

## Minutes

### Cabinet

Thursday, 14 December 2017

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



Published on: 15 December 2017

Decisions come into effect on: from 22 December 2017  
(see notes at end)

#### **Members Present:**

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

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

Susan O'Brien  
John Morse  
Beulah East  
Henry Higgins  
Edward Lavery  
Michael White  
Nick Denys  
Wayne Bridges  
John Riley  
Peter Money

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

Apologies were received from Councillor Richard Lewis.

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

Councillor Douglas Mills declared a non-pecuniary interest in Item 6 on the agenda due to his relationship with the owner of the Willow Tree Centre. He stayed in the room during the discussion and vote on the item.

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

The decisions and minutes of the Cabinet meeting held on 16 November 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 INTO SHISHA BARS, LOUNGES & CAFES: REPORT FROM THE RESIDENTS' & ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE**

*The Chairman of the Residents' & Environmental Services Policy Overview Committee, Councillor Michael White, presented the Committee's review to Cabinet.*

**RESOLVED:**

**That Cabinet:**

- 1. Welcome the Committee's findings from their review into Shisha Bars, Lounges and Cafes.**
- 2. Delegate authority to the Leader of the Council and Cabinet Member for Social Services, Housing, Health & Wellbeing to review and take forward the Committee's recommendations, as appropriate.**

**Reasons for decision**

Cabinet received the report of the Committee which had looked closely at the regulatory factors and public health implications of shisha smoking. The review had aimed to develop a co-ordinated approach to deal with the health, nuisance and amenity impacts that could sometimes be caused by unregulated shisha smoking. A number of recommendations were made by the Committee which Cabinet agreed to delegate to review and take forward further, as appropriate.

**Alternative options considered and rejected**

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

**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.*

**6. MONTHLY COUNCIL BUDGET MONITORING REPORT: MONTH 7**

## **RESOLVED:**

### **That Cabinet:**

- 1. Note the forecast budget position as at October 2017 (Month 7).**
- 2. Note the Treasury Management update as at October 2017 at Appendix E.**
- 3. Continue the delegated authority up until the January 2018 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 16 November 2017 and 14 December 2017 Cabinet meetings, detailed at Appendix F.**
- 4. Approve the re-phasing of £7,200k from the 2017/18 HRA capital major projects programme budget into later years.**
- 5. Approves re-phasing of £16,925k capital expenditure and associated financing budgets into later years of the capital programme.**
- 6. Approve virements from the general contingency capital budget to the Battle of Britain Heritage Pride Project (£449k) and Property Works Programme (£151k) for projects at Uxbridge Mortuary and Whiteheath Farm.**
- 7. Approve acceptance of gift funding in relation to a Planning Performance Agreement on the following major development in accordance with the provisions of Section 93 of the Local Government Act 2003:**
  - a. Malt House, 281 Field End Road, Eastcote (£15,000)**
- 8. Approve a £20,000 grant award to the Willow Tree Centre to enable refurbishment works to the kitchen and disabled bathroom from Unallocated Priority Growth.**
- 9. 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 Corporate Director of Residents Services, to progress the relocation of the Hillingdon Outdoor Activity Centre, including all necessary project, land, procurement and financial decisions, reporting back to Cabinet as required and for public information purposes.**
- 10. Ratify an Emergency Contract Decision taken by the Leader of the Council and Chief Executive on 13 December 2017 as follows:**
  - a) To agree to replace fire doors within Merchiston House Care Home at Colham Rd, Uxbridge.**

- b) To approve the variation of the contract with Build Trust Ltd for the refurbishment of Merchiston House to allow an extension of our current emergency arrangements with Gerda Security Ltd (undertaking fire door replacements in all high rise housing blocks, Triscott House, Cowley House and No3 Colham Road), to incorporate this high risk location, and that this be dealt with as a named subcontractor by way of a variation to the current contract for work at this location.
- c) To approve the allocation and release of £36k from the Capital Contingency 2017/18 budget to fund these emergency works.

**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 in relation to the re-phasing and virement of monies in the capital programme to reflect updated project timescales, awarded a grant to the Willow Tree Centre to refurbish their kitchen and disabled bathroom and delegated authority to progress the re-location of the Hillingdon Outdoor Activity Centre.

An additional recommendation was moved and agreed to ratify an Emergency Contract Decision taken as part of the Council's ongoing assessment of fire safety within its buildings.

**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.*

**7. THE COUNCIL'S BUDGET - MEDIUM TERM FINANCIAL FORECAST 2018/19 - 2022/23**

**RESOLVED:**

**That Cabinet:**

- 1) Approve the draft General Fund and Housing Revenue Account budgets and capital programme proposals for 2018/19 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 amendments to 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 amendments to the Council's local Council Tax Reduction Scheme effective from 1 April 2018 in order to align the scheme with recent 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 2018/19 along with indicative projections for future years, the Housing Revenue Account, fees and charges proposals and the draft capital programme for 2018/19 and beyond.

It was welcomed that through effective management of the Council's finances and its well-established transformation programme, the Cabinet was yet again able to propose a zero increase in Council Tax for all residents, which would be for the tenth successive year, and for the over 65s for the twelfth successive year. It was noted that this would again be without reducing front-line services to residents, not making use of the Social Care precept or by making major increases to fees and charges which would continue to be kept 10% cheaper than neighbouring boroughs.

The Leader of the Council highlighted the budget priorities for next year and beyond, which included a new state-of-the-art leisure and swimming pool complex in the

Yiewsely & West Drayton area, a new civic amenity site in the south of the Borough, a free bulky waste collection service for all residents and continued support to older people.

Notably, Cabinet expressed concern at the closure of Uxbridge Police Station by the Mayor of London despite local protestations. In light of this, Cabinet set out its offer to the Mayor's Office to purchase the Police Station and provide financial support for its running costs to try and safeguard the Town's vital policing service to residents.

The Leader of the Council also confirmed a new approach to youth service provision going forward, with greater emphasis on local youth voluntary organisations. It was confirmed that the previously proposed Youth Centre in Harefield would not go ahead and the site concerned would soon benefit from a new children's playground instead. Additionally, new accommodation would be built for at least one uniformed voluntary group in the Harefield area.

The wider proposed capital programme presented by Cabinet included £386 million of planned local infrastructure works over the coming years, increased maintenance of the Borough's roads, continued investment in bowls clubs, the re-provision of the Hillingdon Outdoor Activity Centre in response to High Speed 2 and a rolling Borough-wide programme of library and leisure centre refurbishment.

In terms of its proposals for tenants in council accommodation, Cabinet proposed a 1% reduction in rent alongside greater investment in existing and new housing stock, including for 545 new affordable homes for residents.

In recommending the budget proposals, which had been carefully developed to put residents first, Cabinet agreed for them to go out for public and business sector consultation, including the Council's Policy Overview Committees, before being re-considered in February 2018.

### **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.*

## 8. GRANTS TO HILLINGDON'S LOCAL VOLUNTARY ORGANISATIONS

### RESOLVED:

That the Cabinet agrees:

1. The overall allocation of grants to Voluntary Sector of up to £1,984,150 for the provision of core grant funding for the 2018/19 financial year and specific awards as set out in the schedule - Appendix A.
2. The Council's 2018/19 contribution of £229,511 to the London Councils Grants scheme.
3. To 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 Community Commerce & Regeneration, the award of Transport Grants for the 2018/19 financial year, within the budget set out in the report.

### Reasons for decision

Cabinet welcomed the important role of the local voluntary sector that supports a wide variety of activities for residents in Hillingdon. Cabinet agreed to continue its significant financial commitment to this sector during 2018/19.

Cabinet noted that the Council had been an established financial supporter of the Borough's voluntary sector for many years and through the core grant programme had ensured that Hillingdon had a vibrant and thriving voluntary sector providing support, guidance and services for local residents.

Cabinet agreed to continue the significant financial commitment to this sector, to the tune of nearly £2 million, after carefully considering the merits of the individual grant applications received.

### Alternative options considered and rejected

Cabinet could have made changes to the proposed level of grants.

### Officers to action:

Kevin Byrne / Nigel Cramb – 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. HEATHROW EXPANSION AND RESPONSES & SUBMISSIONS TO GOVERNMENT CONSULTATION AND PARLIAMENTARY COMMITTEES' CALLS FOR EVIDENCE**

**RESOLVED:**

**That Cabinet:**

- 1. Notes the contents of the report.**
- 2. Approves the joint response that is to be submitted by the London Boroughs of Hillingdon, Richmond, Wandsworth and the Royal Borough of Windsor and Maidenhead in relation to the Government's October 2017 consultation on the Revised Draft Airports National Policy Statement as set out in Appendix 1.**
- 3. Endorses the joint submission dated November 2017 from the London Boroughs of Hillingdon, Richmond, Wandsworth and the Royal Borough of Windsor and Maidenhead to the Joint Parliamentary Committee's Inquiry into Air Quality as set out in Appendix 2.**
- 4. Notes the joint submission dated March 2017 from the London Boroughs of Hillingdon, Richmond, Wandsworth and the Royal Borough of Windsor and Maidenhead to the Transport Select Committee's Inquiry on the Draft Airports NPS as set out in Appendix 3.**
- 5. Endorses the joint submission dated November 2017 from the London Boroughs of Hillingdon, Richmond, Wandsworth and the Royal Borough of Windsor and Maidenhead to the Transport Select Committee's Inquiry on the Revised Draft Airports National Policy Statement as set out in Appendix 4.**
- 6. Reaffirms this Council's commitment, working either alone, or in conjunction with partner authorities and others to take all necessary action, including the commencement of further legal challenges, to oppose the Government's proposals to expand Heathrow Airport and it confirms that the existing delegated authority to the Deputy Chief Executive and Corporate Director of Residents Services and the Borough Solicitor to formally implement any actions directed by the Leader of the Council is to remain in place.**
- 7. Requests that the Chairman of the Executive Scrutiny Chairman waives the scrutiny call-in period so that any decisions take immediate effect. This will ensure that the four Boroughs' response to the Revised Draft Airports National Policy Consultation can be submitted to the Department for Transport before the consultation deadline of 19 December 2017.**



## **Reasons for decision**

Cabinet re-affirmed the Council's long-standing policy that Heathrow expansion would have a devastating impact on the Borough and its local residents and communities. Cabinet agreed to respond jointly with the London Boroughs of Hillingdon, Richmond, Wandsworth and the Royal Borough of Windsor and Maidenhead to the Government's latest consultation on the Revised Draft Airports National Policy Statement, along with robust responses to recent Parliamentary Inquiries into Air Quality and Heathrow expansion.

The Leader of the Council presented the robust case against Heathrow expansion and, on behalf of the Cabinet, gave thanks to the Borough Solicitor and other Council officers who helped prepare the documentation and continued to provide expert support to the Council on the matter.

## **Alternative options considered and rejected**

The Cabinet could have decided not to respond to the consultation, however, this was not considered to be a feasible option due to the very significant impacts that an expanded Heathrow would have on the Borough and its residents.

## **Officers to action:**

Raj Alagh – Chief Executive's Office  
Val Beale – Residents Services

## **Special 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. Given the timescale for responding to the Government's consultation, it was not practicable to give public notice in advance on the Forward Plan for this decision. Furthermore, following Cabinet, necessity required the Chairman of the Executive Scrutiny Committee, to agree to waive the scrutiny call-in period so the decision could take immediate effect and the Joint Borough response submitted.*

## **10. 2017/19 BETTER CARE FUND PLAN SECTION 75 AGREEMENT**

### **RESOLVED:**

**That Cabinet agrees to:**

- 1. Enter into a pooled budget arrangement for the Better Care Fund with Hillingdon Clinical Commissioning Group (known as NHS Hillingdon) at a total value of £90,863k for the period 1st April 2017 to 31st March 2019 (£36,814k for 2017/18 and £54,049k for 2018/19) ; and**
- 2. Delegate authority to the Leader of the Council and the Cabinet Member for Social Services, Housing, Health and Wellbeing, in consultation with the Corporate Director of Finance and the Corporate Director of Social**

**Care, to amend the Better Care Fund Section 75 agreement during the term of the agreement, where this will benefit residents.**

**Reasons for decision**

Cabinet agreed joint funding budgets with NHS Hillingdon as part The Better Care Fund which would reallocate monies that integrate health and social care and lead to improved outcomes for residents.

Cabinet noted that the main focus of Hillingdon's 2017/19 Better Care Fund Plan would provide continued to support towards the independence of residents over 65 years of age.

**Alternative options considered and rejected**

Cabinet could have decided not to enter the agreement which would have meant that the Council would not have received additional funding for social care.

**Officer to action:**

Gary Collier, 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.*

**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**

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## **12. SOFTWARE SUPPORT AND MAINTENANCE FOR THE COUNCIL'S REVENUES, BENEFITS AND HOUSING SYSTEMS**

### **RESOLVED:**

**That Cabinet award Northgate Public Services (UK) Ltd a contract for the provision of a fully managed community cloud hosting environment for the Council's Revenues Benefits and Housing systems under the G-Cloud 9 Framework for a period of 2 years with an option to extend for a further 1 + 1 years.**

### **Reasons for decision**

Cabinet accepted a tender from Northgate Public Services (UK) Ltd to enable the continued provision of a fully hosted managed service of the Council's Revenues and Benefits and Housing systems. Cabinet welcomed the significant savings achieved and that this would also include the transition of systems to Cloud Infrastructure providing additional resilience.

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

Cabinet could have re-tendered for a new system, but considered that use of the G-Cloud 9 framework to procure had provided the best value for money.

### **Officers to action:**

Louise Bateman – Residents Services  
Jo Allen - Finance

### **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.*

## **13. SUPPLIER EARLY PAYMENT PROGRAMME**

### **RESOLVED:**

**That the Cabinet agree a 5 year contract with Oxygen Finance to provide a 5 year early payment programme via the Oldham Framework agreement, with a potential contract start date of April 1st 2018.**

### **Reasons for decision**

Cabinet agreed to initiate an early payment scheme which would secure cashable savings for the Council in the form of rebates generated from making invoice payments ahead of a supplier's contractual terms.

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

Cabinet could have considered an in-house scheme, but noted this would require significant investment up-front.

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

Philip Hedges - Finance Directorate

#### **Classification: Private**

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## **14. 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 rent review of Hayes Rugby Football Club, Kingshill Avenue, Hayes and a lease renewal of the Royal Naval Association, 388 Long Lane, Hillingdon. 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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## 15. ANY OTHER ITEMS THE CHAIRMAN AGREES ARE RELEVANT OR URGENT

No additional items were considered by the Cabinet.

The meeting closed at 7:41pm.

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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.

Cabinet's decisions on next year's budget took immediate effect to enable consultation with residents and the business sector to commence. Additionally, Cabinet's decisions on the Heathrow and Airports consultation responses took immediate effect following agreement of the Chairman of the Executive Scrutiny Committee.

All remaining decisions of the Cabinet can, therefore, be implemented by officers upon the expiry of the scrutiny call-in period which is from 5pm, Friday 22 December 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:

[democratic@hillingdon.gov.uk](mailto:democratic@hillingdon.gov.uk)

Democratic Services: 01895 250636

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To find out more about how the Cabinet works to put residents first, visit [here](#).