



HILLINGDON  
LONDON

# Decisions

over the next few months...

Residents FIRST

Cabinet Forward Plan: February 2021 onwards

## About the Cabinet & this Forward Plan

The Cabinet is Hillingdon Council's Leadership Team, overseeing the provision of Council services and putting our residents first. Chaired by the Leader of the Council, the Cabinet comprises 7 other Councillors (known as Cabinet Members) who are each responsible and accountable for a range of Council services, e.g. Finance, Children's Services, Transportation etc... The full Cabinet meets monthly in public (part private) to take the more significant decisions about the Borough (Cabinet decisions). Cabinet Members also take decisions individually on a daily basis (known as Cabinet Member decisions). The purpose of this Forward Plan is to highlight these upcoming decisions over the next few months, providing advance information to residents in a transparent way. The Forward Plan is published every month to ensure it is kept up-to-date. It also provides the 'online' public notice of future decisions under the relevant UK regulations.



## Cabinet Members from 14 January 2021

You can click on the links below to find out more about a particular Cabinet Member:

[Councillor Ian Edwards - \(Chairman of the Cabinet\) Leader of the Council](#)

[Councillor Jonathan Bianco - Deputy Leader of the Council and Cabinet Member for Property & Infrastructure](#)

[Councillor Douglas Mills - Cabinet Member for Corporate Services & Transformation](#)

[Councillor Jane Palmer - Cabinet Member for Health & Social Care](#)

[Councillor Eddie Lavery - Cabinet Member for Environment, Housing & Regeneration](#)

[Councillor Susan O'Brien - Cabinet Member for Families, Education & Wellbeing](#)

[Councillor John Riley - Cabinet Member for Public Safety & Transport](#)

[Councillor Martin Goddard - Cabinet Member for Finance](#)

## More information

[Residents, the public and media are welcome to attend Cabinet meetings. For more information about when Cabinet meets, click on this link.](#)

[You can also watch Cabinet meetings live or on demand on our YouTube channel here.](#)  **YouTube**

For more information about the Forward Plan, please contact Democratic Services: Tel: 01895 250636 Email: [democratic@hillingdon.gov.uk](mailto:democratic@hillingdon.gov.uk)

# Intention to conduct business in public, but also consider some matters in private

**This notice below is to inform the public that whilst Cabinet meetings are held in public, they also include a private session for dealing with confidential matters and what this means.**

## **NOTICE**

Whilst the majority of the business at Cabinet meetings will be open to the public and media to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that the Cabinet meetings shown on this Forward Plan will be held partly in private because some of the reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

A list of the reports which are expected to be considered at Cabinet meetings in public and private are set out in a list on this Forward Plan. If they are marked "private", it includes a number next to it, indicating the reason why the decision will be taken in private based on 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 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.

If you would like to make representations about any particular decision to be conducted in private at a Cabinet meeting then please email: [cabinet@hillingdon.gov.uk](mailto:cabinet@hillingdon.gov.uk). Such representations must be received in advance of 5 clear working days before the date of the Cabinet meeting itself, normally before the preceding Wednesday.

It is possible that other private reports may be added at shorter notice to the agenda for the Cabinet meeting or for a Cabinet Member decision where deemed urgent.

Cabinet meetings are held at the Civic Centre, Uxbridge, Middlesex, UB8 1UW, usually starting at 7pm on Thursdays, but subject to change in accordance with legal notice periods. Whilst meetings may be held in public, they are not public meetings and those attending are kindly asked to quietly observe proceedings. There are no public speaking rights, as the Council provides this opportunity through its petitions process: [www.hillingdon.gov.uk/petitions](http://www.hillingdon.gov.uk/petitions)

# About the upcoming decisions listed and the timeframes for them

**This notice is to inform the public about the timeframes we are required to give in relation to the more significant decisions to be made by the Council and when more information about them will be available.**

## **NOTICE**

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of key decisions to be made on behalf of the Council. As far as possible and in the interests of transparency, the Council will seek to provide at least 28 clear days notice of new key decisions (and many new non-key decisions) that are listed on this document. Where this is not practicable, such key decisions will be taken under urgency procedures. Decisions which are expected to be taken in private (at a meeting of the Cabinet or by an individual Cabinet Member) are marked "private" with the reasons why.

## **Key decisions**

The Council's definition of a key decision is:

1. Developing proposals that require the Council to amend its policy framework.
2. Decisions resulting in cost/savings outside of existing budget that exceed the following thresholds:
  - a. 10% of the annual revenue budget for a service or any proposals in excess of £500,000.
  - b. variations to capital schemes on programmes in excess of £250,000 in any one year.
3. Decisions which have a significant impact on two or more wards as defined below:
  - a. where the outcome will have a significant impact on the well-being of the community or the quality of service provided to a significant number of people living or working in an area.
  - b. where 'Communities of Interest' as well as geographic areas are affected significantly, e.g. young people by the closure of a youth centre.

## **Other decisions**

A range of other decisions may be listed on this document which are not key decisions. This will include a range of "standard items", i.e. decisions to be taken each month on regular topics, .e.g school governor appointments, release of capital funds for projects etc...

## **When will more information be available about these decisions?**

Documents in relation to upcoming decisions shown on this Forward Plan will be submitted to the Cabinet or Cabinet Member(s) for decision as a formal agenda report or a decision request, which if public and non-urgent, will be available on the Council's website at least 5 clear working days before the date the decision can be made. If you would like to request such a document, please email [democratic@hillingdon.gov.uk](mailto:democratic@hillingdon.gov.uk). All documents shown or due to be published are listed at the London Borough of Hillingdon, Civic Centre, High Street, Uxbridge, Middlesex UB8 1UW. Public reports are also available for inspection here.

## Upcoming Decisions

## Further details

Ward(s)

Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public or Private (with reason)
--------------------------------	-------------------------------	---	------------------------------	----------	---------------------------------

SI = Standard Item each month

Council Departments: PE = Planning, Environment, Education & Community Services IT - Infrastructure, Transport & Building Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance

### Cabinet meeting - Thursday 18 February 2021

009	<b>Government Planning Consultation: Supporting housing delivery and public service infrastructure</b>	Cabinet will receive the Council's response to the Government's latest planning consultation regarding a new permitted development right for a change of use to residential to create new homes, measures to provide public service infrastructure more quickly, a new streamlined planning application process for hospitals, schools and prisons and the approach to simplifying and consolidating existing permitted development rights following changes to the Use Classes Order. Given the submission deadline of 28 January, the Leader and Cabinet Member will agree the Council's response prior and this will be reported to Cabinet for noting and due public record.	All		Cllr Eddie Lavery	PE - Julia Johnson / James Rodger			Public
010	<b>Community Equipment contract extension for two years 1 April 2021 to 31 March 2023</b>	Cabinet will consider the Community Equipment contract extension for two years 1 April 2021 to 31 March 2023. The current supplier is Medequip Assistive Technology. Hillingdon are part of a London consortium group and the call off contract arrangement is administered by Westminster City Council.	N/A		Cllr Jane Palmer	FD / SC - Sally Offin / Darren Thorpe			Private (3)
012	<b>Contract for the Collection, Sorting, Processing and Sale of Dry Recyclables</b>	Cabinet will consider a contract for the Collection, Sorting, Processing and Sale of Dry Recyclables for a three year period with the option to extend for a further 2 years subject to agreement and satisfactory performance. The contract relates to the dry mixed recyclable materials collected by the Waste Services team from businesses and residents throughout the Borough.	All		Cllr Eddie Lavery	IT - Nicola Herbert			Private (3)

## Upcoming Decisions

### Further details

Ref

Ward(s)

Final decision by Full Council

Cabinet Member(s) Responsible

Officer Contact for further information

Consultation on the decision

NEW ITEM

Public or Private (with reason)

SI = Standard Item each month

Council Departments: PE = Planning, Environment, Education & Community Services IT - Infrastructure, Transport & Building Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance

Ref	Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public or Private (with reason)
013	<b>Hillingdon's Elective Home Education Policy</b>	Following consultation, Cabinet will consider approval of an updated Elective Home Education Policy.	All		Cllr Susan O'Brien	PE - Jenny Chalmers/ Laura Palmer	Public consultation and the Residents, Education and Environmental Services Policy Overview Committee.		Public
015	<b>The Council's Budget - Medium Term Financial Forecast 2021/22 - 2025/26 (BUDGET FRAMEWORK)</b>	Following consultation, this report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2021/22 for consultation, along with indicative projections for the following four years. This will also include the HRA rents for consideration.	All	TO FULL COUNCIL 25/2/21	Cllr Ian Edwards & Cllr Martin Goddard	FD - Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers		Public
016	<b>The Schools Budget 2021/22</b>	Cabinet will asked to agree the Schools Budget for the next financial year, following a recommendation from the Schools Forum.	All		Cllr Susan O'Brien & Cllr Martin Goddard	FD - Graham Young	Schools Forum		Public
SI	<b>Voluntary Sector Leases</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community.	All		Cllr Jonathan Bianco	IT - Michael Patterson / Michele Wilcox			Private (3)
SI	<b>Monthly Council Budget - monitoring report</b>	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position.	All		Cllr Martin Goddard	FD - Paul Whaymand			Public
SI	<b>Reports from Policy Overview, Scrutiny &amp; Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - TBC	TBC		Public

## Upcoming Decisions

## Further details

Ward(s)

Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public or Private (with reason)
--------------------------------	-------------------------------	---	------------------------------	----------	---------------------------------

SI = Standard Item each month

Council Departments: PE = Planning, Environment, Education & Community Services IT - Infrastructure, Transport & Building Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance

### Cabinet Member Decisions expected - February 2021

SI	Standard Items taken each month by the Cabinet Member		Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public or Private (with reason)
	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.		Various		All	CR&S - Democratic Services	Various		Public

### Cabinet meeting - Thursday 18 March 2021

011	<b>Contract extension award for Carer Support Services</b>	Cabinet will consider a contract extension for Carer Support Services for adults, children and young people for a two year period from 1 September 2021 to 31 August 2023. The current provider is the Carers Trust Hillingdon.	N/A		Cllr Jane Palmer	FD / SC - Gavin Fernandez / Sally Offin			Private (3)
019	<b>Refurbishment of Civic Centre Mezzanine Floor</b>	Cabinet will be requested to consider the appointment of a works contractor for the refurbishment of Civic Centre Mezzanine Floor to provide accommodation for key council services and to facilitate the relocation of The Abacus Centre in West Drayton to the Civic Centre.	Uxbridge South		Cllr Jonathan Bianco	IT - Bobby Finch		NEW	Private (3)
023	<b>Multi lot tender for the digitalised Cloud based telephony system, LAN, WAN and Wireless communications</b>	Cabinet will consider a major ICT contract for the support, maintenance and transformation of the Council's main IP (Internet Protocol) Telephony and Contact Centre communications systems, its Local Area Network including Wireless (LAN), its Wide Area Network (WAN) and the provision and support of Internet Security services. These cloud-based ICT systems form the backbone of how the Council communicates with residents and others in a modern, secure and efficient way.	All		Cllr Douglas Mills	IT / FD - Michael Clark / Jo Allen		NEW	Private (3)

## Upcoming Decisions

### Further details

Ref

Ward(s)

Final decision by Full Council

Cabinet Member(s) Responsible

Officer Contact for further information

Consultation on the decision

NEW ITEM

Public or Private (with reason)

SI = Standard Item each month

Council Departments: PE = Planning, Environment, Education & Community Services IT - Infrastructure, Transport & Building Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance

024	<b>Climate Change Action Plan</b>	Hillingdon Council passed a Climate Change Declaration at its full Council meeting on 16 January 2020 which set out targets to become carbon neutral and achieve 100% clean energy across the Council's services by 2030. This will be the first action plan to Cabinet to monitor progress to towards those goals.	All		Cllr Eddie Lavery	PE - David Haygarth / Ian Thynne		NEW	Public
029	<b>Grant of Lease for Electrical substation</b>	In light of the refurbishment of Meadow High School, Hillingdon which includes a new building and sports block extension, Cabinet will consider the grant of a long-term lease for an electrical substation to provide sufficient power to the school site going forward.	Brunel		Cllr Jonathan Bianco	IT - Michael Paterson / Michele Wilcox		NEW	Private (3)
SI	<b>Quarterly Planning Obligations Monitoring report</b>	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Eddie Lavery	PE - Nicola Wyatt			Public
SI	<b>Monthly Council Budget - monitoring report</b>	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position.	All		Cllr Martin Goddard	FD - Paul Whaymand			Public
SI	<b>Reports from Policy Overview, Scrutiny &amp; Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - TBC	TBC		Public

### Cabinet Member Decisions expected - March 2021

026	<b>Provision of homelessness services - younger people</b>	The Leader and Cabinet Member will consider a low value contract for the approval of a service provider to continue to deliver the Council's statutory advice and homelessness responsibilities to young people.	All		Cllr Ian Edwards / Cllr Eddie Lavery			NEW	Private (3)
-----	--	--	-----	--	--------------------------------------	--	--	-----	-------------

## Upcoming Decisions

### Further details

Ward(s)

Final decision by Full Council

Cabinet Member(s) Responsible

Officer Contact for further information

Consultation on the decision

**NEW ITEM**

Public or Private (with reason)

SI = Standard Item each month Council Departments: PE = Planning, Environment, Education & Community Services IT - Infrastructure, Transport & Building Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance

028	<b>Social Housing Allocation Policy &amp; Local Lettings Policy</b>	The Leader and Cabinet Member will consider updates to the Council's Social Housing Allocation Policy to reflect recent legal changes required, along with a Local Lettings Policy regarding the regeneration of Avondale and Austin Road in Hayes to establish specific lettings arrangements.			Cllr Ian Edwards / Cllr Eddie Lavery	PE - Mark Billings / Debbie Weller		<b>NEW</b>	Public
020	<b>Lettings Agents - Trading Standards Enforcement Policy</b>	Lettings agents must join a client money protection scheme when letting or acting as a property management agent in the private rented sector and they hold clients' money. Trading Standards is the responsible body to carry out any enforcement and the Leader and Cabinet Member will be requested to approve the Council's enforcement policy in this regard.			Cllr Ian Edwards / Cllr John Riley	PE - Martin King		<b>NEW</b>	Public
SI	<b>Standard Items taken each month by the Cabinet Member</b>	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	CR&S - Democratic Services	Various		Public

## Cabinet meeting - Thursday 22 April 2021

006	<b>Licensing scheme for outdoor fitness instructors and tennis coaches in parks and open spaces</b>	Cabinet on 22 October 2020 received a report proposing consultation on a new licensing scheme for outdoor fitness instructors and tennis coaches using Hillingdon's parks and open spaces and to operate this on a commercial basis with an associated Public Space Protection Order (PSPO) should enforcement be required. This report considers the consultation responses and seeks Cabinet approval whether to implement such a scheme.	All		Cllr Eddie Lavery & Cllr Susan O'Brien	PE - Priscilla Simpson	Public consultation, e.g. residents, ward councillors, fitness instructors and tennis coaches. Statutory consultation on any PSPO.		Public
-----	---	---	-----	--	--	------------------------	--	--	--------

## Upcoming Decisions

### Further details

Ref

Ward(s)

Final decision by Full Council

Cabinet Member(s) Responsible

Officer Contact for further information

Consultation on the decision

NEW ITEM

Public or Private (with reason)

SI = Standard Item each month

Council Departments: PE = Planning, Environment, Education & Community Services IT - Infrastructure, Transport & Building Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance

Ref	Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public or Private (with reason)
017	<b>Standards and quality of education in Hillingdon during 2019/20</b>	The Annual Report to Cabinet regarding children and young people's educational performance across Hillingdon schools.	All		Cllr Susan O'Brien	PE - Daniel Kennedy / Rani Dady	Residents, Education & Environmental Services Policy Overview Committee		Public
014	<b>Contract extension - Revenues and Benefits Service</b>	Cabinet will consider an extension to the current contract for the Revenue and Benefits service, which undertakes the collection and recovery of Council Tax, business rates, the processing of benefits claims and related queries.	All		Cllr Martin Goddard	FD - Muir Laurie			Private (3)
SI	<b>Voluntary Sector Leases</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community.	All		Cllr Jonathan Bianco	IT - Michael Patterson / Michele Wilcox			Private (3)
SI	<b>Monthly Council Budget - monitoring report</b>	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position.	All		Cllr Martin Goddard	FD - Paul Whaymand			Public
SI	<b>Reports from Policy Overview, Scrutiny &amp; Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - TBC	TBC		Public

### Cabinet Member Decisions expected - April 2021

018	<b>Borough Wide Weed Control</b>	Cabinet Members will consider a contract for the safe and effective control of vegetation on hard surfaced areas of the Highway and housing estates, including Tree Boxes within the Borough using largely contact herbicides, with the restricted use of residual treatments for public safety.	All		Cllr Ian Edwards / Cllr Eddie Lavery	PE / FD - James Patterson / Jamie Bell			Private (3)
-----	----------------------------------	--	-----	--	--------------------------------------	--	--	--	-------------

## Upcoming Decisions

### Further details

Ref

Ward(s)

Final decision by Full Council

Cabinet Member(s) Responsible

Officer Contact for further information

Consultation on the decision

NEW ITEM

Public or Private (with reason)

SI = Standard Item each month Council Departments: PE = Planning, Environment, Education & Community Services IT - Infrastructure, Transport & Building Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance

SI	<b>Standard Items taken each month by the Cabinet Member</b>	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	CR&S - Democratic Services	Various		Public
----	--	--	---------	--	-----	----------------------------	---------	--	--------

### Cabinet meeting - Thursday 6 May 2021 (provisional date)

021	<b>Carers Strategy 2018-21: Update</b>	Cabinet will receive a progress report on the Carers Strategy and Delivery Plan for 2018-21.	All		Cllr Jane Palmer	SC - Kate Kelly-Talbot		NEW	Public
022	<b>Older People's Plan update</b>	Cabinet will receive its twice yearly progress update on the Older People's Plan.	All		Cllr Ian Edwards / Cllr Jane Palmer	SC - Kevin Byrne	Older People, Leader's Initiative	NEW	Public
025	<b>Contract for the supply and delivery of refuse and recycling sacks</b>	Cabinet will consider a contract for the supply and delivery of refuse and recycling sacks for a two year period with the option to extend for a further 2 years + 1 year subject to agreement and satisfactory performance. The contract relates to a range of sacks used to carry out waste and street cleaning activities, including those provided to residents to utilise the dry mixed recycling, textiles, food and garden waste services.	All		Cllr Eddie Lavery	IT - Nicola Herbert		NEW	Private (3)
SI	<b>Voluntary Sector Leases</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	IT - Michael Patterson / Michele Wilcox			Private (3)
SI	<b>Reports from Policy Overview, Scrutiny &amp; Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - TBC	TBC		Public

## Upcoming Decisions

## Further details

Ref

Ward(s)

Final decision by Full Council

Cabinet Member(s) Responsible

Officer Contact for further information

Consultation on the decision

NEW ITEM

Public or Private (with reason)

SI = Standard Item each month

Council Departments: PE = Planning, Environment, Education & Community Services IT - Infrastructure, Transport & Building Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance

### Cabinet Member Decisions expected - May 2021

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	CR&S - Democratic Services	Various		Public
----	---	--	---------	--	-----	----------------------------	---------	--	--------

### Cabinet meeting - 17 June 2020 (provisional date)

027	<b>Budget Outturn 2020/21</b>	Cabinet will review the Council's budget outturn position for the previous financial year.	All		Cllr Martin Goddard	FD - Paul Whaymand		NEW	Public
SI	<b>Quarterly Planning Obligations Monitoring report</b>	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Eddie Lavery	RS - Nicola Wyatt			Public
SI	<b>Voluntary Sector Leases Report</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	RS - Michael Patterson / Michele Wilcox			Private (3)
SI	<b>Reports from Policy Overview, Scrutiny &amp; Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - TBC	TBC		Public

### Cabinet Member Decisions expected - June 2019

	<b>Standard Items taken each month by the Cabinet Member</b>	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	CR&S - Democratic Services	Various		Public
--	--	---	---------	--	-----	----------------------------	---------	--	--------

### Cabinet Member Decisions: Standard Items (SI) that may be considered each month

## Upcoming Decisions

### Further details

Ref

Ward(s)

Final decision by Full Council

Cabinet Member(s) Responsible

Officer Contact for further information

Consultation on the decision

NEW ITEM

Public or Private (with reason)

SI = Standard Item each month

Council Departments: PE = Planning, Environment, Education & Community Services IT - Infrastructure, Transport & Building Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance

Ref	Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public or Private (with reason)
SI	<b>Urgent Cabinet-level decisions &amp; interim decision-making (including emergency decisions)</b>	The Leader of the Council has the necessary authority to make decisions that would otherwise be reserved to the Cabinet, in the absence of a Cabinet meeting or in urgent circumstances. Any such decisions will be published in the usual way and reported to a subsequent Cabinet meeting for ratification. The Leader may also take emergency decisions without notice, in particular in relation to the COVID-19 pandemic, which will be ratified at a later Cabinet meeting.	Various		Cllr Ian Edwards	CR&S - Democratic Services	TBC		Public / Private
SI	<b>Expenditure Approval: ICT Equipment, Furniture and General Equipment</b>	To approve or not, the release of funds for certain types of discretionary expenditure, following new expenditure approval controls agreed by Cabinet on 21 January 2016 to enable greater scrutiny of expenditure in these areas, further enhancing the Council's strong financial management.	N/A		Cllr Martin Goddard	FD - Corporate Procurement	None		Public
SI	<b>Ward Budget Initiative</b>	To approve the spending of Ward Budgets following applications from Ward Councillors - this will be done on a monthly or regular cycle.	All		Cllr Douglas Mills / Cllr Ian Edwards (if in Manor ward)	IT - Helena Webster	Local consultation within the Ward undertaken by Ward Councillors		Public
SI	<b>Business, shops and commercial rents, leases, surrenders and renewals</b>	To approve various rents, leases, surrenders and lease renewals for a variety of businesses, organisations, properties or via commercial transactions, as per thresholds for decision-making set out in the Procurement and Contract Standing Orders.	Various		Cllr Jonathan Bianco	IT - Mike Paterson			Private (3)

## Upcoming Decisions

### Further details

Ref

Ward(s)

Final decision by Full Council

Cabinet Member(s) Responsible

Officer Contact for further information

Consultation on the decision

NEW ITEM

Public or Private (with reason)

SI = Standard Item each month

Council Departments: PE = Planning, Environment, Education & Community Services IT - Infrastructure, Transport & Building Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance

Ref	Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public or Private (with reason)
SI	<b>To consider rent reviews</b>	To consider rent reviews of commercial and other premises.	tbc		Cllr Ian Edwards / Cllr Jonathan Bianco	IT - Mike Patterson			Private (1,2,3)
SI	<b>School Governing Bodies and Governors / Authorising Academy Appointments</b>	To approve appointments, nominate appointments and make reappointments of local authority governors and to approve any changes to school governing body constitutions. To also authorise any Member to be a Governor or Director of an Academy.	N/A		Cllr Susan O'Brien	CR&S - Democratic Services			Public
SI	<b>Appointment of Consultants &amp; agency staff</b>	To consider the appointment of consultants where the cost is between £5,000 and £50,000. To appoint individual temporary and agency workers between this value for senior management posts. To also accept the appointment of any consultants delegated by Cabinet.	N/A		Cllr Ian Edwards	various	This decision is temporarily delegated by Cabinet to the Chief Executive to take in consultation with the Leader of the Council		Private (1,2,3)
SI	<b>Release of Capital Funds</b>	The release of all capital monies requires formal Member approval, unless otherwise determined either by the Cabinet or the Leader. Batches of monthly reports (as well as occasional individual reports) to determine the release of capital for any schemes already agreed in the capital budget and previously approved by Cabinet or Cabinet Members	TBC		Cllr Martin Goddard in conjunction with relevant Cabinet Member	various	Corporate Finance		Public but some Private (1,2,3)

## Upcoming Decisions

### Further details

Ref

Ward(s)

Final decision by Full Council

Cabinet Member(s) Responsible

Officer Contact for further information

Consultation on the decision

**NEW ITEM**

Public or Private (with reason)

SI = Standard Item each month Council Departments: PE = Planning, Environment, Education & Community Services IT - Infrastructure, Transport & Building Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance

Ref	Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	<b>NEW ITEM</b>	Public or Private (with reason)
SI	<b>The purchase of ex Council properties or new private properties for the Council's housing supply</b>	The Leader of the Council may determine, as and when required, the purchase of new properties using HRA capital funds to increase the affordable housing stock within the Borough. Such acquisitions will be reported back to Cabinet.	TBC		Cllr Ian Edwards / Cllr Jonathan Bianco	IT - Perry Scott			Private (1,2,3)
SI	<b>Petitions about matters under the control of the Cabinet</b>	Cabinet Members will consider a number of petitions received by local residents and organisations and decide on future action. These will be arranged as Petition Hearings.	TBC		All	CR&S - Democratic Services			Public
SI	<b>Local Safety Schemes and Parking Revenue Account funded schemes</b>	To consider petitions received and decide on future action	TBC		Cllr John Riley	IT - David Knowles	Traffic Liaison Group		Public
SI	<b>Pedestrian Crossings</b>	To approve schemes to provide crossing facilities	TBC		Cllr John Riley	IT - David Knowles			Public
SI	<b>To approve debt / write offs</b>	To approve individual case of debt / write offs that are in excess of £5000 but under £50,000.	n/a		Cllr Jonathan Bianco	various			Private (1,2,3)
SI	<b>To approve compensation payments</b>	To approve compensation payments in relation to any complaint to the Council in excess of £1000.	n/a		All	various			Private (1,2,3)
SI	<b>Transport - Local Implementation Programme</b>	Local Implementation Programme including schemes for the public realm, parking, road safety, school travel, walking, cycling, air quality improvement and Traffic Regulation Orders.	TBC		Cllr John Riley	IT - David Knowles			Public
SI	<b>Acceptance of Tenders</b>	To accept quotations, tenders, contract extensions and contract variations valued between £50k and £500k in their Portfolio Area where funding is previously included in Council budgets.	n/a		All	various			Private (3)

## Upcoming Decisions

### Further details

Ref

Ward(s)

Final decision by Full Council

Cabinet Member(s) Responsible

Officer Contact for further information

Consultation on the decision

NEW ITEM

Public or Private (with reason)

SI = Standard Item each month

Council Departments: PE = Planning, Environment, Education & Community Services IT - Infrastructure, Transport & Building Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance

Ref	Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public or Private (with reason)
SI	<b>All Delegated Decisions by Cabinet to Cabinet Members, including tender and property decisions</b>	Where previously delegated by Cabinet, to make any necessary decisions, accept tenders, bids and authorise property decisions / transactions in accordance with the Procurement and Contract Standing Orders.	TBC		All	various			Public / Private (1,2,3)
SI	<b>School Redundancy Payments</b>	To consider requests for School Redundancy Payments and decide whether to approve them on behalf of the Local Authority	TBC		Cllr Susan O'Brien	PE - Daniel Kennedy			Private (1,2,3)
SI	<b>Sale, and conversion, of loft space to leaseholders and also extension of Leasehold Interests of flats under the 1993 Act</b>	To consider any issues in relation to loft space and also consider an extension of the leasehold interests for several flats where the Council as freeholder has received an application under the Leasehold Reform Housing and Urban Development Act 1993. The report will recommend grant of the extensions in each case where the Notice is valid and in accordance with legislation.	TBC		Cllr Eddie Lavery / Cllr Jonathan Bianco	IT - Mike Paterson			Private (1,2,3)
SI	<b>Chrysalis Programme of Environmental Improvements</b>	The Cabinet Member will be asked to consider the approval of projects.	Various		Cllr Eddie Lavery	IT - Helena Webster / Perry Scott			Public
SI	<b>External funding bids</b>	To authorise the making of bids for external funding where there is no requirement for a financial commitment from the Council.	n/a		All	various			Public
SI	<b>Appeals in relation to business rates (NNDR)</b>	To determine appeals in relation to business rates following a decision by the Council.	TBC		Cllr Martin Goddard	FD - Maureen Pemberton			Private (1,2,3)

# Upcoming Decisions

## Further details

### Ward(s)

Ref

Final decision by Full Council

Cabinet Member(s) Responsible

Officer Contact for further information

Consultation on the decision

**NEW ITEM**

Public or Private (with reason)

SI = Standard Item each month

Council Departments: PE = Planning, Environment, Education & Community Services IT - Infrastructure, Transport & Building Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance

Ref	Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public or Private (with reason)
SI	<b>Response to key consultations that may impact upon the Borough</b>	A standard item to capture any emerging consultations from Government, the GLA or other public bodies and institutions that will impact upon the Borough. Where the deadline to respond cannot be met by the date of the Cabinet meeting, the Constitution allows the Cabinet Member to sign-off the response.	TBC		All	various			Public

The Cabinet's Forward Plan is an official document by the London Borough of Hillingdon, UK