

Minutes

Cabinet

Thursday, 27 September 2018

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



Published on: 28 September 2018

Decisions come into effect from: 5 October 2018

Cabinet Members Present:

Ray Puddifoot MBE

Philip Corthorne

Jonathan Bianco

Douglas Mills

Keith Burrows

Richard Lewis

Susan O'Brien (Ex-Officio Member of the Cabinet)

Members also Present:

Henry Higgins

Wayne Bridges

John Riley

Nick Denys

Simon Arnold

Pete Curling

Peter Money

John Morse

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor David Simmonds CBE.

2. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

Councillor Ray Puddifoot MBE and Councillor Jonathan Bianco both declared a non-pecuniary interest in item 12 on the agenda, as Members of the Council's Shareholder Committee in respect of Hillingdon First Limited and remained in the room during the discussion and decision on the matter.

3. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING

The minutes and decisions of the Cabinet meeting held on 26 July 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. **TRANSPORT FOR LONDON: LOCAL IMPLEMENTATION PLAN THREE AND ANNUAL SPENDING SUBMISSION 2019/20**

RESOLVED:

That the Cabinet:

1. **Instructs officers to prepare and submit to Transport for London the draft for consultation Local Implementation Plan Three which will include the nine Borough Objectives set out in this Report;**
2. **Delegates 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, Transportation and Recycling, to agree the final list of Draft Local Implementation Plan Three consultees;**
3. **Agrees the principles of the Council's Draft Local Implementation Plan Three and the 2019/20 Annual Spending Submission to Transport for London as set out in the report;**
4. **Delegates 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, Transportation and Recycling, to agree the Draft Local Implementation Plan Three and the 2019/20 Annual Spending Submission prior to submission to Transport for London; and**
5. **Notes that the subsequent progression of any individual scheme or programme in the Draft Local Implementation Plan Three and the 2019/20 Annual Spending Submission, will be subject to the Council's democratic capital release procedures. Final sign-off will be by the Leader of the Council and Cabinet Member for Finance, Property and Business Services.**

Reasons for decision

Cabinet agreed the basis of the Council's proposed Local Implementation Plan and Spending Submission, which is used by London boroughs to locally deliver the Mayor's Transport Strategy through Transport for London funding. Cabinet noted the projects and programmes included that covered town centre enhancements, transport interchanges, road safety, mobility and accessibility, parking management, footpaths and public health, benefiting residents.

Alternative options considered and rejected

Cabinet could have decided not to submit the Plans, but this would have put at risk a significant amount of funding that Transport for London had made available for the Council to invest on transport projects and programmes locally.

Officer to action:

Alan Tilly, 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. CONSIDERATION OF SETTING A LICENSED DEFICIT BUDGET FOR HOLY TRINITY CE PRIMARY & OAK WOOD SECONDARY SCHOOLS

RESOLVED:

That Cabinet:

- 1. Approves the application for a licensed deficit from Holy Trinity CE Primary School for 2018/19.**
- 2. Approves the application for a licensed deficit from Oak Wood School for 2018/19.**

Reasons for decision

Cabinet gave its approval for Oak Wood School and Holy Trinity CE Primary School Primary School to hold a licensed deficit. It was noted that whilst the Schools Forum needed to take a proactive role with regard to managing the Dedicated Schools Grant, the decision itself would have no impact on the Council's own budget requirement.

Alternative options considered and rejected

Cabinet could have decided to write-off the deficit, which would have required agreement from the Schools Forum, or alternatively withdrawn the governors delegated powers over their budgets.

Officers to action:

Dan Kennedy - Residents Services
Peter Malewicz – 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. MENTAL HEALTH SECTION 75 AGREEMENT WITH CENTRAL AND NORTH WEST LONDON NHS FOUNDATION TRUST

RESOLVED:

That Cabinet agrees:

- 1. To enter into a partnership agreement under section 75 of the National Health Service Act, 2006, with the Central and North West London NHS Foundation Trust in order to establish integrated team management arrangements for the period 1st April 2018 to 31st March 2023;**
- 2. To contribute a total of £925k (£185.1k pa) to the funding of posts employed by the Central and North West London NHS Foundation Trust during the term of the agreement;**
- 3. To delegate to the Leader of the Council and the Cabinet Member for Social Services, Housing, Health and Wellbeing with advice from the Corporate Director of Finance and the Corporate Director of Social Care authority to amend the Mental Health section 75 agreement during the term of the agreement where this will benefit residents living with mental health conditions.**

Reasons for decision

Cabinet gave its approval for the Council to enter into a five-year agreement with the Central and North West London NHS Foundation Trust under section 75 of the National Health Act, 2006 to support more integrated working arrangements between Council and NHS staff to improve outcomes for Hillingdon residents living with mental health conditions.

Alternative options considered and rejected

Cabinet could have decided not to enter into an agreement, provide a financial contribution directly to the NHS, approve the agreement for a shorter period or amend the agreement further.

Officers to action

Kate Kelly-Talbot - 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.

8. COUNCIL BUDGET: 2018/19 REVENUE AND CAPITAL MONTH 4 BUDGET MONITORING REPORT

RESOLVED:

That Cabinet:

- 1. Note the budget position as at July 2018 (Month 4) as outlined in Table 1.**
- 2. Note the Treasury Management update as at July 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 26 July 2018 and 27 September 2018 Cabinet meetings, detailed at Appendix F.**
- 4. Agrees to enter into a legal agreement to fund Hillingdon's share of the historic GLC pension deficit from the existing £347k per annum London Pension Fund Authority levy budget as outlined in Appendix G.**
- 5. Agrees to adopt the Department for Works and Pensions Local Housing Allowance Rental Rates for Section 17 short term accommodation families as set out in Appendix H**
- 6. Approves the revised fixed penalty notice charges allowed under the Environmental Offences (Fixed Penalties) (England) Regulations 2017 as set out in Appendix I to be implemented in this financial year.**
- 7. Approve to charge an affordable rent of £221.30 per week in 2018/19 (inclusive of a meals service charge of £30 per week based on one tenant) for each of the 88 one bed-roomed flats at the HRA new build Grassy Meadow extra care development, and approve to charge a meals service charge of £30 per week for each additional tenant in the property as detailed in Appendix J.**
- 8. Approve the allocation of £78k from the Environmental and Recreational Initiatives Earmarked Reserve for the replacement of the soft play area on the Hillingdon Autistic Care and Support site and support the running of a Saturday club.**
- 9. Accept an award of £600k from Transport for London in respect of the Bus Priority Programme.**
- 10. Accept an award of £50k from Greater London Authority in respect of the Ruislip High Street Empty Shops into Civic Assets project.**
- 11. Ratify a decision taken under special urgency procedures on 17 August 2018 by the Leader of the Council and Cabinet Member for Finance, Property and Business Services on the lease arrangements for playing fields at the Guru Nanak Sikh College, surrendering the current lease**

- and authorising a new 125 lease with clear conditions in respect of the holding of events on the site.
- 12. Ratify a decision taken under special urgency procedures on 21 August 2018 by the Leader of the Council to:**
- a. Authorise the 2-year (plus two further 1-year options) contract for the provision of Christmas lights in town centres and high streets across the Borough to LITE Limited on the basis of the most economically advantageous tender.**
 - b. Approve the first year cost of £151,512 for delivery of the fifteen 2018 in-house Christmas lighting schemes encompassing nineteen wards across the Borough.**
 - c. Approve external grant awards totalling £38,180.40 to four external organisations who are independently coordinating Christmas lighting schemes as detailed in as follows:**
 - i. Ickenham Festival Committee £6,483.10**
 - ii. Northwood Residents Association £9,067.10**
 - iii. Northwood Hills Residents Association £9,260.10**
 - iv. Ruislip Manor Chamber of Commerce £13,370.10**
- 13. Formally approve the allocation of the Strategic Investment Pot 2018/19, part of the London Business Rate Pilot Pool, to the individual projects as set out in Appendix K and communicates this decision to the Lead Authority (City of London Corporation) and any other bodies as appropriate.**
- 14. Agree to set aside £100k from the development and risk contingency to promote and defend the Council's response to the Mayor of London's draft London Plan and delegates to the Deputy Chief Executive and Corporate Director of Residents Services and/or the Borough Solicitor, in consultation with the Leader of the Council and Cabinet Member for Planning, Transportation and Recycling, the authority to agree use of contingency funds and to make any necessary decision in pursuit of the Council's interests on this matter.**

Reasons for decision

Cabinet was informed of the latest Month 4 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:

- entering into a legal agreement to fund Hillingdon's share of the historic Greater London Council pension deficit;
- adoption of the Department for Works and Pensions Local Housing Allowance Rental Rates for Section 17 short term accommodation families;
- new fixed penalty notice charges for anti-social behaviour;

- affordable rent and meal charges for the new Grassy Meadow extra care development;
- the allocation of £78k for the replacement of the soft play area on the Hillingdon Autistic Care and Support site and support the running of a Saturday club;
- acceptance of a grant worth 600k from Transport for London in respect of the Bus Priority Programme;
- acceptance of an award of £50k from the Greater London Authority towards the Ruislip High Street Empty Shops into Civic Assets project;
- ratification of two special urgency decisions taken during August in relation to the lease of the playing fields at the Guru Nanak Sikh College and a new Christmas lights contract and associated lighting grants;
- formal approval of London-wide allocations of monies from the London Business Rate Pilot Pool, to individual projects to support both the Hillingdon and wider London economy and infrastructure.

An additional recommendation was approved by Cabinet to set aside a contingency fund to promote and defend the Council's interests regarding the draft London Plan as it goes forward to the Examination in Public phase. Cabinet expressed its concern that changes made by the Mayor of London to this crucial final consultation phase would limit the involvement of outer London boroughs.

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.

9. SCHOOL CAPITAL PROGRAMME UPDATE

RESOLVED:

That Cabinet:

- 1. Note the progress made with primary and secondary school expansions, the school condition programme and other school capital projects.**

2. Delegate 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 agree which projects are to be funded from the Department for Education SEND Provision Fund.
3. 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 make all necessary procurement and financial decisions, including the appointment of consultancies and the placing of building contracts for the projects to be funded from Department for Education SEND Provision Fund.
4. 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 Finance, Property and Business Services, to approve the projects to be included in the School Condition Programme Phase 3.
5. 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 make all necessary procurement and financial decisions, including the appointment of consultancies and the placing of building contracts for the School Condition Programme Phase 3.

Reasons for decision

Cabinet received an updated on the Council's flagship school expansion programme and also the school condition programme improving the fabric of local schools.

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.

10. 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, to ensure use of developer funds to benefit residents.

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 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. CONTRACT AWARD: HOSTING AND APPLICATION SUPPORT FOR THE COUNCIL'S ORACLE E-BUSINESS SUITE SYSTEM

RESOLVED:

That the Cabinet:

- 1. Award Ultima Business Solutions Ltd a 3+1+1+1(total 6 years) year contract for the Cloud hosting support and maintenance of the Council's Oracle Financial application effective from 1 February 2019.**
- 2. Agree to delegate authority to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with Leader of the Council and Cabinet Member for Finance, Property and Business Services, any proposed contract extensions**

Reasons for recommendation

Following a competitive tender exercise, Cabinet agreed the award of a three year contract, with the option to extend, to Ultima Business Solutions Ltd for the provision of the Council's Oracle Financials application support and maintenance and Cloud hosting.

Alternative options considered and rejected

None.

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).

12. SALE OF SITE ADJACENT TO SOUTH RUISLIP LIBRARY (PLOT B) TO HILLINGDON FIRST LIMITED

RESOLVED:

That Cabinet authorise the freehold sale of South Ruislip Plot B to Hillingdon First Limited at the value as set out in the report.

Reasons for decision

Cabinet noted the new company it had recently established, Hillingdon First Limited, to build, sell and manage houses for market sale and market rent in the Borough. Cabinet agreed to formally sell the company one of the sites included in its business plan, at a price which had been independently valued.

Alternative options considered and rejected

None, as this site had previously been agreed by Cabinet to be developed as part of the Hillingdon First Limited business plan.

Officer to action:

Julie Markwell - Residents Services

Classification: Private

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13. THE PROVISION OF PESTICIDE RESIDUE TESTING, RADIATION TESTING & BACTERIAL TESTING FOR THE IMPORTED FOOD OFFICE, HEATHROW

RESOLVED:

That Cabinet:

- 1. Approves the award of the contract for the provision of Pesticide Residue Testing, Radiation Testing, Microbiological Testing and various other laboratory tests as required by European and Domestic import control legislation for the London Borough of Hillingdon, to Public Analyst Scientific Services Limited for an initial contract term of three years, from 1st December 2018, with the option to extend for a further two years subject to satisfactory performance and at the absolute discretion of the Council.**
- 2. Approves the up-rating of the Pesticide Residue Testing Fee to £213.75 per test with effect from 1st December 2018, to reflect the costs of laboratory testing rechargeable to importers.**

Reasons for decision

Cabinet noted the Council's responsibilities for overseeing imported food and animal feed controls into the United Kingdom at its Imported Food Office located at London Heathrow Airport. Following a procurement process, Cabinet agreed to appoint Public Analyst Scientific Services Limited for highly specialised testing services on a variety of contaminants including pesticide residues, radiation and pathogenic bacteria. Cabinet also agreed the fees for this laboratory testing, which it noted are recharged directly to importers, thus the full cost of this contract does not affect resident taxpayers.

Alternative options considered and rejected

None, as the Council has statutory obligations to the UK Government as a point of entry and border inspection local authority.

Officers to action:

Nicholas Green – Residents Services
Samantha Doherty - Imported Food Office

Classification: Private

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14. PROPERTY AT STIPULARIS DRIVE, YEADING

RESOLVED:

That Cabinet:

- 1. Declares the property surplus to requirements as set out in the report;**
- 2. Authorises the disposal of the property set out in the report and;**
- 3. 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 sale of the site.**

Reasons for decision

Cabinet agreed to sell a property, previously used as school caretaker accommodation, that had recently become vacant and was no longer required by the adjacent school.

Alternative options considered and rejected

None.

Officers to action:

Mike Paterson; Residents Services

Classification: Private

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15. VOLUNTARY SECTOR LEASE

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 Acorn Youth Centre, Columbia Avenue Eastcote, which provides support to young people with learning difficulties. 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.

Alternative options considered and rejected

None.

Officer to action:

Mike Paterson, 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).

16. ANY OTHER ITEMS THE CHAIRMAN AGREES ARE RELEVANT OR URGENT

No additional items were considered by the Cabinet.

The meeting closed at 7.31pm.

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 5 October 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.

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

Democratic Services: 01895 250636

Media enquiries: 01895 250403

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