of Communities & Local Government and Health to allocate to the Adult Social Care budgets in order to reduce the risk of avoidable hospital admissions.**
- 6. Accept grant funding of £34k from the Arts Council to allocate to Residents Services budgets in order to support The StoryCamp initiative.**

7. Agree to accept grant funding of £477k from the Department for Education in respect of Universal Infant Free School Meals (UIFSM).
8. Agree to the grant payment of £80k from the Mayors Air Quality Fund to the London Borough of Hounslow.
9. Approves the virement of £165.7k from the Housing Revenue Account to Street Scene Maintenance to fund and undertake repairs to areas of the un-adopted housing network for the 2015/16 financial year.
10. Agree to award a contract extension by single tender action to 'Skylakes' for the provision of the 'Managed Assessment Service' within Children and Young People's Services to Skylakes for up to an additional 12 months.

#### **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 including those in relation to the acceptance of grant funding, virement of monies to budgets and also a contract extension for managed service support to the Children and Young People's Service.

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

None.

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

Paul Whaymand, Finance Directorate

#### **Classification: Public**

*The report and any background papers relating to this decision by the Cabinet are 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**

#### **RESOLVED:**

#### **That Cabinet approves for recommendation to Council:**

1. The General Fund and Housing Revenue Account budget and capital programme outlined in appendices 1 to 7;
2. The Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Statement for 2015/16 to 2019/20 as detailed in Appendix 9;
3. The proposed London Borough of Hillingdon Pay Policy Statement for 2015/16 set out at Appendix 10;
4. The fees and charges, including HRA Dwelling Rents calculated under the DCLG rent restructure policy, included at Appendix 11;

5. That it resolves that Cabinet may utilise the general reserves or balances during the MTFF financial years 2015/16 to 2019/20 in respect of those functions which have been reserved to the Cabinet in Article 7 of the Constitution (as set out in Schedule G of the Constitution - Budget and Policy Framework Procedure Rules);
6. That Cabinet notes the Corporate Director of Finance's comments regarding his responsibilities under the Local Government Act 2003.

**Notwithstanding the Cabinet's budget proposals above, which be recommended to Council for approval, notes:**

7. That Council officers will be offering the Schools Forum an opportunity to consider public representations in relation to their recommended fees for Full Day Care Provision at 3 Children's Centres in the Borough and;
8. That Cabinet reserves the right to make subsequent changes to the in-year 2015/16 approved budget and the schedule of fees and charges to take account of any comments that Schools Forum may decide to make following its consideration of the public representations.
9. That the non-resident fee for continental markets (fee per day per stall) of £50 on page 188 of the report was discontinued in 2012 and will therefore be removed.

### **Reasons for decision**

Following consultation, Cabinet put forward its set of budget proposals to the Council meeting on 26 February 2015 for approval. It was noted that they would deliver yet a further zero increase in Council Tax for the next year for all residents and for the next five years for those over 65's, whilst also providing substantial service investment and the maintenance of strong balances and reserves, despite continuing funding cuts from central Government.

In particular, Cabinet welcomed the proposed capital programme of around £350m over the next 5 years, the vast majority of which would be invested in new buildings and facilities, as part of London's largest school expansion programme.

Whilst Cabinet noted that the vast majority fees controlled by the Council had been frozen, the Schools Forum had proposed a noticeable increase in the fees for day care provision at 3 Children's Centres. This had prompted a number of comments as part of the budget process from parents and in light of this, Cabinet instructed officers to have further discussions with the Schools Forum to make them aware of the representations received.

Cabinet considered the positive comments from the Policy Overview Committees and after discussion, recommended to Council a strong, balanced budget which had been carefully developed to put residents first.

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

The Cabinet could have chosen to vary the proposals in its budget before recommending it to Council.

**Officers to action:**

Paul Whaymand, Finance

**Classification: Public**

*The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.*

**Urgency Provisions**

*This report had been circulated less than 5 working days before the Cabinet meeting and was agreed by the Chairman to be considered as urgent.*

**8. SCHOOLS BUDGET 2015/16**

**RESOLVED:**

**That Cabinet:**

1. Agree that the total Schools Budget for 2015/16 will be equal to the total of the Dedicated Schools Grant (as set out in paragraphs 25 to 28) provided to the Council.
2. Approve the Early Years Single Funding Formula, as set out in paragraph 13.
3. Approve the base rate of funding for the Two Year Old Free Entitlement Offer, as set out in paragraphs 14 and 15.
4. Approve the Primary and Secondary schools funding formula as agreed by schools and the Schools Forum, as set out in paragraphs 16 to 24.
5. Approve the proposed changes to the High Needs funding formula as agreed by Schools Forum.

**Reasons for decision**

Based upon recommendations from the Schools Forum, encompassing the local education community, Cabinet made the necessary decisions to ensure school funding arrangements were in place for the 2015-14 financial year.

As referred to in the Cabinet's budget proposals, officers had been asked to make the Schools Forum aware of representations received with regard to the fees for Day Care provision at three Children's Centres.

**Alternative options considered and rejected**

Cabinet could have made decisions contrary to the School Forum's advice.

**Officer to action:**

Peter Malewicz  
Finance

**Classification: Public**

*The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.*

**Urgency Provisions**

*This report had been circulated less than 5 working days before the Cabinet meeting and was agreed by the Chairman to be considered as urgent.*

**9. SAFEGUARDING ADULTS PARTNERSHIP BOARD: ANNUAL REPORT 2013-14**

**RESOLVED:**

**The Cabinet:**

- 1. Notes the 2013-14 Annual Report of the Safeguarding Adults Partnership Board 2013/14.**
- 2. Notes the work of the Partnership Board, safeguarding activity in Hillingdon and supports work with partner agencies to ensure that the Board meets the requirements of the Care Act 2014.**

**Reason for decision**

Cabinet welcomed the Annual Report of the Safeguarding Adults Partnership Board and its assurances around the effectiveness of adult safeguarding in Hillingdon. Cabinet noted the further action that needed to be taken with partner agencies in respect of the Care Act 2004 and welcomed the supportive comments from the Social Services, Housing & Public Health Policy Overview Committee.

Cabinet placed on record its appreciation to the outgoing Chairman of the Board, Lynda Crellin, for her significant contribution to adult safeguarding since the Board's inception.

**Alternatives considered and rejected**

None.

**Officer to action:**

Lynda Crellin, Independent Chairman  
Tony Zaman, Adult Social Care Services

**Classification: Public**

*The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.*

## **10. LOCAL SAFEGUARDING CHILDREN BOARD: ANNUAL REPORT 2013-14**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Note the Annual Report and takes account of its conclusions in future planning for children's services and;**
- 2. Notes the efforts being made to secure sufficient social work and other staff in order to provide an effective quality service at all stages of the children's pathway.**

#### **Reasons for decision**

Cabinet welcomed the vital role of the Board and noted its conclusions on the work undertaken to safeguard children and young people during 2013/14. Actions by the multi-agency Board to address the Ofsted assessment of last year were welcomed, along with the Council's own substantial efforts to invest in staffing to strengthen the children's pathway programme. Cabinet noted the constructive input from the Corporate Parenting Board and comments from the Children, Young People's and Learning Policy Overview Committee.

Cabinet placed on record its appreciation to the outgoing Chairman of the Board, Lynda Crellin, for her significant contribution to safeguarding children since the Board's inception.

#### **Alternatives considered and rejected.**

None.

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

Lynda Crellin (Independent Chairman, LSCB)  
Tony Zaman, Children's & Young People's Services

#### **Classification: Public**

*The report and any background papers relating to this decision by the Cabinet are 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;**



## **Specialist Resource Provision**

2. **Approve the expansion of the Hearing Impairment Resource Base Specialist Resource Provision at Vyners School;**
3. **Delegate full authority 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, to make all necessary procurement and financial decisions, including the appointment of consultancies and the placing of building contracts for the expansion of the Hearing Impairment Base Specialist Resource Provision at Vyners School;**

## **Other School Projects**

4. **Approves the provision of additional accommodation at Bourne Primary School and Deanesfield Primary School;**
5. **Delegate full authority 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, to make all necessary procurement and financial decisions, including the appointment of consultancies and the placing of building contracts to provide additional accommodation at Bourne Primary School and Deanesfield 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.

Specific decisions were made to progress the specialist resource provision for children with hearing impairments at Vyners School, along with the provision of additional accommodation at Bourne Primary School and Deanesfield Primary School.

## **Alternative options considered and rejected**

None.

## **Officer to action:**

Bobby Finch, Residents Services

## **Classification: Public**

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## **12. YOUNG PEOPLE'S SUPPORT, INFORMATION, ADVICE AND GUIDANCE SERVICES**

### **RESOLVED:**

**That Cabinet approves the discontinuation of the current contract with CfBT Education Trust.**

### **Reasons for decision**

Cabinet agreed to discontinue the current contract for young people's support, information, advice and guidance services in order to bring the service in-house under its new integrated delivery model within the children's pathway programme, making the requirement to externally commission such services obsolete.

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

Cabinet considered the full range of options, including continuing with the existing contract, but felt there would be inefficiencies in managing similar services at the same time.

### **Officer to action:**

Tom Murphy, Children & Young People's Services

### **Classification: Private**

*Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter was considered in the private part of the meeting and contained 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 paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended).*

## **13. VOLUNTARY SECTOR LEASES**

### **RESOLVED:**

**That Cabinet agrees the licence set out in the report, which is subject to negotiation with the voluntary sector organisation detailed in this report, and instructs the Deputy Chief Executive and Corporate Director of Residents Services to then commission the Borough Solicitor to complete the appropriate legal documentation.**

### **Reasons for decision**

Cabinet considered an application from Mencap North to occupy for agreed periods the new Wren Centre at Queens Walk, Ruislip. Cabinet approved a licence 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

### **Classification: Private**

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## **14. AWARD OF CONTRACTS: FOSTERING AND ADOPTION MANAGED SERVICES**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Agree to the award of a contract by single tender action to 'Coram' for the management of a Fostering and Adoption Joint Assessment 'Managed Service' for the period of six months at the cost of up to £156k.**
- 2. Agree to the award of a contract by single tender action to 'HCL Permanent Ltd' for the management of a Fostering and Adoption Family Finding and Support 'Managed Service' for the period of six months at the cost of up to £318k.**

### **Reasons for decision**

Cabinet made two single tender contract decisions in order to deliver the increased capacity required within the Fostering & Adoption service and support further service transformation.

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

Cabinet could have not sought to support these services or undertaken a competitive tender exercise, but these options were discounted due to current market conditions and the need for swift mobilisation.

### **Officers to action:**

Richard Robbins, Finance  
Tony Zaman, Adult Social Care Services

## **Classification: Private**

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

No additional items were considered by the Cabinet.

The meeting closed at 7.35pm

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## **IMPORTANT INFORMATION**

### **Implementation of the decisions (for officers only)**

Cabinet's decisions in relation to the Council's budget and Schools Budget come into immediate effect.

Meeting after Cabinet, the Executive Scrutiny Committee did not call-in any of the remaining Cabinet decisions. These can therefore be implemented from 5pm, Friday 20 February 2015. Officers to action the decisions are indicated in the minutes.