

## Minutes

### Cabinet

Thursday, 20 April 2017

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



Published on: 21 April 2017

Decisions come into effect from: 28 April 2017 \*

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

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

#### **Members Also Present**

Susan O'Brien  
Mo Khursheed  
Wayne Bridges  
Neil Fyfe  
John Oswell  
Henry Higgins  
Beulah East  
Nick Denys  
Scott Seaman-Digby  
Edward Lavery  
John Riley  
Jan Sweeting

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

Apologies were received from Councillor Richard Lewis and Councillor Douglas Mills.

#### **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 decisions and minutes of the Cabinet meeting held on 16 March 2017 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 by the Cabinet.

**5. REPORT FROM THE RESIDENTS' & ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE: DISPOSAL OF CHARITY SHOP WASTE**

*The Residents' & Environmental Services Policy Overview Committee's report into the disposal of charity shop waste was considered by Cabinet.*

**RESOLVED:**

**That Cabinet:**

- 1. Welcome the Committee's findings from their review on the disposal charity waste through New Years Green Lane Civic Amenity Site and agree the recommendations set out;**
- 2. 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 Planning, Recycling and Transportation, to agree the implementation of the recommendations and the date effective for the proposed charge.**

**Recommendations agreed by the Cabinet for implementation**

- I. That charities based within the Borough be given an annual free waste allowance of 10 tonnes for all non-recyclable waste disposed of at New Years Green Lane Civic Amenity site.
- II. That charities based within the Borough that exceed the annual free waste allowance of 10 tonnes, be liable to be charged for the deposit of any additional non-recyclable waste, at the trade waste rate of £160 per tonne.
- III. That charities based outside the Borough be liable for a charge of £160 per tonne for the deposit of any non-recyclable waste in line with the trade waste rate.
- IV. That Cabinet be asked to include this in the Fees and Charges schedule for Residents Services.
- V. That Charities be given guidance on the options which are available in terms of disposing of charity waste at New Years Green Lane Civic Amenity site.

**Reasons for decisions**

Cabinet welcomed the report of the Committee which set out ways to control the increasing volume of charity shop waste being disposed of free of charge at New Years Green Lane Civic Amenity Site, given that a notable volume of it was from charities outside of the Borough and house clearances. Cabinet agreed to proposals that would protect small Hillingdon based charities through a substantial free allowance for disposing of their waste, whilst introducing a new fee for larger charities and those outside the Borough.

Cabinet recorded its thanks to the Committee for work on the review.

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

The Cabinet could have decided to amend or reject some or all of the Committee's recommendations.

### **Officers to action:**

Perry Scott, Residents Services (implementation)  
Khalid Ahmed, Administration Directorate (monitoring with the Committee)

### **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. REPORT FROM THE CORPORATE SERVICES & PARTNERSHIPS POLICY OVERVIEW COMMITTEE: RECRUITMENT IN HILLINGDON**

*The Chairman of the Corporate Services & Partnerships Policy Overview Committee, Councillor Scott Seaman-Digby, presented the Committee's report into recruitment in Hillingdon, which was warmly endorsed by the Cabinet.*

### **RESOLVED:**

#### **That Cabinet:**

- 1) Welcomes the Committee's findings from their review into Recruitment in Hillingdon;**
- 2) Agrees the following recommendations from the Committee for implementation by officers, in consultation with and sign-off where required, by the Leader of the Council and Cabinet Member:**

#### **Recommendations agreed by the Cabinet for implementation**

- (1) That the Council develop an employment brand, agreed by the Leader of the Council as lead member for Communications, to ensure the organisation has a unique and attractive message that differentiates from other employers in the public, private and third sector.
- (2) That the Council develop and implement a social media recruitment strategy, not only focused on advertising vacancies, but also promoting and managing the Council's online reputation and employer brand.
- (3) That the Council develop a culture of internal advocacy for the organisation among its staff, and reinforce this support through introducing a recruitment referral scheme.

- (4) That the Council develop a “Total Reward” approach to recruitment marketing, which involves not only advertising remuneration, but also the total worth of the recruitment package.
- (5) That the Council introduce and develop a workforce succession plan for all key roles within the organisation.
- (6) That the Council create talent pools of existing employees, an alumni network enabled by social media, and an “Apprenticeship Talent Pool” to ensure talented apprentices have opportunities to maintain employment within the Council.
- (7) That a centralised Job Description Library is implemented and all managers involved in recruitment are re-trained on the new e-recruitment system, together with refresher training on selection methods and equalities.
- (8) That a review of the current Competency Framework is conducted by the Council.
- (9) That the Council introduce consistent interview questions associated with each job description, suitable selection techniques and values-based interview techniques to ensure employees’ are culture-fit, and occupational testing for recruitment to key and relevant roles. Cabinet also requests officers investigate appropriate ICT assessment techniques as part of the selection process, to ensure office based workforce retains a high level of ICT competency.
- (10) That the Council introduce an evaluation of recruitment and selection processes and performance indicators as part of the probationary period sign-off process, reporting on a quarterly basis to Corporate Management Team.
- (11) That all costs associated with the recommendations in the review are fully contained within the Human Resources budget or excess Directorate savings.

### **Reasons for decisions**

Cabinet received a report by the Corporate Services and Partnerships Policy Overview Committee aimed at further modernisation of the way the Council recruits its staff. Cabinet agreed the report’s findings aimed at an even more positive, professional and efficient recruitment and selection experience for potential candidates, along with greater adoption of commercial recruitment techniques and use of digital media to get the best person for the job. Cabinet welcomed that, in turn, ultimately Hillingdon residents would benefit from having high calibre officers, culture-fit and committed to support the Administration’s mission to put residents first.

Cabinet moved a final recommendation to ensure any costs associated with recruitment improvements were from within existing budgets.

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

The Cabinet could have decided to amend or reject some or all of the Committee’s recommendations.

**Officers to action:**

Mike Talbot, Administration Directorate (implementation)

Luke Taylor, Administration Directorate (monitoring with the Committee)

**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. MONTHLY COUNCIL BUDGET - MONITORING REPORT**

**RESOLVED:**

**That Cabinet:**

- 1. Note the forecast budget position as at February 2017 (Month 11).**
- 2. Note the Treasury Management update as at February 2017 at Appendix E.**
- 3. Continue the delegated authority up until the June 2017 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 16th March 2017 and 20th April 2017 Cabinet meetings, detailed at Appendix F.**
- 4. Approve acceptance of gift funding in relation to Planning Performance Agreements on major developments within the Borough in accordance with the provisions of Section 93 of the Local Government Act 2003, in respect of the following applications:**
  - Old Vinyl Factory, Blyth Road, Hayes (up to £92,000)
  - Southall Gasworks Redevelopment, Minet Park, Hayes (£40,000)
  - Stockley Park Phase 1 (£23,500)
- 5. Approve the amendments to fees and charges for 2017/18 relating to Marlborough Crescent (previously known as Berkeley Park) as contained in Appendix G.**
- 6. Approve the amendments and supplementary fees and charges for 2017/18 relating to Golf Courses and Bereavement Services as contained in Appendix H.**
- 7. Authorise Officers to order £192,078 of CRC carbon allowances in the April 2017 forecast sale for the projected carbon emissions in the final two compliance years of the CRC Energy Efficiency Scheme Phase II (2017-2018 to 2018-2019). Payment for these allowances will be made in June 2017 and;**
  - a. Authorise Officers to purchase any remaining CRC carbon allowances required in the final compliance year 2018-19 in the 'buy to comply sale' in July 2019.**

- b. Request the Chairman of the Executive Scrutiny Committee waive the scrutiny call-in period on this matter, in light of the submission deadline, so any decision can take immediate effect.**
- 8. Ratify the following decision taken by the Leader of the Council and Cabinet Member for Education and Children's Services on 28 March 2017, that would ordinarily be reserved to the Cabinet:**
  - **That the contract for Occupational Therapy and Speech and Language Therapy for children in mainstream schools and young people, within the London Borough of Hillingdon, be let by means of a Single Tender Action combining the two services into one Integrated Therapies Contract and;**
  - **Agree the tender being awarded directly to Central & North West London NHS Foundation Trust for the continuation of statutory services.**

### **Reasons for decisions**

Cabinet was informed of the latest forecast revenue, capital and treasury position (Month 11) for the current year 2016/17 to ensure the Council achieved its budgetary and service objectives.

Cabinet made a range of budget related decisions, including the acceptance of gift funding for key developments in the Borough, a range of updated fees and charges for housing, golf courses and bereavement services, the purchase of carbon allowances highlighting the Councils' green credentials and the ratification of a previous decision made for a new integrated therapies contract for schools and young people.

### **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.*

## **8. 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 to review progress on the Council's substantial school building and school condition programmes, investing significant resources in local education facilities over the last few years and into the coming years. It was noted that due to this investment, Hillingdon had just topped the list in West London for families receiving an offer at one of their preferred primary schools, and that Hillingdon had once again ensured that every child was offered a primary school place for September 2017.

## **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.*

## **9. REVENUES, BENEFITS AND HOUSING ICT SYSTEM**

### **RESOLVED:**

**That Cabinet accept a single tender for 2+1 years from Northgate Public Services (UK) Ltd. for the provision of support and maintenance to the Council's revenues, benefits and housing systems.**

## **Reasons for decision**

Cabinet agreed to accept a tender with Northgate Public Services (UK) Ltd. to enable the continued provision of support and maintenance of the Council's Revenues and Benefits and Housing ICT systems to ensure continuity of these critical services going forward for residents.

## **Alternative options considered and rejected**

Cabinet could have decided to competitively tender the ICT systems for these services, but considered that this should be done at a later date to make a more strategic decision around business area ICT requirements and to understand future options and market trends.

## **Officer to action:**

Louise Bateman, 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 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.*

## **10. HIGHWAYS AND TRANSPORTATION PROFESSIONAL SERVICES CONTRACT**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Agree to externalise highways and transportation professional services for highways, traffic, structures, building design and associated consultancy works;**
- 2. Accept the tender for the Highways & Transportation Professional Services Term Contract, effective from May 2017, from Project Centre for a period of 5-years with no option to extend.**

#### **Reasons for decision**

Following competitive tender, Cabinet agreed to the award of a new contract to deliver innovation and sustainable solutions for highway, traffic and public realm schemes across the Borough, with the aim at improving resident satisfaction with the works.

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

Cabinet could have decided to call-off design services from the London Highways Alliance Contract, but noted the bid by Project Centre provided better value for taxpayers' money.

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

Dalton Cenac, Residents Services (implementation)  
Allison Mayo, Finance Directorate (contract award & monitoring)

#### **Classification: Private**

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## 11. EXTERNAL REDECORATION PROGRAMME FOR THE HOUSING STOCK

### RESOLVED:

**That Cabinet accept the tender from Armour Contracts Limited to undertake external decorations to various locations within the Borough.**

### Reasons for decision

Following the recent council housing stock condition survey work, a 10 year programme was developed for external decoration works. Following a competitive exercise, Cabinet agreed the most economically advantageous tender for essential works to maintain the homes in a habitable and suitable condition for both tenants and leaseholders. It was noted that the project contingency would be closely monitored.

### Alternative options considered and rejected

None.

### Officer to action:

Chris Woods, Residents Services

### Classification: Private

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## 12. VOLUNTARY SECTOR LEASES

### RESOLVED:

**That Cabinet agrees the rent 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.**

### Reason for decision

Following a review, Cabinet agreed the rent for the Hayes and Harlington Community Centre in Albert Road, Hayes. Cabinet's decision enabled the organisation to benefit from discounted rents as part of the Council's Voluntary Sector Leasing Policy and wider commitment to a vibrant local voluntary sector.

## **Alternative options considered and rejected**

None.

### **Officer to action:**

Mike Paterson, Residents Services

### **Classification: Private**

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

No additional items were considered by the Cabinet.

The meeting closed at 7.22pm.

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

**Decisions that take immediate effect:** Cabinet's decision relating to the purchase of carbon allowances prior to the 28 April 2017 Government deadline (Item 7) takes immediate effect following agreement to waive the call-in from 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, Friday 28 April 2017 upon the expiry of the scrutiny call-in period, unless notified otherwise.

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