

Cabinet 30 May 2019

Advisory about attending this meeting & Public Notices



About this Cabinet meeting

This is a meeting of Hillingdon Council's [Cabinet](#), the body responsible for making all the key decisions in the Borough, putting residents first. It is chaired by the Leader of the Council, [Councillor Ray Puddifoot MBE](#). Cabinet meets on a monthly basis.

Attending the Cabinet Meeting

Residents, the Public and the media are welcome to attend for the public items on the agenda (see below). You will kindly be asked to leave when the Cabinet reaches the private items listed. If you attend Cabinet, you will not be able to directly speak, present to or lobby Councillors during the actual meeting, however, you are welcome to observe and listen to the proceedings quietly. If you are a resident and there is a particular local matter that you wish to raise with a Cabinet Member, then we recommend you to take part in our well established [Petitions Scheme](#) in which thousands of residents each year participate in. Contact Democratic Services for more information on 01895 250636 or email us at petitions@hillingsdon.gov.uk

Watching, recording and reporting of this meeting

Please note that the Council may live broadcast this meeting to enable wider resident engagement in the way local decisions are made. Whilst cameras will be mainly aimed at the Councillors making the decisions, they may also capture those present in the room. Residents will also be able to watch the meeting afterwards on our [YouTube](#) channel: *Hillingdon London*. Any individual or organisation may also record or film proceedings as long as it does not disrupt the meeting. It is recommended to give advance notice of any filming to ensure any particular requirements can be met. The Council will provide seating areas for residents/public, high speed WiFi access and an area for the media to report. The officer shown on the front of this agenda should be contacted for further information and will be available to assist. When present in the room, silent mode should be enabled for all mobile devices. To find out more about the Council's [Policy](#) in this regard, speak to the Democratic Services Officer at the meeting or call us beforehand on 01895 250636.

What's on the agenda?

When you arrive at a Cabinet meeting, the Chairman will undertake some initial housekeeping matters and then go through a list of agenda items (reports) to make official decisions on them as set out in the table below. The meeting will first start with public items and then move to any private items (called Part 2), where the Public will be asked to kindly leave the room. This is because these items often involve, for example, commercially sensitive information like competitive tender bids from private companies. The items and reports on this agenda are:

Agenda Item	Private reason
1 Apologies for Absence	
2 Declarations of Interest in matters before this meeting	
3 To approve the public decisions and minutes of the last Cabinet meeting	
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	
Cabinet Reports - Part 1 (Public)		
5	Review by the Corporate Services, Commerce & Communities Policy Overview Committee: Digital Broadcasting of Policy Overview, Scrutiny and Select Committees	Public
6	Review by the Residents, Education & Environmental Services Policy Overview Committee: Payment Modernisation for Key Resident Services	Public
7	Proposed New Sports and Leisure Facility in West Drayton	Public
8	Hillingdon Air Quality Action Plan 2019-2024	Public
9	Drones & New No-Fly Zones around Airports: Devising a Modern Drone & Small Unmanned Aircraft Policy	Public
10	Older People's Plan Update	Public
11	New Carers Strategy 2019-20 & Review of Carers Action Plan 2018-19	Public
Cabinet Reports - Part 2 (Private and Not for Publication)		
<i>The reports listed below in Part 2 are not made public because they contains exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.</i>		
12	Disposal of sites to Hillingdon First Limited	Private (3)
13	Contract for the Collection and Treatment of Co-mingled Dry Recycling	Private (3)
14	Replacement of Obsolete Gas Heating Systems and System Upgrades in Residential Dwellings in the Housing Stock	Private (3)
15	Voluntary Sector Leases	Private (3)

**if applicable, this denotes urgent business item (see notice below)*

After the Cabinet meeting / the decisions made

Once you have left the meeting at the end of the public session, the decisions of the Cabinet will be published on the Council's website the next day, usually the Friday after the meeting. This will also include decisions on those matters discussed in private, so the Council is as open as possible and the public can see every decision made. If you have any queries about a particular decision, use the contact on the Council's website for further information. You can view [Cabinet's decisions here](#) - just select the appropriate meeting.

Public Notices (5 days)

This is the formal (legal) bit of this advisory notice. The Council is required by law to give advance public notices of the decisions to be made by the Cabinet, the date the Cabinet meets and whether the decisions will be taken in public or private and the reasons why. This assists with making decision-making more transparent and accountable for local residents and taxpayers. Up to 5 months in advance (and a minimum of 28 days in advance), a notice of upcoming decisions and Cabinet meetings will be given on the [Forward Plan](#) - this is a key document available for viewing online or at the Civic Centre. A second notice is then given about 1 week before a particular Cabinet meeting when the agenda is published (a 5 day notice). Further notices may be given if urgent decisions are tabled at the meeting at short notice.

Notice of meeting and any private business

The London Borough of Hillingdon is a modern, transparent Council and through effective Cabinet governance, it seeks to ensure the decisions it takes are done so in public as far as possible. Much of the business on the agenda for this Cabinet meeting will be open to residents, the wider public and media to attend. However, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. Such business is shown in Part 2 of the agenda and is

considered in private. Further information on why this is the case can be sought from Democratic Services.

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to confirm that the Cabinet meeting to be held on:

30 May 2019 at 7pm in Committee Room 6, Civic Centre, Uxbridge

will be held partly in private and that 28 clear days public notice of this meeting has been given. The reason for this is because the private (Part 2) reports listed on the agenda for the meeting will contain either confidential information or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. An online and a hard copy notice at the Civic Centre in Uxbridge indicates a number associated with each report with the reason why a particular decision will be taken in private under the categories set out below:

- (1) information relating to any individual
- (2) information which is likely to reveal the identity of an individual
- (3) information relating to the financial or business affairs of any particular person (including the authority holding that information)
- (4) information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Notice of any urgent business to the Chairman of the Executive Scrutiny Committee

There is no urgent business currently scheduled for this meeting.

Notice of any representations received

No representations from the public have been received regarding this meeting at this time.

Date notice issued and of agenda publication

16 May 2019 - London Borough of Hillingdon

POLICY ON FILMING, RECORDING & REPORTING OF MEETINGS

Agreed 11 September 2014 by full Council

Members of the public are entitled to report on meetings of Council, Committees and Cabinet, except in circumstances where the public have been excluded as permitted by law. Reporting means:-

- filming, photographing or making an audio recording of the proceedings of the meeting;
- using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or
- reporting or providing commentary on proceedings at a meeting, orally or in writing, so that the report or commentary is available as the meeting takes place or later if the person is not present.

Anyone present at a meeting as it takes place, is not permitted to carry out an oral commentary or report and must remain seated throughout the meeting. This is to prevent the business of the meeting being disrupted.

Anyone attending a meeting is asked to advise the Head of Democratic Services that they wish to report on the meeting and how they wish to do so. This is to enable Democratic Services staff to guide anyone choosing to report on proceedings to an appropriate place from which to be able to report effectively.

Any person present to film the proceedings of a meeting must respect the wishes of members of the public who do not wish to have their image recorded.

For meetings held at the Civic Centre, members of the public are welcome to use the Council's public Wi-Fi facilities. Occasionally, meetings take place in venues not run by the Council and in such circumstances members of the public are advised to check with the venue whether Wi-Fi is available.