

## Minutes and Decisions

### Cabinet

Thursday, 13 December 2018

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



Published on: 14 December 2018

Decisions come into effect on: from 21 December 2018\*

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

Ray Puddifoot MBE

David Simmonds CBE

Philip Corthorne

Jonathan Bianco

Douglas Mills

Keith Burrows

Richard Lewis

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

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

Peter Money

John Morse

Stuart Mathers

John Riley

Henry Higgins

Simon Arnold

Nick Denys

Ian Edwards

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

All Cabinet Members were present.

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

No interests were declared by Members on matters on the agenda.

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

The decisions and minutes of the Cabinet meeting held on 15 November 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**

It was confirmed that the items marked Part 1 would be considered in public and the items marked Part 2 in private.

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

### **RESOLVED:**

#### **That Cabinet:**

- 1. Note the budget position as at October 2018 (Month 7) as outlined in Table 1.**
- 2. Note the Treasury Management update as at October 2018 at Appendix E.**
- 3. Continue the delegated authority up until the next 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 15th November and 13th December 2018 Cabinet meetings, detailed at Appendix F.**
- 4. Agree a Fixed Penalty Notice for small scale fly tipping at a maximum penalty of £400.**
- 5. Accept £100k of grant funding from the Environment Agency, Thames Regional Flood and Coastal Committee, to undertake a catchment plan within the Borough to reduce flood risk. Furthermore, that Cabinet 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 appoint flood risk consultants from the grant monies accepted above.**
- 6. Approve acceptance of gift funding of up to £22k in relation to a Planning Performance Agreement in accordance with the provisions of Section 93 of the Local Government Act 2003 for Unit 2 Skyline Business Park, Great South West Road.**

#### **Reasons for decision**

Cabinet was informed of the latest forecast revenue, capital and treasury position for the current year 2018/19 to ensure the Council achieved its budgetary and service objectives. Additionally, Cabinet agreed a new fine to tackle small scale fly-tipping which had become a recent concern across the Borough, along with the acceptance of funding for flood management preparedness and in relation to a planning performance agreement for a proposed development on the Heathrow Airport perimeter.

The Deputy Leader of the Council and Cabinet Member for Education and Children's Services expressed his concern at the pressures in the Schools Budget and the responsibility of the School Forum in tackling this far more effectively.

#### **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.*

**6. THE COUNCIL'S BUDGET - MEDIUM TERM FINANCIAL FORECAST 2019/20 - 2023/24**

**RESOLVED:**

**That Cabinet:**

- 1. Approve the draft General Fund and Housing Revenue Account budgets and capital programme proposals for 2019/20 and beyond as the basis for consultation with Policy Overview Committees and other stakeholders.**
- 2. Note that confirmation of the Local Government Finance Settlement is awaited from HM Government and this will be taken into consideration in the final budget proposal considered by Cabinet in February 2019.**
- 3. 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, Commerce & Communities Policy Overview Committee.**
- 4. Approve the proposed amendments to Fees and Charges, included at Appendix 8, as the basis for consultation with Policy Overview Committees and other stakeholders.**
- 5. 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.**

**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 2019/20 along with indicative projections for future years, the Housing Revenue Account, fees and charges proposals and the draft capital programme for 2019/20 and beyond.

Cabinet noted that the budget proposals for 2019/20 had been developed to maintain front-line service provision through a 2.4% increase in Council Tax and utilising general balances, whilst avoiding levying the social care precept for the fourth successive year and a continued freeze in Council Tax for over 65s for the thirteenth successive year.

Cabinet considered the background of growing local demand for social care, combined with ongoing reductions in Government support for local services. Overall, Cabinet welcomed the well-designed budget proposals, which it believed would

secure the most effective combination of service outcomes and value for money for residents. It was also noted that the Borough's fees and charges would remain competitive with neighbouring boroughs. The Leader of the Council also updated Cabinet on the Local Government Finance Settlement announced during the day.

The wider proposed capital programme presented by Cabinet continued to invest in new school buildings and also included substantial additional funding for local road improvements, a new leisure centre for the Yiewsley/West Drayton area and a variety of other projects benefiting residents.

Cabinet welcomed a balanced approach to new housing development in the Borough and proposals that would provide for additional new General Needs and Supported Living units.

The Leader of the Council noted the Metropolitan Police's refusal to accept the Council's offer to purchase Uxbridge Police Station and also provide for some of its operational costs. In light of this, Cabinet agreed to remove the offer on the table and alternatively earmark the funds for other community capital projects and to increase funding for the Council's campaign against Heathrow expansion.

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 2019.

### **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

### **Urgency Provisions**

*The report relating to this decision had been circulated less than 5 working days before the Cabinet meeting and for the reasons set out on the official notice, it was thereby agreed by the Chairman to be considered as urgent business.*

### **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. ASSISTANCE TO HILLINGDON'S LOCAL VOLUNTARY ORGANISATIONS**

### **RESOLVED:**

**That Cabinet agrees:**

- 1. The overall allocation of grants to Voluntary Sector of up to £1,941,150 for the provision of core grant funding for the 2019/20 financial year with specific awards as set out in the schedule - Appendix A.**
- 2. The overall allocation of grants to Voluntary Sector of up to £169,700 for the provision of dining centres grant funding for three years : 2019/20 to 2021/22 with specific awards as set out in the paper and in Appendix C. That total grants for the three year period amount to £509,100.**
- 3. Grants totalling £46,675 to organisations to enable the provision of transport as set out in Appendix D.**
- 4. The Council's contribution of £228,447 to the London Councils' Grants scheme for 2019/20.**

### **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 well-established financial commitment to this sector during 2019/20.

After carefully considering the merits of the individual grant applications received, Cabinet agreed grant funding for a variety of local groups which sought to maximise the benefits from the Council's investment to encourage voluntary activity that supports Hillingdon residents, reduces demand on Council services and provide value for money.

Cabinet agreed the provision of specific dining centre grants and transport grants which would directly fund and benefit priority groups of residents. Additionally, Cabinet welcomed the transfer of previous grant funding for Domestic Violence into the mainstream service budgets, along with additional investment provided for this important cause.

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

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

### **Officers to action:**

Kevin Byrne – 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.*

## **8. 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 received by developers and held by the Council. Cabinet considered what progress had, and was, being made to further invest in a wide range of local infrastructure and Council capital projects benefitting local communities.

### **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.*

## **9. AWARD OF CONTRACT: LEADER'S INITIATIVE FOR OLDER PEOPLE - FREE BURGLAR ALARM SCHEME**

### **RESOLVED:**

**That Cabinet accept the tender from ERA Home Security Limited to supply and install burglar alarm systems in the homes of older Hillingdon residents and carry out servicing of alarm systems after eighteen months for a (3) three year period and at the value of £642k. Furthermore, that this includes the provision to extend the contract by two (2) years, subject to satisfactory performance, at the absolute discretion of the Council and the approval of the Leader of the Council, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services.**

### **Reasons for decision**

Following a procurement exercise, Cabinet accepted the tender from ERA Home Security Limited to deliver the highly popular free burglar alarm scheme for residents aged over 65. Cabinet welcomed the scheme, which continued to provide additional security and peace of mind for Hillingdon's older residents.

## **Alternative options considered and rejected**

Cabinet could have decided not to award the contract leaving those on the waiting list for an alarm in limbo.

### **Officer to action:**

John Wheatley, 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. AWARD OF CONTRACT: COUNCIL LEASEHOLDER BUILDINGS INSURANCE**

### **RESOLVED:**

**That Cabinet accept the tender from Avid Insurance Services Limited for the Buildings Insurance Contract for Council leasehold residential properties for a period of 3 years from 1 April 2019 to 31 March 2022. Furthermore, that this includes the provision to extend the contract for periods of 1 year + 1 year, subject to approval from the Leader of the Council and relevant Cabinet Members, in consultation with the Corporate Director of Finance.**

### **Reasons for decision**

Following a procurement exercise, Cabinet accepted the most economically advantageous tender for Buildings Insurance for the Council's leasehold residential properties. Cabinet noted that leasehold representatives had been consulted on the proposed contract and were in support.

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

None.

### **Officers to action:**

Shane Phiri - Finance  
Allison Mayo - 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.*

**11. AWARD OF CONTRACT: PROVISION OF OFFICIAL VETERINARY SERVICES FOR THE IMPORTED FOOD OFFICE, HEATHROW**

**RESOLVED:**

**That Cabinet accept the tender from Senlac Associates for the provision of veterinary services as required by European and Domestic import control legislation for the London Borough of Hillingdon for a two year period from 1 April 2019 to 31 March 2021. Furthermore, that this includes the option to extend the contract for a one year period, subject to satisfactory performance, at the absolute discretion of the Council and approval from the Leader of the Council and relevant Cabinet Member, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services.**

**Reasons for decision**

Following a procurement exercise, the tender from Senlac Associates was accepted to provide specialised services in order for the Council to maintain its statutory obligations for the inspection and clearance of imported products of animal origin arriving at Heathrow Airport.

Cabinet noted the Council's responsibilities for overseeing imported food and feed controls at its Imported Food Office based at Heathrow, which was a designated Border Inspection Post as required under national and EU legislation.

**Alternative options considered and rejected**

None.

**Officer to action:**

Nicholas Green – 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.*

## 12. AWARD OF PUBLIC HEALTH CONTRACTS

### RESOLVED:

#### That Cabinet:

1. **Accept the tender from ARCH (Central and North West London NHS Foundation Trust) for the provision of smoking cessation services for a 2 year period from 1 April 2019 to 31 March 2021 at a cost of £138k. That this includes the provision to extend the contract for further 1+1+1 year periods at a supplementary cost of £223k (up to a maximum 5 year period and total cost of £361k), subject to satisfactory performance and approval from the Leader of the Council and Cabinet Member for Social Services, Housing, Health and Wellbeing;**
2. **Agree to a direct award to Central and North West London NHS Foundation Trust for the provision of Primary Care-delivered Substance Misuse contracts and the devolved model of Tier 4 Specialist Inpatient Substance Misuse Detoxification services for a 2 year period from 1 April 2019 to 31 March 2021 at a total cost of £246k;**
3. **Agree to a direct award to Hillingdon General Practitioners (GPs) for the provision of the NHS Health Checks Service for a period of 2 years from 1 April 2019 to 31 March 2021 at a total cost of £560k;**
4. **Agree to fund an equipment release from Public Health earmarked reserves for a value of approximately £22k, for NHS Health Check point of care testing (POCT) equipment.**

#### Reasons for decision

Cabinet made a number of procurement decisions, following a review of the cost-effectiveness of public health contracts, to ensure that substance misuse and smoking cessation services continued to be provided and targeted to those residents most in need, along with the offer of NHS health checks to enable early diagnosis of underlying medical issues.

#### Alternative options considered and rejected

Cabinet considered a number of commissioning and procurement options.

#### Officer to action:

Daniel Kennedy - 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.*

**13. AWARD OF CONTRACT: DRAIN CLEARANCE AND ASSOCIATED SERVICES TO THE COUNCIL'S HOUSING PROPERTIES AND ESTATES**

**RESOLVED:**

**That Cabinet accept the tender received from CCR Property Services Limited for the Borough-wide drain clearance and associated services maintenance contract for a 3 year period from 1 February 2019 to 31 January 2022 and at the estimated value of £500,000. Furthermore, that this includes the provision to extend the contract for a 1 year period, subject to the approval of 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.**

**Reasons for decision**

Following a procurement exercise, Cabinet accepted the most economically advantageous tender for drainage related services that are provided as and when required to the Council's housing properties and estates.

**Alternative options considered and rejected**

None.

**Officer to action:**

Gary Penticost, 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.*

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

No additional items were considered by the Cabinet.

The meeting closed at 7.33pm.

---

**\*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 Cabinet's decisions.

Cabinet's decisions on next year's budget took immediate effect to enable consultation with residents, Policy Overview Committees and the business sector to commence.

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 21 December 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](mailto: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](#).

---