

## Minutes

### Cabinet

Thursday, 16 November 2017

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



Published on: 17 November 2017

Decisions come into effect from: Friday 24 November 2017

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

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

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

Susan O'Brien  
Neil Fyfe  
Henry Higgins  
John Riley  
Richard Mills  
Nick Denys  
John Morse  
Peter Curling  
Wayne Bridges  
Peter Money

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

Apologies were received from Councillor Philip Corthorne.

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

No interests were declared by Councillors present on matters to be considered at the meeting.

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

The decisions and minutes of the Cabinet meeting held on 19 October 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**

It was confirmed that the business of the meeting marked Part 1 public would be considered in public and that marked Part 2, considered in private. One report in public was deferred to the next Cabinet meeting.

**5. REVIEW BY THE RESIDENTS' & ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE INTO SHISHA BARS, LOUNGES & CAFES**

Cabinet agreed to defer consideration of the report from the Policy Overview Committee to the next meeting.

**6. HILLINGDON HOMELESSNESS PREVENTION STRATEGY 2017 TO 2022**

**RESOLVED:**

**That the Cabinet:**

- 1. Notes the outcome of the consultation exercise undertaken in relation to the Council's Homelessness Prevention Strategy and has full regard to it in deciding whether to make changes to the policy.**
- 2. Approves a revised Homelessness Prevention Strategy as appended to the report.**
- 3. Agrees to update and revise the Homelessness Prevention Strategy within 18 months, in light of the implementation of the Homelessness Reduction Act 2017 and new statutory Homelessness Guidance.**

**Reasons for decision**

Cabinet gave consideration to the outcome of the consultation process and agreed to formally adopt the updated strategy. It was noted that the Council had a statutory obligation to produce a strategy to address homelessness.

It was further noted that the Homelessness Reduction Act 2017 and revised Homelessness Guidance, would be implemented from April 2018, so Cabinet agreed a further review at the appropriate juncture in time.

**Alternative options considered and rejected**

None.

**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.*

## **7. ESTABLISHMENT OF A COMMERCIAL PROPERTY AND TRADING COMPANY**

### **RESOLVED:**

**That the Cabinet:**

- 1. Approve the business case attached as Appendix 1 and resolve to establish and incorporate of a property company (the Property Company) to build, sell and manage houses for market sale and market rent.**
- 2. Delegate all necessary decisions regarding the detailed arrangements (including the completion of such legal documentation as is necessary) to allow the establishment of the Property Company, to the Leader of Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services and the Borough Solicitor, including the agreement of the:**
  - a) details of the Articles of Association and the shareholder agreement between the Council and the Property Company (having regard to the need to ensure that the Council's interests are safeguarded)**
  - b) name of the Property Company,**
  - c) heads of Terms for the Facility Agreement;**
  - d) process of incorporation of the Property Company; and**
  - e) governance arrangements including who shall be the directors and the representative for the Council as the sole shareholder; and;**
- 3. to then commission the Borough Solicitor to complete the appropriate legal documentation.**
- 4. Delegate to the Leader of Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services, approval of the detailed business plan for the Property Company, once finalised.**

### **Reasons for decision**

Cabinet agreed to the establishment of a Property Company that would contribute to delivering more quality housing to meet the needs of Hillingdon residents. Cabinet noted that this would provide a commercial delivery mechanism for developing new homes and would be designed to initially focus on the development of housing for market rent and / or market sale. Cabinet welcomed that this would increase investment in regeneration whilst creating capital assets for the Council and enable the Council to control housing mix through the planning and design process. It was noted that this was a modern approach solely related to the 'developer' role and not a return to old ways of delivering housing services.

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

Cabinet could have considered entering into a Joint Venture with a private developer or sell its land and sites to private developers but these were discounted on business grounds.

**Officer to action:**

Perry Scott, Residents Services

**Classification: Public**

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**8. OLDER PEOPLE'S PLAN UPDATE**

**RESOLVED:**

**That the Cabinet notes the successes to date and continued progress to deliver the Older People's Action Plan during 2017-8 to improve the quality of life, health and wellbeing of older people in Hillingdon.**

**Reasons for decision**

Cabinet reviewed the Council's commitment to the continued improvement of services and support designed to create a better quality of life for older people in Hillingdon. The Leader of the Council, also Older Person's Champion, noted that Hillingdon was the first place in the UK to make use of the Tovertafel light projection table to assist residents with dementia, learning disability and autism.

**Alternative options considered and rejected**

None.

**Officer to action:**

John Wheatley, Residents' Services

**Classification: Public**

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**9. MONTHLY COUNCIL BUDGET MONITORING REPORT - MONTH 6**

**RESOLVED:**

**That Cabinet:**

- 1. Note the forecast budget position as at September 2017 (Month 6).**
- 2. Note the Treasury Management update as at September 2017 at Appendix E.**
- 3. Continue the delegated authority up until the December 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 19 October 2017 and 16 November 2017 Cabinet meetings, detailed at Appendix F.

4. Approve the release of the following sums from Development and Risk Contingency to Directorate Operating Budgets:
  - a. Waste Disposal Levy and Associated Contracts - £2,728k
  - b. Demographic Growth - Looked after Children - £5,038k
  - c. Demographic Growth - Transitional Children - £1,699k
  - d. Demographic Growth - Adults - £432k
  - e. Deprivation of Liberty Safeguards - £759k
5. Approve a virement of £5,195k in 2017/18 from the HRA capital major projects programme to the HRA capital works to stock programme to fund remedial works arising from the decision to expedite fire risk assessments and major adaptations.
6. Approve virements totalling £1,851k from unallocated capital programme budgets to the Highways Structural Works programme for additional investment in the Borough's roads and footways.
7. Approve a virement of £32k from the General Fund capital contingency budget to the Property Works Programme to support refurbishment works at Merchiston House, Uxbridge.
8. Award Harlington Hospice £10k from the voluntary sector core grants budget to review and continue the work of the former Yiewsley community cancer centre to March 2018.
9. Approve the purchase of mini-bus for 1381 Squadron Air Cadets to be financed from the Youth Fund Earmarked Reserve.
10. Approve the uprating of inspection fees at Heathrow Airport for Products of Animal Origin (3 categories up to 5,000kg), alongside the introduction of new fees, amendments to structures of existing fees and operational changes with effect from 27 November 2017 as detailed in Appendix G.
11. Agree to a virement of £250k from unallocated capital programme budgets to fund initial costs relating to the relocation of the Hillingdon Outdoor Activity Centre from its current site near Harvil Road to a new site at Denham Quarry, noting that this will be funded externally.

### **Reasons for decision**

Cabinet was informed of the latest forecast revenue, capital and treasury position for the current year 2017/18 to ensure the Council achieved its budgetary and service objectives. Additionally, Cabinet made decisions to release contingency funds to assist with demographic pressures and vired monies to expedite already planned fire risk work and provide further investment in maintaining the Borough's roads. Notably, following the Leader of the Council's negotiation with HS2 Ltd to fund the relocation of the Hillingdon Outdoor Activity Centre, Cabinet agreed allocation of funds for initial work to progress the scheme.

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

None.

**Officer 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.*

**10. CONTRACT EXTENSIONS FOR THE MAINTENANCE OF THE CIVIC CENTRE AND OTHER CORPORATE PROPERTIES**

**RESOLVED:**

**That Cabinet approves:**

- 1. The extension of the Mitie contract to provide planned and reactive maintenance and works to the Council's 200+ corporate sites for an additional 1 year in accordance with available contractual options.**
- 2. The extension of the Honeywell contract to provide planned and reactive Heating, Ventilation and Air Conditioning maintenance within the Civic Centre for an additional 1 year in accordance with available contractual options.**
- 3. The variation of the Honeywell contract to include additional statutory compliance elements previously carried out on a reactive basis into the core contract.**

**Reasons for decision**

Cabinet agreed to extend current contracts for the Council's Facilities Management and heating and cooling systems at the Civic Centre and other Council facilities.

**Alternative options considered and rejected**

Cabinet could have re-tendered the services, but this was discounted for reasons of practicality.

**Officer to action:**

Brian Colyer – 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.*

## 11. CONTRACT EXTENSION - PARKING ENFORCEMENT SERVICE

### RESOLVED:

**That the Cabinet approves the extension of the existing Parking Enforcement Contract with APCOA Parking (UK) Limited from 4th August 2018 to 3rd August 2021.**

### Reasons for decision

Cabinet agreed to extend the Parking Enforcement Contract with APCOA Parking (UK) Limited for 3 years. This would ensure the Council continued to provide a cost effective parking enforcement service at standards expected by residents. Cabinet welcomed the additional investment in the service, including in a new ICT system to further improve operational ability.

### Alternative options considered and rejected

Cabinet could have decided to re-tender the contract.

### Officer to action:

Roy Clark - Residents Services

### Classification: Private

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## 12. MEALS ON WHEELS SERVICES

### RESOLVED:

**That Cabinet agree:**

- 1. To accept the single tender from Apetito for a new 5 year contract (3 years +1+1) for the provision of a hot meals on wheels service to the In-House Day Services and community based hot meals service;**
- 2. That Apetito continue to lease the Council kitchen facilities, as shown on the attached map, for the life of the contract at no cost for the first three years, but with an option to reinstate the rental charge of £25k per annum from year 4 onwards, thus enabling a reduced meal price.**

### Reason for decision

Cabinet agreed to enter into a new contract with Apetito to continue to provide a community based meals service with wellbeing checks for residents of the Borough and provide meals for in-house day services. Cabinet welcomed the service which helped vulnerable people remain more independent in their own home.

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

None.

### **Officers to action:**

Sally Offin - Finance  
Sandra Taylor – Social Care

### **Classification: Private**

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## **13. PROCUREMENT OF THE COUNCIL'S FUEL SUPPLY**

### **RESOLVED:**

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

- 1. Approves the award of a contract for the supply and delivery of ULSD to WFL (UK) Ltd trading as Hall Fuels for a period of 2 years with no provision to extend.**
- 2. Approves the award of a contract for the supply and delivery of gas oil to Certas Energy UK Ltd for a period of 2 years with no provision to extend.**

### **Reasons for decision**

Following a tender exercise, Cabinet accepted the most economically advantageous tenders in terms for supplying the two types of fuel. Cabinet noted that diesel and gas oil fuel was required for the Council's fleet of vehicles used by key frontline services such as Waste, Street Cleansing, Housing Repairs and Highways.

### **Alternative options considered / risk management**

None.

**Officers to action:**

Robert Williams – Residents Services.  
Praveshika Chauhan –Finance

**Classification: Private**

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**14. THE SUPPLY OF NEW LIBRARY STOCK**

**RESOLVED:**

**That Cabinet:**

- 1. Welcome the continued investment in the Borough's library stock, benefiting residents with quality and popular books and media to meet their reading and information needs.**
- 2. Agree to join the London Libraries Consortium for the provision of adult and children's, teenage and young adult fiction, non-fiction and reference books and audio/visual materials in blu-ray, DVD and CD formats.**
- 3. Given the opportunity for a new library stock supply arrangement, agree to revoke the previous decisions taken by Cabinet for public library stock, namely:**
  - a) Revoke the decisions taken by the Cabinet at its meeting on 16 February 2017 to join the ESPO framework 376F for the supply of:**
    - i. Adult fiction and non-fiction to Askews & Holts Library Services Ltd;**
    - ii. Children's fiction and non-fiction and teenage and young adult fiction to Peters Bookselling Service;**
    - iii. Large print to WF Howes;**
    - iv. Foreign language stock to Books Asia;**
  - b) Revoke the decision taken by the Cabinet on 16 March 2017 to approve the tender from Askews & Holts Library Services for the Supply of music CD, DVD and blu-ray films and computer and console games.**

**Reasons for decision**

Following a review of procurement opportunities for the provision of library stock and other items, Cabinet agreed to join the London Libraries Consortium to continue the Council's investments in the Borough's library stock, benefiting residents with quality and popular books and media to meet their reading and information needs.

**Alternative options considered and rejected**

None, as the Council had previously undertaken tendering exercises which had shown value for money would not necessarily be achieved through this route.

**Officers to action:**

Paul Richards, Residents Services

**Classification: Private**

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**15. VOLUNTARY SECTOR LEASES**

**RESOLVED:**

**That Cabinet agrees the rent and leases set out in the report, which are subject to negotiation with the voluntary sector organisations detailed in the 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 agreed a lease renewal for the Sipson Community Centre, a rent review at Hayes End Community Centre and a lease renewal for the 1st Northwood Scouts Group. Cabinet's decisions enabled the organisations concerned 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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## 16. ANY OTHER ITEMS THE CHAIRMAN AGREES ARE RELEVANT OR URGENT

No additional items were considered by the Cabinet.

The meeting closed at 7.24pm.

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### **Internal Use only - implementation of decisions**

Meeting after Cabinet, the Executive Scrutiny Committee did not call-in any of the Cabinet's decisions.

All decisions can, therefore, be implemented by officers upon the expiry of the scrutiny call-in period which is from 5pm, Friday 24 November 2017.

Officers to action the decisions are indicated in the minutes.

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The public part of this meeting was broadcast on the Council's YouTube channel [here](#). Please note that these minutes and decisions are the definitive record of proceedings by the Council of this meeting.

If you would like further information about the decisions of the Cabinet, please contact the Council below:

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