

## Minutes

### Cabinet

Thursday, 22 October 2015

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



Published on: 23 October 2015

Decisions come into effect from 30 October 2015

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

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

#### **Members also present:**

Jan Sweeting  
John Oswell  
Beulah East  
Wayne Bridges  
Henry Higgins  
Jane Palmer  
Eddie Lavery  
Nick Denys  
Dominic Gilham  
John Riley

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

Apologies were received from Councillor Scott Seaman-Digby.

#### **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 24 September 2015 were agreed 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.

**5. HILLINGDON LOCAL SAFEGUARDING CHILDREN BOARD: ANNUAL REPORT**

**RESOLVED:**

**That the Cabinet notes the Hillingdon Safeguarding Children Board Annual Report for 2014-2015.**

**Reasons for decision**

Cabinet noted the annual report, which was a statutory requirement and re-affirmed the Council's commitment to the safeguarding of children. It was noted that the annual report reflected activity from over one year ago and Cabinet welcomed that a new Chairman had recently been appointed who had a clear brief to improve the functioning and effectiveness of the Board and overall assurances over safeguarding.

Cabinet thanked the Children's, Young People and Learning Policy Overview Committee for its constructive comments on the annual report.

**Alternatives considered and rejected**

None.

**Officers to action:**

Stephen Ashely (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.

**6. HILLINGDON SAFEGUARDING ADULTS PARTNERSHIP BOARD: ANNUAL REPORT**

**RESOLVED:**

**That Cabinet notes annual report of the Hillingdon Safer Adults Partnership Board for 2014/15.**

**Reasons for decision**

Cabinet noted the annual report, which had recently become a statutory requirement and re-affirmed the Council's commitment to the safeguarding of adults and older people.

It was noted that the annual report reflected activity from over one year ago and Cabinet welcomed that a new Chairman had recently been appointed who had a clear brief to improve the functioning and effectiveness of the Board and overall assurances over safeguarding.

Cabinet thanked the Social Services, Housing and Public Health Policy Overview Committee for its constructive comments on the annual report.

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

None.

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

Stephen Ashely (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.

## **7. PROPOSED CHANGES TO THE ADMISSIONS CRITERIA FOR COMMUNITY SCHOOLS IN HILLINGDON**

#### **RESOLVED:**

#### **That Cabinet:**

- 1. Notes the findings from a review by officers of the school admissions criteria for community schools in Hillingdon.**
- 2. Considers the proposals for changes to be made to the school admissions criteria and authorises officers to undertake a full consultation exercise in relation to them.**
- 3. Agrees to receive a further report at its February 2016 meeting for the purpose of considering the consultation responses and determining a set of new admissions criteria for community schools in Hillingdon which are to take effect from 1 September 2017.**

#### **Reasons for decision**

Cabinet was aware of the statutory responsibility upon the Council to secure sufficient early years and school places to meet the needs of children resident in the Borough. Cabinet considered a comprehensive review of admissions to primary school places at Hillingdon schools over the last four years and noted that there was a residual risk that some children

may not be prioritised for a school place by virtue of where they lived in the Borough relative to local schools. It was noted that the proposals were intended to be reasonable, clear, objective, procedurally fair and complied with all relevant legislation to mitigate this potential future risk.

After due consideration, Cabinet recommended a full and proper public consultation on a number of proposed changes to the school admissions criteria for community schools in order to ensure priority is given to children to access places at schools as close to their home as possible.

It was noted that the results of the consultation would be reported back to Cabinet in February 2016 before any decision was made.

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

In recommending the proposals, Cabinet had considered options to address the risk that a small number of children living in Hillingdon may not be guaranteed a school place as close to their home as possible.

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

Dan Kennedy, Residents 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.

## **8. THE COUNCIL'S CORPORATE COMPLAINTS PROCEDURE**

#### **RESOLVED:**

**That Cabinet approves an updated Three-Stage Corporate Complaints Procedure, along with the accompanying policy documents as set out in the report.**

#### **Reasons for decision**

Following a review by the Corporate Services and Partnerships Overview Committee earlier in 2015, Cabinet agreed to the continuation of the current Three-Stage Corporate Complaints Procedure along with additional discretion given to officers to escalate complaints direct from Stages 1 or 2 to the Ombudsman where the decision cannot be overturned through the complaint process.

Cabinet also agreed minor updates to related policies on the payment of compensation and unreasonable or unreasonably persistent complaints.

## **Alternative options considered and rejected**

Cabinet could have decided to continue to rely on existing policies or not have the policies in place, which would not have been in the best interests of residents.

### **Officer to action:**

Dan Kennedy, Administration Directorate / Residents 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.

## **9. COUNCIL BUDGET - 2015/16 MONTH 5 REVENUE AND CAPITAL BUDGET MONITORING**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Note the forecast budget position for revenue and capital as at August 2015 (Month 5).**
- 2. Note the Treasury Management update as at August 2015 at Appendix E.**
- 3. Continue the delegated authority up until the 20 November 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 24 September 2015 and 22 October 2015 Cabinet meetings, detailed at Appendix F.**
- 4. Approves the following proposed amendments to the Council's local Council Tax Reduction Scheme effective from 1 April 2016, for public consultation:**
  - a) the maximum amount of reduction a working age household can receive is reduced to 75% of the council tax liability;**
  - b) the maximum amount of reduction a vulnerable household can receive is reduced to 90% of the council tax liability;**
  - c) to align the scheme with recent and impending welfare reforms, including changes to Housing Benefit.**
- 5. Approve the release of £236k funding for the Carbon Reduction Commitment Energy Efficiency Scheme from Development and Risk Contingency to Residents Services Operating Budgets from 2015/16 onwards.**
- 6. Extend the appointment CBRE consultants to advise the Council on the Southall Gas Works site up to the value of £100k revenue.**
- 7. Approves the creation of a new capital budget of £200k for Landlord Property Renovation Grants to be funded by a combination of external funding and existing budgets.**

**8. Agrees the following:**

- A. Ratifies an Emergency Contract Decision taken by the Chief Executive, with the written agreement of the Leader of the Council, on 20 October 2015 to provide the necessary authority and financing for officers to bid at the Acuitus Auction and finalise the purchase, set out below:**
  - I. Agree that the Property Standing Orders are waived and the Chief Executive, with the written agreement of the Leader of the Council, agrees to exercise her delegated power in relation to this commercial land contract.**
  - II. Agree that the Chief Executive agrees to sub-delegate her power to the Head of Estates and Tenancy Management and authorises him to make bids up to a maximum sum as agreed for the purchase of the leasehold interest in Yiewsley Library at the Acuitus Auction to be held on 22 October 2015.**
  - III. Agree that in the event that the Council's bid is successful, to instruct the Borough Solicitor to complete the necessary legal documentation to facilitate the acquisition of the leasehold interest in Yiewsley Library.**
  - IV. Approve the allocation of the agreed monies from the Capital Contingency 2015/16 to fund the acquisition of the leasehold interest in the Yiewsley Library building;**
  - V. Approve the capital release request of the agreed monies from the Capital Contingency 2015/16 for the acquisition of the leasehold interest in the Yiewsley Library building (see Appendix A attached);**
  - VI. Notes that this decision will be reported to and ratified by Cabinet at its meeting on 22 October 2015.**
  
- B. Notes and ratifies the successful Council bid at the Acuitus Auction held on 22 October 2015 in relation to 192 High Street, Yiewsley (Yiewsley Library Site) and agrees to acquire the leasehold interest of this property at the agreed purchase price and;**
  
- C. Delegates any further decisions to conclude this matter 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.**

**Reasons for decisions**

Cabinet was informed of the latest forecast revenue, capital and treasury position (Month 5) for the current year 2015/16 to ensure the Council achieved its budgetary and service objectives.

Cabinet made a range of decisions including proposing amendments to the Council Tax Reduction Scheme for public consultation, funding towards the Council's sustainable development goals, a consultancy appointment in relation to the Southall Gasworks Site and the creation of a new budget for Landlord Property Renovations.

Following a successful outcome at auction earlier in the day where the Council purchased the leasehold interest in the Yiewsley Library site, Cabinet received a late addendum to the budget papers in order to ratify the necessary authority required leading up to the successful bid and also to approve the subsequent property transaction, which represented good value for money.

**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.

**10. SCHOOL CAPITAL PROGRAMME UPDATE**

**RESOLVED:**

**That Cabinet note the progress made with primary and secondary school expansions, the school condition programme and other school capital projects.**

**Reasons for decision**

Cabinet received its monthly update, tracking progress on London's largest school building programme which would invest over £300m in new local education facilities by 2020. This would ensure that every child in the London Borough of Hillingdon would have a quality place at a local school.

**Alternative options considered and rejected**

None.

**Officer to action:**

Bobby Finch, Residents 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. THE COUNCIL'S INSURANCE CONTRACTS**

### **RESOLVED:**

**That Cabinet agree to the award of the insurance contracts for a period of up to six years from 1st December 2015 as follows:**

- a) Lot 1 Property, Lot 2 Liability, Lot 4 Fidelity Guarantee, Lot 6 Personal Accident and Lot 8 Airside to Risk Management Partners**
- b) Lot 3 Terrorism to Charles Taylor Services**
- c) Lot 5 Engineering to Royal Sun Alliance**
- d) Lot 7 Motor to Zurich Municipal**

### **Reasons for decision**

Following a competitive tender evaluation, Cabinet agreed to accept the insurance contracts that were the most economically advantageous terms, but also those that provided the Council with a balance between transfer of insurable risk and self-insurance.

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

Cabinet could have decided that the Council funded losses arising from all insurable risks but this was rejected in favour of the financial stability offered by the transferring of the selected insurable risks to insurers.

### **Officer to action:**

Simone Batchelor, Finance Directorate

### **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).



**12. CONTRACT FOR THE PROVISION OF ACCOMMODATION AND SUPPORT FOR YOUNG PEOPLE AGED 16-24**

**RESOLVED:**

**That Cabinet give approval for the extension of 4 accommodation based support contracts and 1 Service Agreement as set out below; noting that these extensions to the services will enable a more flexible reconfiguration and/or re-commissioning of these resources.**

- 1. To vary the terms of the contract to permit a further contractual extension with West London YMCA for the provision of accommodation based support at Ventura House by 6 months to 30 September 2016, resulting in a 6 month cost of £147,617 (equivalent to an annual cost of £295,234).**
- 2. To extend the contract currently in place with West London YMCA for the provision of accommodation based support at Jupiter House by 6 months to 30 September 2016, resulting in a 6 month cost of £163,930 (equivalent to an annual cost of £327,859).**
- 3. To vary the terms of the contract to permit a further contractual extension with West London YMCA for the provision of accommodation based support at St Andrews by 6 months to 30 September 2016, resulting in a 6 month cost of £115,891 (equivalent to an annual cost of £231,781).**
- 4. To vary the terms of the contract to permit a further contractual extension with Look Ahead Care and Support for the provision of accommodation based support and floating support at Queens Walk and Maygoods Lane for 10.5 months to 30 September 2016, resulting in a 10.5 month cost of £66,536 (equivalent to an annual cost of £76,041).**
- 5. To agree a 36 months extension to the Service Agreement at Olympic House with Centremark Properties Ltd to 30 September 2018 at the annual cost of £235,425.**
- 6. To agree that repairs, where not covered by the Contractor, be undertaken by the Council's Housing Repairs Team.**

**Reasons for decision**

Cabinet made a number of short term contract decisions to progress the development of Hillingdon's 16 to 24 year olds supported accommodation in partnership between the Council's Children's Services, Housing, Procurement and Health Teams. It was noted that the short term contract extensions or variations would co-terminate in 2016, enabling a more flexible reconfiguration and/or re-commissioning of these services.

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

Cabinet could have requested a full market tender for the services at the current time or decommission some or all services completely.

### **Officer to action:**

Martin Trim, Finance Directorate

### **Classification: Private**

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## **13. IRRECOVERABLE CORPORATE DEBT**

### **RESOLVED:**

**That Cabinet approve the writing off of £357,165.82 in respect of irrecoverable debt.**

### **Reasons for decision**

Cabinet gave approval for the write-off of irrecoverable debt in respect of one case of non-domestic (business) rates and one case of sundry debt. Such write-offs were required as the debtor had either gone into insolvency or the Council had exhausted all legal avenues to reclaim the monies. It was noted that there was no financial burden as the Council had already allowed for the cost of these write offs in its provision for irrecoverable debts.

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

None.

### **Officer to action:**

Rob Smith, Finance Directorate

### **Classification: Private**

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

No additional items were considered by the Cabinet.

The meeting closed at 7.27pm.

**\* IMPLEMENTATION OF CABINET'S DECISIONS**

**For Members and Officers only**

Meeting after Cabinet, the Executive Scrutiny Committee did not call-in any of the Cabinet's decisions. Cabinet's decisions can, therefore, be implemented from 5pm, Friday 30 October 2015 unless notified otherwise by Democratic Services.

The officers to implement the decisions are indicated in the minutes.