

## Minutes

### Cabinet

Thursday, 17 December 2015

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



Published on: 18 December 2015

Decisions come into effect from 29 December 2015 \*

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

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

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

Wayne Bridges  
Susan O'Brien  
Nick Denys  
Neil Fyfe  
Mo Khursheed  
Michael White  
John Riley  
John Oswell  
John Hensley  
Jane Palmer  
Jan Sweeting  
Henry Higgins  
Brian Crowe  
Becky Haggar

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

All Members were present.

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

No interests were declared at the meeting by Members present.

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

The decisions and minutes of the Cabinet meeting held on 19 November 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. MONTHLY COUNCIL BUDGET MONITORING REPORT - MONTH 7**

**RESOLVED:**

**That Cabinet:**

- 1. Note the forecast budget position for revenue and capital as at October 2015 (Month 7).**
- 2. Agree the changes to the Treasury Management Strategy to extend the use of covered bonds and note the treasury management update as at October 2015 (Month 7) at Appendix E.**
- 3. Continue the delegated authority up until the 21 January 2016 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 19 November 2015 and 17 December 2015 Cabinet meetings, detailed at Appendix F.**
- 4. Approve re-phasing of £30,737k General Fund capital expenditure and associated financing budgets into later years of the capital programme.**
- 5. Approve re-phasing of £9,573k HRA capital expenditure budgets into later years of the capital programme.**
- 6. Approve the award of £10,000 to Uxbridge Forward to promote and co-ordinate activity in Uxbridge Town Centre.**
- 7. Endorse the decision taken by the Deputy Chief Executive and Corporate Director of Residents Services on 3 December 2015 to acquire the freehold of the Uniter Bunker at the former RAF Uxbridge site.**
- 8. Agree the implementation of the new EU inspection regime in relation to Imports of Products of Animal Origin from New Zealand at Heathrow Airport, along with the statutory charges as set out on the Addendum Sheet. Furthermore, that Cabinet request the Chairman of the Executive Scrutiny Committee to waive the scrutiny call-in period on the new charges, so they take immediate effect.**

**Reasons for decision**

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

Cabinet made a range of further decisions in relation to the re-phasing of budgets, the award of a grant to Uxbridge Forward and noted a decision made to acquire the Cold War Bunker at the former RAF Uxbridge site, as part of the Council's plans for a new visitors centre for the Battle of Britain Bunker.

Cabinet received a late addendum to the meeting to request the implementation of a new EU decision in relation to New Zealand products of animal origin into the UK at Heathrow Airport and the related charges for this, which it agreed.

**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.*

**6. THE COUNCIL'S BUDGET / MEDIUM TERM FINANCIAL FORECAST 2016/17 - POLICY FRAMEWORK**

**RESOLVED:**

**That Cabinet:**

- 1. Approve the draft revenue General Fund and Housing Revenue Account budgets and capital programme proposals for 2016/17 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, included at Appendix 8, as the basis for consultation with Policy Overview Committees and other stakeholders.**
- 4. 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.**
- 5. Following the completion of a public consultation, agree to recommend to Council for approval in January the following amendments to the Council's local Council Tax Reduction Scheme effective from 1 April 2016:**
  - 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.**

## **Reasons for decision**

Cabinet put forward for consultation its budget proposals. This included the Council's Medium Term Financial Forecast, the draft General Fund revenue budget for 2016/17 along with indicative projections for future years, the Housing Revenue Account, fees and charges proposals and the draft capital programme for 2016/17 and beyond.

Through robust management of the Council's finances and an established efficiency programme, Cabinet again confirmed that Council Tax would be frozen for all residents. It was noted that proposals for upcoming fees and charges would be competitive with neighbouring local authorities. Cabinet also made some amendments to the Council Tax Reduction Scheme to align it with other local authorities.

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

In recommending the budget proposals, which had been carefully developed to put residents first, Cabinet agreed for them to go out for the required public consultation, including the Policy Overview Committees before being re-considered in February 2016.

## **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 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.*

## **7. FINANCIAL SUPPORT TO VOLUNTARY ORGANISATIONS 2016/17**

### **RESOLVED:**

#### **That Cabinet agrees:**

- 1. The overall allocation of grants to Voluntary Sector of £1,706,200 for the provision of core grant funding for the 2016/17 financial year and specific awards as set out in the schedule - Appendix A.**
- 2. Grants totalling £50,840 to organisations to enable the provision of transport as set out in Appendix B.**
- 3. The Council's 2016/17 contribution of £291,843 to the London Councils Grants scheme.**

#### **Reasons for decision**

Cabinet expressed its gratitude to the vibrant local voluntary sector that supports a wide variety of activities and vulnerable residents in Hillingdon. Cabinet agreed to continue its significant financial commitment to this sector during 2016/17. This was in comparison to some other local authorities who had cut their grants budget.

With a small number of organisations where Cabinet had proposed a suitable reduction in the level of funding, it was noted that this would be subject to further consultation and considered again by Cabinet in February 2016.

#### **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 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. RESIDENTS' & ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE  
- REVIEW INTO HOARDING**

*The Chairman of the Residents' & Environmental Services Policy Overview Committee, Councillor Michael White, presented the Committee's report to Cabinet, which was warmly endorsed.*

**RESOLVED:**

**That Cabinet:**

- 1. Welcomes the report from the Residents' and Environmental Services Policy Overview Committee on their review into hoarding.**
- 2. Agrees the recommendations of the review, along with their implementation, as set out below:**
  - a. That the Council's Performance Team liaises with the Vulnerable Persons Panel to assist in improving the recording of data in relation to hoarding problems and incidences in order to improve the Council's intelligence on them.**
  - b. To ensure consistency of approach, that officers develop a hoarding protocol by May 2016 (as an operational document for use by the Vulnerable Persons Panel) with sign-off by Hillingdon's Corporate Management Team, relevant Cabinet Member and other partner agency boards, such as the London Fire Brigade.**
  - c. To note the multi-agency approach in respect of funding to support hoarding cases and on the Council's part, requests that the Leader of the Council gives consideration to whether the Leader's Initiative for Older People could play a role in supporting Older People who hoard.**
  - d. That the Cabinet Member for Education & Children's Services and the Cabinet Member for Social Services, Health & Housing request officers to review whether the Vulnerable Persons Panel can be better integrated into established safeguarding arrangements, where children are potentially at risk by hoarding.**
  - e. That the Cabinet Member for Social Services, Health and Housing considers with officers whether there is scope for providing more integrated support for those who are vulnerable and with people with mental health problems who hoard.**
  - f. That the Cabinet Member for Planning, Transportation & Recycling and relevant officers consider what further measures can be undertaken by officers to tackle hoarding when the use of planning enforcement is a potential course of action.**

### **Reasons for decision**

Cabinet considered the report of the Residents' & Environmental Services Policy Overview Committee which proposed improvements in how the Council and partners can both support hoarders and tackle hoarding.

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

The Cabinet could decide to reject some or all of the Committee's recommendations, or pursue alternative routes in which to progress the objectives of the review.

### **Officer to action:**

Tony Zaman, 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.*

## **9. SCHOOL IMPROVEMENT PLAN**

### **RESOLVED:**

**That Cabinet endorse the Hillingdon School Improvement Plan which has been developed by schools in Hillingdon with support from the Local Authority;**

### **Reasons for decision**

Cabinet welcomed Hillingdon's fresh School Improvement Plan, which had recently been out to consultation and developed by a working group of Head Teachers and the Council. Cabinet noted that the key aim of the Plan was to ensure that all schools in Hillingdon would be judged by Ofsted to be at least 'good' by August 2017.

### **Alternatives considered and rejected**

Cabinet could have opted for a different approach to school improvement or decided not to have a Plan in place, which in Cabinet's view would be detrimental to the learning aspirations of children in the Borough.

### **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.*

**10. REVIEW OF LICENSING POLICIES**

**RESOLVED:**

**Following consultation, that Cabinet:**

- 1. Approves the proposed Street Trading Policy;**
- 2. Approves the proposed Markets Policy;**
- 3. Recommends to Full Council the approval of the Statement of Licensing Policy;**
- 4. Recommends to Full Council the approval of the Gambling Policy.**

**Reasons for decision**

Following full public and stakeholder consultation, including the relevant Policy Overview Committee and Licensing Committee, Cabinet considered the responses received and agreed an updated set of licensing policies, with two recommended to full Council for adoption in January 2016.

**Alternative options considered and rejected.**

Cabinet could have decided not to review the Policies but the Council would then not meet its statutory obligations in this respect.

**Officers to action:**

Claire Freeman, Stephanie Waterford - 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. QUARTERLY PLANNING OBLIGATIONS MONITORING REPORT**

**RESOLVED:**

**That the Cabinet notes the updated financial information.**

**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.*

## **12. 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 regular update 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 relating to this decision by the Cabinet is available to view on the Council's website or by visiting the Civic Centre, Uxbridge.*

### **13. WESTERN ACCESS (PUMP LANE) TO SOUTHALL GAS WORKS SITE**

**RESOLVED:**

**That Cabinet:**

- 1. Authorises officers to give public notice of the Council's intention to appropriate the land from public open space to planning purposes;**
- 2. Declares the land identified as being surplus to requirements;**
- 3. Authorises the disposal of the land in the event that an agreement for sale can be reached with St James West London Limited outside of the Compulsory Purchase Order regime and;**
- 4. Delegates authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services, to consider any objections to the proposed appropriation; decide whether the land should be appropriated for planning purposes and to make all necessary decisions to give effect to the above recommendations and any other decisions which are required in relation to the land.**

#### **Reasons for decision**

Cabinet made the necessary decisions and provided authority in relation to land transactions associated with the planned development at Southall Gas Works, where the Council owns land that has access to the site.

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

The Council could decide not to take any action associated with the land transactions.

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

M Paterson, Residents Services  
S White, Legal 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 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.*

## **14. CONTRACT EXTENSION FOR THE MAINTENANCE OF THE CIVIC CENTRE AND OTHER CORPORATE PROPERTIES**

**RESOLVED:**

**That Cabinet approves:**

- 1. The retrospective extension of the Mitie contract to provide planned and reactive maintenance and works to the Council's 200+ corporate sites for 2+1 years starting from 1st November 2015;**
- 2. The variation of the Mitie contract from its current Deductable Comprehensive provision to a Managed Fund governance model;**
- 3. The variation of the Mitie contract to extract the Post Room Service and bring the service back In-house to be re-modelled;**
- 4. The variation of the Mitie contract to extract the non civic Caretakers Service and bring the service back In-house to be re-modelled;**
- 5. The variation of the Mitie contract to extract the Civic Centre room booking facility and bring the service back in-house;**
- 6. The retrospective extension of the Honeywell contract to provide planned and reactive Heating, Ventilation and Air Conditioning maintenance within the Civic Centre for 1+1 years starting from 1st December 2015;**
- 7. Officers to approach the market in order to commission an Asset Condition Survey of all Corporate Properties in order to ascertain asset condition and lifecycle.**

### **Reasons for decision**

Cabinet made the necessary decisions to move the Council's FM strategy away from Total Facilities Management approach to a "Best in Class" approach. Cabinet agreed to vary as appropriate and extend the current contracts with Mitie and Honeywell.

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

Cabinet could have decided to re-tender for FM services and works.

### **Officers to action:**

Perry Scott, Residents Services  
Michael Breen, Finance Directorate

### **Classification: Private**

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**15. AWARD OF CONTRACT: CARE AND SUPPORT SERVICES FOR PEOPLE WITH MENTAL HEALTH NEEDS**

**RESOLVED:**

**That Cabinet approve the award of a contract to Ability Housing Association to provide: a care and support service for people with mental health needs at Hayes Park Lodge and Hamlet Lodge and a floating support service to adults with mental health needs who meet social care criteria for a 3 year period. The cost of this award will be £1,035k for the core service and estimated cost for flexi and floating support of £1,428k.**

**Reasons for decision**

Cabinet agreed to bring all such services together under one contract, in order to establish a new model of care that would enable people with a mental health need to have consistent support that meets their individual needs.

**Alternative options considered and rejected**

Cabinet could have decided that the Council provides the care and support services, but this was not considered as it would be better value for money procuring these services from a specialist provider organisation.

**Officers to action:**

Tony Zaman, Social Care  
Beverley Grayley, Social Care

**Classification: Private**

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**16. CONTRACT EXTENSION: SERVICES RELATING TO MANAGING THE INTERNAL HOUSING REPAIRS TEAM**

**RESOLVED:**

**That Cabinet gives approval for a one year extension of part of the services within the current contract to enable the development of the IRT to continue but to end the contract in relation to the provision of personnel.**

### **Reason for decision**

Cabinet agreed to extend part of the current consultancy contract supporting the Council's Internal Housing Repairs Service, making it more efficient and responsive managing repairs to over 10,000 council homes, whilst also sourcing value for money materials.

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

Cabinet could have not extended the contract at this time.

### **Officer to action:**

Perry Scott, Residents Services

### **Classification: Private**

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## **17. AWARD OF CONTRACT: RUISLIP LIDO BOAT HOUSE**

### **RESOLVED:**

**That Cabinet note the contents of the report and agree to:**

- 1. The appointment of Wernick Buildings Limited to manufacture and install a new building to replace the existing Lido Boathouse for the sum of £180,371;**
- 2. The issue of a letter of intent to commence the manufacture of the new building whilst all the relevant contractual documents are being prepared for execution by the Council and the company;**
- 3. The appointment of Evabuild Limited to undertake the demolition of the existing boathouse and the installation of the foundations for the new building within the provisional sum allowance of £56,100;**
- 4. The appointment of R J Cann to provide construction development services for the sum of £750 and;**
- 5. Approve a virement of £91k from the remaining 2015/16 General Fund capital contingency budget of £748k to the Ruislip Lido Boat House capital budget in order to fund the project shortfall.**

### **Reasons for decision**

Cabinet made contractual and financial decisions to progress phase 3 of the Ruislip Lido Enhancement Programme, which would enable the replacement of the existing lido

boathouse, a key facility used by staff and volunteers to facilitate the operation of this popular destination for local residents to enjoy.

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

Cabinet could have decided not to progress the replacement of the lido boathouse or delay it to a later date in the future.

### **Officer to action:**

Mohamed Bhimani – Residents Services

### **Classification: Private**

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### **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.*

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

No additional items were considered by the Cabinet.  
The meeting closed at 7.41pm.

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

#### **For Members and Officers only**

**Decisions that take immediate effect:** Cabinet's decisions relating to Items 6 & 7 (MTFF and Financial support to the Voluntary Sector) are integral to the Council's budget proposals, which includes upcoming Policy Overview Committee consultation, and therefore could not be called-in and take immediate effect. Cabinet's decision on Item 5 - the new charges for the EU decision in respect of imports of New Zealand products of animal origin - also takes immediate effect, following agreement by the Chairman of the Executive Scrutiny Committee.

**All other decisions:** Meeting after Cabinet, the Executive Scrutiny Committee did not call-in any of the Cabinet's decisions. These can therefore be implemented from 5pm, Tuesday 29<sup>th</sup> December 2015 upon the expiry of the scrutiny call-in period, unless notified otherwise.

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