

## Minutes

### **CABINET**

**Thursday, 2 September 2021**

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



**Decisions published on: 3 September 2021**

**Decisions come into effect on: 5pm, Friday 10 September 2021**

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

Ian Edwards (Chairman)

Douglas Mills

Martin Goddard

Susan O'Brien

Jane Palmer

Eddie Lavery

John Riley

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

Duncan Flynn (Attendee of the Cabinet meeting as Chief Whip - non-voting)

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

Apologies were received from Councillor Jonathan Bianco.

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

No interests were declared by Members present.

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

The decisions and minutes of the Cabinet meeting held on 8 July 2021 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. HILLINGDON DIGITAL CONNECTIVITY STRATEGY

### RESOLVED:

**That the Cabinet approves the London Borough of Hillingdon's Digital Connectivity Strategy.**

### Reasons for decision

Cabinet approved a Digital Connectivity Strategy to ensure that the Council would continue to be 'investor ready' and make maximum use of what is available in digital technologies and infrastructure improvements to support residents and local businesses into the future.

The Cabinet Member for Corporate Services & Transformation expressed the importance of investment across the whole Borough and the Council's ability to have open discussions with the private sector about what is expected. He welcomed the opportunity for the Council itself to also take advantage of these changes for its own service delivery to residents.

The Leader of the Council considered good digital connectivity an essential part of a successful borough and its economic growth going forward.

### Alternative options considered and rejected

None.

<b>Relevant Select Committee</b>	Corporate, Finance & Property
<b>Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)</b>	5pm, Friday 10 September 2021
<b>Officer(s) to action</b>	Helen Vincent / Sajad Rashid / Perry Scott
<b>Directorate</b>	Infrastructure, Transport & Building Services
<b>Classification</b>	<b>Public</b>
	<i>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.</i>

**6. CONSIDERATION OF SETTING A LICENSED DEFICIT BUDGET IN 2021/22 FOR THREE SCHOOLS IN THE BOROUGH**

**RESOLVED:**

**That Cabinet:**

- 1. Approves the application for a licensed deficit from Bishop Winnington-Ingram CE Primary School for 2021/22.**
- 2. Approves the application for a licensed deficit from Holy Trinity CE Primary School for 2021/22.**
- 3. Approves the application for a licensed deficit from Oak Wood School for 2021/22.**

**Reasons for decision**

Cabinet gave its approval for three schools in the Borough to hold a licensed deficit, noting that this would enable the schools to function with the certainty of funding, whilst they would also take reasonable steps to manage their costs.

The Cabinet Member for Families, Education & Wellbeing noted the positive movement from the previous year, where there had been five schools that had set a deficit budget. The Cabinet Member paid thanks to Council finance officers who had worked closely with schools on their financial plans.

**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.

<b>Relevant Select Committee</b>	Families, Health & Wellbeing
<b>Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)</b>	5pm, Friday 10 September 2021
<b>Officer(s) to action</b>	Graham Young
<b>Directorate</b>	Finance
<b>Classification</b>	<b>Public</b>
	<i>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.</i>

## **7. MONTHLY COUNCIL BUDGET MONITORING REPORT: MONTH 3**

### **RESOLVED:**

**That the Cabinet:**

- 1. Note the budget monitoring position and treasury management update as at June 2021 (Month 3) as outlined in Part A of this report.**
- 2. Approve the financial recommendations set out in Part B of this report**
  - a. Note those consultancy and agency assignments over £50k approved under delegated authority between the July 2021 and September 2021 Cabinet meetings, detailed at Appendix A.**
  - b. Approve forward phasing of future years' funding of £2,920k allocated to Electrical Fire Safety within the Works to Stock programme into 2021/22 to accelerate electrical fire safety works into this year.**
  - c. Approve a virement of £24,826k from the 2021/22 Acquisition and Developments Budget to the following schemes: Hayes Estate Regeneration £3,743k, Hayes Estate Leaseholder Buy Backs £16,783k, Packet Boat House Buy Backs £2,300k, Loft Extensions £2,000k.**
  - d. Agree to allocate £13,291k of specific contingency budgets held centrally and reported under Development and Risk Contingency into the base budgets within specific Services Operating Budgets, so that these budgets reflect the full budgeted cost of operating these services.**
  - e. Agrees a proposed update to the Council's Fees & Charges schedule relating to the tipping of DIY waste at the New Years Green Lane Civic Amenity Site as set out in Appendix B.**

### **Reasons for decision**

Cabinet was informed of the forecast revenue, capital and treasury position for the current year 2021/22 to ensure the Council achieved its budgetary and service objectives.

The Cabinet Member for Finance outlined the projected balances at the end of the financial year which had remained consistent. He also updated Cabinet on the exceptional pressures due to Covid-19 which had now totalled in excess of £50m, but welcomed that this was covered by both Government funding, and if necessary, the Council's own earmarked reserves.

The Cabinet Member updated Cabinet on the Council's savings programme which whilst generally on target had been impacted by Covid-related delays in achieving income. On the capital programme, a projected overspend was noted on the planned Yiewsely and West Drayton leisure centre where the Council was looking to mitigate the cost increases to progress the project.

Turning to the schools budget, the Cabinet Member noted the financial pressures from the unprecedented increase in demand for special educational needs provision and use of out of borough provision, but it was welcomed that work was underway to create additional places in the Borough to counteract this.

On the housing budget, it was noted that it would be geared towards the Council's priorities of increasing the housing stock and regeneration schemes.

Other financial recommendations approved by the Cabinet included re-phasing of various capital budgets and the allocation of specific contingency funds into service budgets, the amount of which was amended at the meeting. Furthermore, Cabinet ratified an update to the Council's fees and charges with respect to the tipping of DIY waste.

### Alternative options considered and rejected

None.

<b>Relevant Select Committee</b>	Corporate, Finance & Property
<b>Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)</b>	The financial decisions made by Cabinet shown above as 2 b,c,d & e can be called-in by 5pm, Friday 10 September 2021. The other decisions made are to 'note' which cannot be called in.
<b>Officer(s) to action</b>	Paul Whaymand
<b>Directorate</b>	Finance
<b>Classification</b>	<b>Public</b>
	<i>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.</i>

## 8. 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. Delegates full authority to the appropriate Cabinet Members, in consultation with the Corporate Director of Infrastructure, Transport & Building Services, to make all necessary procurement and financial decisions, including the appointment of consultancies and the placing of building contracts for School Condition Programme.

#### Reasons for decision

Cabinet received an update on the Council's school expansion programme and also the school condition programme, improving the fabric of local schools. Cabinet agreed to delegate authority to progress the school condition programme.

The Cabinet Member for Families, Education & Wellbeing noted the success of the schools expansion programme to-date which had enabled the Council to meet its statutory requirements to provide sufficient school places. The latest pupil projections were noted and to meet this, the Cabinet Member updated Cabinet on the secondary school expansion projects, along with other expansion plans at local special educational needs schools.

#### Alternative options considered and rejected

None.

<b>Relevant Select Committee</b>	Families, Health & Wellbeing
<b>Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)</b>	Decision no.2 above can be called in by 5pm, Friday 10 September 2021. Decision no.1 above cannot be called in as it was to 'note'.
<b>Officer(s) to action</b>	Bobby Finch / Michael Naughton
<b>Directorate</b>	Infrastructure, Transport & Building Services
<b>Classification</b>	<b>Public</b>
	<i>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.</i>

## 9. POSTAL SERVICES CONTRACT

### RESOLVED:

That the Cabinet:

1. Accept the tender from The Royal Mail Group Limited for the Crown Commercial Services (CCS) Framework for Postal Goods and Services Solutions (RM6017) Lot 3 - Collection and delivery of letters, large letters and parcels for the London Borough of Hillingdon for a three-year period from September 2021.
2. Furthermore, agree that this includes the provision to extend the contract for a two-year period, (five years in total), subject to Cabinet Member approval.

### Reasons for decision

Cabinet approved a contract for postal services for the next 3 years, with an option to extend it to 5 years and noted that the proposed contract would also align with the Council's digital transformation plans.

### Alternative options considered and rejected

Cabinet could have agreed to continue arrangements outside the framework but determined this would not provide value for money.

<b>Relevant Select Committee</b>	Corporate, Finance & Property
<b>Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)</b>	5pm, Friday 10 September 2021
<b>Officer(s) to action</b>	Sean Stone
<b>Directorate</b>	Infrastructure, Transport & Building Services
<b>Classification</b>	<b>Private</b>  <i>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 in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).</i>

**10. GREAT CENTRAL HOUSE, SOUTH RUISLIP**

**RESOLVED:**

**That the Cabinet agree to the 3-year lease extension at Great Central House.**

**Reasons for decision**

Cabinet agreed to extend the Council's lease of Great Central House in South Ruislip which provides 18 one-bedroomed flats for temporary emergency housing accommodation for vulnerable residents in line with the Council's statutory responsibilities.

**Alternative options considered and rejected**

Cabinet could have decided to source alternative accommodation which would not have been either desirable or cost-effective.

<b>Relevant Select Committee</b>	Environment, Housing & Regeneration
<b>Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)</b>	5pm, Friday 10 September 2021
<b>Officer(s) to action</b>	Ben Sargent
<b>Directorate</b>	Planning, Environment, Education & Community Services
<b>Classification</b>	<b>Private</b>  <i>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 in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).</i>



**11. BACKUP CONTRACTOR FOR REACTIVE REPAIRS MAINTENANCE SERVICE**

**RESOLVED:**

That the Cabinet accept the tender for the provision of a backup contractor for reactive repairs maintenance service, corporate sites, complaints, and property repairs to the Council's general needs housing stock, to PFL Electrical Services Ltd for 3+2 years, at a cost of £1.505m over 5 years (£903k over 3 years, £301k per annum).

**Reasons for decision**

Cabinet agreed to award a 3-year contract, with the option to extend, in order to support the in-house repairs service to undertake day-to-day responsive repairs to social housing and other corporate properties owned by the Council.

**Alternative options considered and rejected**

Cabinet could have considered obtaining ad-hoc tenders for works, but this would have resulted in delays to the completion of repairs.

<b>Relevant Select Committee</b>	Corporate, Finance & Property
<b>Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)</b>	5pm, Friday 10 September 2021
<b>Officer(s) to action</b>	Gary Penticost
<b>Directorate</b>	Infrastructure, Transport and Building Services
<b>Classification</b>	<b>Private</b>
	<i>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 in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).</i>

## 12. VOLUNTARY SECTOR LEASE

### RESOLVED:

That Cabinet agrees the rent set out in the table below, which has been the subject of negotiation with the voluntary sector organisation detailed in this report and instructs officers to complete the legal documentation.

### Reasons for decision

Cabinet made a decision regarding a rent review for the Bessingby Park and Deane Park Bowling Clubs who use the Bowls Pavilion at Bessingby Park. Cabinet's decision enabled the organisation concerned to benefit from heavily discounted rent 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.

<b>Relevant Select Committee</b>	Corporate, Finance & Property
<b>Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)</b>	5pm, Friday 10 September 2021
<b>Officer(s) to action</b>	Michele Wilcox
<b>Directorate</b>	Infrastructure, Transport & Building Services
<b>Classification</b>	<b>Private</b>
	<i>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 in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).</i>

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

No additional items were considered by the Cabinet.

The meeting closed at 7.17pm

**Internal Use only\***

**Implementation of decisions & scrutiny call-in**

**When can these decisions be implemented by officers?**

Officers can implement Cabinet's decisions in these minutes only from the expiry of the scrutiny call-in period which is:

**5pm, Friday 10 September 2021**

However, this is subject to the decision not being called in by Councillors on the relevant Select Committee. Upon receipt of a valid call-in request, Democratic Services will immediately advise the relevant officer(s) and the Cabinet decision must then be put on hold.

**Councillor scrutiny call-in of these decisions**

Councillors on the relevant Select Committee shown in these minutes for the relevant decision made may request to call-in that decision. The call-in request must be before the expiry of the scrutiny call-in period above.

Councillors should use the Scrutiny Call-in App (link below) on their devices to initiate any call-in request. Further advice can be sought from Democratic Services if required:

[Scrutiny Call-In - Power Apps](#) (secure)

**Notice**

These decisions have been taken under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

This Cabinet meeting was also broadcast live on the Council's YouTube channel [here](#) for wider resident engagement.

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