

## **Minutes / Decisions**

### **Cabinet**

**Thursday, 25 October 2018**

**Meeting held at Committee Room 6 - Civic Centre,  
High Street, Uxbridge**



**Published on: 26 October 2018**

**Decisions come into effect from: 2 November 2018**

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

Ray Puddifoot MBE  
David Simmonds CBE  
Philip Corthorne  
Jonathan Bianco  
Douglas Mills  
Richard Lewis  
Susan O'Brien (Ex-Officio Member of the Cabinet)

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

Henry Higgins  
John Riley  
Wayne Bridges  
Edward Lavery  
Simon Arnold  
Jane Palmer  
Peter Curling  
Peter Money  
John Morse  
Stuart Mathers

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

Apologies were received from Councillor Keith Burrows.

#### **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 27 September 2018 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. LOCAL SAFEGUARDING CHILDREN BOARD: ANNUAL REPORT**

### **RESOLVED:**

**That the Cabinet note the content of the Annual Report and work of the Local Safeguarding Children Board during 2017/18.**

### **Reasons for decision**

Cabinet noted the positive annual report, which was a statutory requirement, along with the recent OFSTED inspection results which had rated Hillingdon good, with outstanding features in leadership. Cabinet also considered the comments of the Policy Overview Committee who had considered the performance of the Board over the last year. The Cabinet Member for Education and Children's Services pointed out the broad involvement by Elected Members as corporate parents. He also informed Cabinet that the Board would be superseded by new local arrangements in the coming year and that work was required to ensure all partners, particularly the Police, contribute financially to local safeguarding arrangements.

### **Alternatives considered and rejected**

None.

### **Officers to action:**

Stephen Ashely (Independent Chairman, LSCB)  
Andrea Nixon, Social Care  
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.*

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

### **RESOLVED:**

**That the Cabinet note the Annual Report and work of the Safeguarding Adults Partnership Board during 2017/18.**

### **Reasons for decision**

Cabinet noted the annual report, a statutory requirement and expressed the Council's commitment to the safeguarding of adults and older people. Cabinet also considered the comments of the Social Care, Housing and Public Health Policy Overview Committee that had reviewed the Board's performance and endorsed priorities for action in the ensuing year, including on modern slavery, domestic abuse, adult grooming and financial abuse.

The Cabinet Member for Social Care, Housing, Health & Wellbeing indicated that a review of the Board was timely and could mirror changes to that being made to the Local Safeguarding Children's Board. He also echoed previous concerns about the contribution partner organisations make to the important work to safeguard our most vulnerable adults in the Borough.

### **Alternatives considered and rejected**

None.

### **Officers to action:**

Stephen Ashely (Independent Chairman, LSCB)  
Andrea Nixon, Social Care  
Tony Zaman, Social Care

### **Classification: Public**

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## **7. MONTHLY COUNCIL BUDGET MONITORING REPORT: MONTH 5**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Note the budget position as at August 2018 (Month 5) as outlined in Table 1.**
- 2. Note the Treasury Management update as at August 2018 at Appendix E.**
- 3. Continue the delegated authority up until the October 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 27<sup>th</sup> September and 25<sup>th</sup> October 2018 Cabinet meetings, detailed at Appendix F.**
- 4. Agrees to set aside £41k from the development and risk contingency for 2018/19 towards a new six months temporary role for a Community Safety Partnership Manager at POF grade.**
- 5. Agrees to set aside £14k from the development and risk contingency in 2018/19 for the creation of a new FOI and SARS post as a result of the requirements of the recent General Data Protection Regulation legislation 2018.**
- 6. Approve acceptance of gift funding of up to £90k in relation to a Planning Performance Agreement in accordance with the provisions of Section 93 of the Local Government Act 2003 for the major development of the Old Vinyl Factory, Blyth Road, Hayes.**
- 7. Agrees to amend the current flat rate charge for Homecare of £14.40/hr to the actual cost of care incurred by the Council with effect from 31<sup>st</sup> December 2018.**

## **Reasons for decision**

Cabinet was informed of the latest Month 5 forecast revenue, capital and treasury position for the current year 2018/19 to ensure the Council achieved its budgetary and service objectives. Cabinet also made a number of decisions, including:

- Setting aside funding for a temporary community safety partnership manager, which would play a critical role in developing stronger relationships with the Police and London Fire Brigade;
- Acceptance of further funding to advise on the development of the Old Vinyl Factory site in Hayes;
- Approval of changes to the flat rate charge for Homecare in the Borough to meet the actual cost of the care incurred by the Council. In deciding this, Cabinet considered the reasons as set out in the report, along with the implications for current users.

Commenting on the Dedicated Schools Budget, Cabinet expressed its mounting concern at the increasing pressure on the budget which it felt the Schools Forum, overseeing the budget, had failed to tackle effectively. On the other hand, it was noted that local schools were in possession of a significant amount of reserves to more than cover the financial pressures currently being experienced. Whilst the Council had always stepped in to assist schools with financial problems, Cabinet wished for a clear message to be sent to the Schools Forum to fully grasp their responsibilities.

## **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.*

## **8. AWARD OF CONTRACT: THE ROOFING REPAIRS SERVICE TO THE COUNCIL'S HOUSING PROPERTIES**

### **RESOLVED:**

### **That Cabinet:**

- 1. Agrees to accept the tender received from John McGuinness Roofing Contractors Limited for the roofing repairs service to Housing properties and;**

- 2. Agrees to the award of a contract to John McGuinness Roofing Contractors Limited to undertake these works in accordance with the Council's requirements, for a value of £1,600,000 over 3+1 years.**

#### **Reasons for decision**

Cabinet approved the roofing contract for Council housing properties, following a competitive tender. Cabinet noted that the contract would be for the repair of defective and leaking roofs, gutters and associated areas, which was essential to ensure an effective repairs and maintenance service to the residential housing stock.

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

Cabinet could have decided to take no action to appoint a roofing maintenance contractor which would have led to delays and costly repairs to properties.

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

Gary Penticost, Residents Services

#### **Classification: Private**

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### **9. AWARD OF CONTRACT: THE HEATING, VENTILATION & AIR CONDITIONING MAINTENANCE SERVICE FOR THE CIVIC CENTRE AND OTHER CORPORATE BUILDINGS**

#### **RESOLVED:**

**That the Cabinet approves the award of a contract to Honeywell Control Systems Limited to deliver the servicing and maintenance of Building Management Systems (BMS), heating, ventilation & air conditioning assets within the Civic Centre, Battle of Britain site and 33 other corporate buildings for 2 years with the possibility to extend by a further 1 year.**

#### **Reasons for decision**

Cabinet agreed to appoint a single contractor to undertake the servicing and maintenance of Building Management Systems (BMS), heating, ventilation & air conditioning assets within the Civic Centre, Battle of Britain Bunker site and 33 other corporate properties.

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

Cabinet could have decided to re-tender the works, but considered this would not provide maintenance continuity for unique and critically important sites.

### **Officers to action:**

Perry Scott / Brian Colyer – Residents Services

### **Classification: Private**

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## **10. AWARD OF CONTRACT: THE CLEANING SERVICE FOR THE CIVIC CENTRE AND OTHER CORPORATE BUILDINGS**

### **RESOLVED:**

**That the Cabinet approve the award of a contract to First Choice Facilities Services Limited to deliver the cleaning and portering provision at the Council's Civic Centre and other corporate properties for 3 years with the possibility to extend by a further 2 years.**

### **Reasons for decision**

Following a competitive process, Cabinet accepted a tender for a comprehensive, efficient and cost effective cleaning and portering service to the Civic Centre and 77 other public buildings and facilities across the Council's non-housing property portfolio.

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

Cabinet could have decided to extend the current contract, but considered it advantageous to test the market in order to alleviate budgetary pressures and improve service delivery.

### **Officer to action:**

Bryan Colyer – Residents Services

### **Classification: Private**

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**11. AWARD OF CONTRACTS: SERVICE PROVISION FOR VICTIMS AND THOSE AFFECTED BY DOMESTIC ABUSE**

**RESOLVED:**

- 1. Agree that the existing contract with the current service provider Hestia be extended from 31st October 2018 to 28th February 2019 for contract mobilisation at a cost of £89,867 to be funded from within the existing budget.**
- 2. Agree to the award of contracts from 1 March 2019 to the three providers as follows:**
  - a) Refuge, for the provision of the Domestic Abuse (Crisis) Refuge, at a cost of £79,770 per annum, noting that this service is at a cost of £398,850 over the total five year period (for three (3) years, with provision for a plus one, plus one, extension if the Council is satisfied with the performance of the provider).**
  - b) Hestia Housing and Support, for the provision of the Domestic Abuse Floating Advocacy and Support Service, which costs £131,815 per annum, noting that this service is at a cost of £659,075 over the five year period (for three (3) years, with provision for a plus one, plus one, extension if the Council is satisfied with the performance of the provider).**
  - c) Richmond Fellowship, for the provision of Therapeutic and Counselling Support for Children and Young People who have been exposed to the harmful effects of domestic abuse and are in greater need of additional support, noting that this service costs £45,000 per annum and at a cost of £225,000 over the five year period (which is based on three (3) years contract with provision for a plus one, plus one, extension if the Council is satisfied with the performance of the provider).**
- 3. Approve that £43,000 funding be transferred from the Grants and Voluntary Sector Partnerships budget to the Community Safety budget from 1st March 2019, noting that a grant of £43,000 for 2018/19 was approved by Cabinet in December 2017 and that going forward this will fund the Richmond Fellowship contracted services, rather than Hestia Housing and Support.**
- 4. Agree to decommission the Second Stage Step-Down Accommodation, which costs £45,000 annually, given that the support element of the service can be provided by the floating support service provider as a new arrangement.**

**Reasons for decision**

Cabinet welcomed a number of contract changes to further enhance the services that the Council has in place for effective support to women, men and children experiencing domestic abuse. It was noted that the savings generated from the new arrangements would go into an earmarked reserve for further domestic abuse services benefiting residents.

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

Cabinet could have decided not to provide the wide range of support services previously undertaken and not decommission the second stage step-down service, but this was not agreed following a review of the services users' needs, along with an equalities assessment.

Officer to action:

Jacqueline Robertson, Residents Services

### **Urgency provisions**

*As set out on the agenda for this meeting, this decision was taken under urgency provisions in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.*

### **Classification: Private**

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## **12. DISPOSAL OF FORMER GARAGE SITE: LAND BETWEEN 48 AND 50 MAPLE ROAD, YEADING, UB4 9LR**

### **RESOLVED:**

**That Cabinet:**

- 1. Declare the site and land between 48-50 Maple Road, Yeading surplus to requirements;**
- 2. Authorise the disposal of the site at auction once planning permission is received for a residential development.**
- 3. Agree that the site be sold as a 125 year long leasehold with the freehold transferred upon completion of the development and;**
- 4. Delegate authority to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, in consultation with the**

**Deputy Chief Executive and Corporate Director of Residents Services,  
all subsequent decisions regarding the sale of the site.**

**Reasons for decision**

Cabinet declared the vacant Council garage site between 48 and 50 Maple Road, Yeading surplus to requirements and approved its disposal at auction with planning consent for a residential development.

**Alternative options considered and rejected**

Cabinet considered repairing the garages and whether the Council itself should develop the site, but these options were discounted in order to provide a capital receipt to benefit the wider capital investment programme for residents.

**Officer to action:**

Mike Paterson; Residents Services

**Classification: Private**

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**13. DISPOSAL OF 4 CHURCH ROAD, COWLEY, UB8 3NA**

**RESOLVED:**

**That Cabinet:**

- 1. Declare the site at 4 Church Road, Cowley surplus to requirements;**
- 2. Authorise the disposal of the at auction once planning permission is given for residential development of up to 4 houses;**
- 3. Agree that the site be sold as a 125 year long leasehold with the freehold transferred upon completion of the individual developments and;**
- 4. Delegate authority to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services, all subsequent decisions regarding the sale of the site.**

## **Reasons for decision**

Cabinet declare the vacant Council property, 4 Church Road, Cowley surplus to requirements and approved its disposal at auction with planning consent for a residential development of up to 4 houses.

## **Alternative options considered and rejected**

Cabinet considered whether the Council itself should sell the site without planning permission or whether to develop the site, but these options were discounted in order to provide a capital receipt to support the Housing Revenue Account.

## **Officer to action:**

Mike Paterson; Residents Services

## **Classification: Private**

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## **14. DISPOSAL OF 3 GARAGE SITES AT THE GLEBE, WEST DRAYTON**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Declare the three garage sites at 228-233 & 250-266 The Glebe, West Drayton, 1-37 The Glebe, West Drayton and 197- 209 The Glebe, West Drayton surplus to requirements.**
- 2. Authorises the sale of the sites at auction with planning permission for residential use.**
- 3. Agrees that the sites be sold as long 125 year leaseholds with the freeholds transferred upon completion of the individual developments.**
- 4. Delegates authority to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services, all subsequent decisions regarding the sales of the sites.**

## **Reasons for decision**

Cabinet agreed to declare three vacant garage sites at The Glebe, West Drayton surplus to requirements and approved their disposal at auction with planning consent for residential development.

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

Cabinet considered whether to repair the garages or develop them, but these options were discounted in order to provide a capital receipt to benefit the wider capital investment programme for residents.

### **Officer to action:**

Mike Paterson; Residents Services

### **Classification: Private**

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## **15. VOLUNTARY SECTOR LEASES**

### **RESOLVED:**

**That Cabinet agrees the rent set out in the report, which is 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 the site used by the Sandgate Football Club at Bourne Avenue Playing Fields, Hayes. Cabinet's decision enabled the organisation concerned to benefit from heavily discounted rents as part of the Council's Voluntary Sector Leasing Policy and wider commitment to a vibrant local voluntary sector. The Leader of the Council noted the benefit of the significant rent reductions that the Council offered, in comparison to market prices, allowing local organisations to thrive in Hillingdon.

### **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 7:28pm.

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

#### **When the Cabinet's decisions come into effect**

Meeting after Cabinet, the Executive Scrutiny Committee did not call-in any of the remaining Cabinet decisions. Therefore, these decisions can be implemented by officers upon the expiry of the scrutiny call-in period date below:

**from 5pm, Friday 2 November 2018**

Officers to action the decisions are indicated in the minutes.

The minutes are the official notice for any subsequent internal process approvals required by officers to action the Cabinet's decisions.

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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](#).