

Minutes

CABINET

Thursday, 13 October 2022

**Meeting held at Committee Room 6 - Civic Centre,
High Street, Uxbridge UB8 1UW**



Published on: 14 October 2022

Decisions come into effect from: 5pm, 21 October 2022 where stated

Cabinet Members Present:

Ian Edwards (Chairman)
Jonathan Bianco (Vice-Chairman)
Martin Goddard
Douglas Mills
Susan O'Brien
Jane Palmer
Eddie Lavery

1. APOLOGIES FOR ABSENCE

All Cabinet Members were present.

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 minutes and decisions of the Cabinet meeting held on 1 September 2022 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 items to be considered in public and private were as set out on the agenda.

5. COUNCIL STRATEGY 2022-2026

RESOLVED:

That the Cabinet:

1. Notes the findings and overall positive response from a comprehensive consultation exercise, which has informed the proposed final Council Strategy 2022-2026;
2. Recommends Hillingdon's proposed Council Strategy 2022-26 in Appendix 1 for adoption by Council on 17 November 2022.

Reasons for decision

Cabinet reviewed the consultation responses on the proposed new Council Strategy setting out a clear vision for the Borough and the Council for the next four years and recommended it to full Council for final adoption.

The Cabinet Member for Corporate Services set out the importance of the Strategy, as a strategic document, making it clear what the Council's Administration wished to see happen over the next 4 years, what the Council's ambitions would be and how resources should be directed to deliver service improvements, building upon the previous good work by the Council.

It was welcomed that the Council's strong financial management, as a cornerstone of the Strategy, would give the Council the confidence and ability to be bold and clear about the future of the London Borough of Hillingdon. The supportive consultation responses were welcomed by the Cabinet Member, along with the Administration's mandate following the elections to pursue the Strategy's objectives.

The Leader of the Council thanked officers for their work in preparing the Strategy.

Alternative options considered and rejected

None.

Relevant Select Committee	All
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	This matter is not for call-in, as a policy framework document being referred to full Council
Officer(s) to action	Dan Kennedy
Directorate	Central Services
Classification	Public - <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. HILLINGDON SAFEGUARDING PARTNERSHIP ANNUAL REPORT 2021-22

RESOLVED:

That the Cabinet:

- 1. Notes the Annual Report and is assured that the partnership continues to provide leadership and scrutiny of the safeguarding arrangements for Hillingdon residents.**
- 2. Notes the way in which the partnership has responded to the challenges posed by changing local, national and international contexts.**
- 3. Notes the strategic priorities for safeguarding for 2022-23.**

Reasons for decision

Cabinet received the Safeguarding Partnership Annual Report which set out the work undertaken over the last year to support and safeguard Hillingdon's vulnerable residents, both adults and children. The comments of the Children's, Families and Education Select Committee were noted.

The Cabinet Member for Health & Social Care outlined the report's assurances that the Council had carried out its statutory duties over the year in relation to Adult Safeguarding. The Cabinet Member expressed the importance of training and learning from practice and thanked the Adult Social Care Service on their mental health workflow activity, which had provided for more effective information sharing and safeguarding responses for those with mental health needs.

The Cabinet Member for Children, Families & Education noted the increase in safeguarding activity following the end of the pandemic. It was welcomed that the Partnership had been able to adapt to this and that the development of the Stronger Families Hub in 2021 had now embedded the Council's approach to early intervention and safeguarding matters and had received 19,000 contacts in the first 10 months of operation. The importance of every child to feel safe was re-affirmed by the Cabinet Member, which were also clear from the Partnership's priorities on child safeguarding for 2022-23.

The Leader of the Council expressed the thanks of the Cabinet to the Partnership and praised both Cabinet Members for their leadership.

Alternative options considered and rejected

None.

Relevant Select Committee	Children, Families & Education Health and Social Care
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	This matter is not for call-in, as noting only.
Officer(s) to action	Alex Coman / Suzi Gladish

Directorates	Adult Services & Health Children and Young Peoples' Services
Classification	Public - <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. CONSULTATION ON CHANGES TO SCHOOL ADMISSIONS ARRANGEMENTS

RESOLVED:

That Cabinet:

1. **Considers the proposal to reduce the Published Admission Number for Coteford Infant School from 81 to 60 and authorises officers to undertake a full consultation exercise in relation to it.**
2. **Agrees to receive a further report at its 16th February 2023 meeting for the purpose of considering the consultation responses for a new Published Admissions Number for Coteford Infant School which is set to take effect from 1 September 2024.**
3. **Notes the proposal likely to be submitted to the Authority following formal consultation from the following non-community schools, Grange Park Infant and Nursery School and Grange Park Junior School to reduce their Planned Admissions Numbers by 30; and delegates authority to the Cabinet Member for Children, Families & Education, in consultation with the Executive Director of Education and SEND, to make the final decision as to whether the following proposals should be supported:**
 - **Grange Park Infant and Nursery School from 120 to 90.**
 - **Grange Park Junior School from 120 to 90.**

Reasons for decision

Cabinet agreed to consult on a proposal to reduce the Published Admission Number for Coteford Infant School from 81 to 60 children in line with the Council's admissions arrangements. It also noted other proposals likely to be submitted by two schools in relation to their Published Admissions Numbers.

The Cabinet Member for Children, Families & Education explained the statutory responsibility to secure sufficient school places locally and noted that over recent times, nursery and primary schools were experiencing a reduction of pupil numbers. The importance for the Council to work with schools when their numbers reduce, such as through changing their Published Admissions Numbers, was vital and would support their financial standing going forward.

Alternative options considered and rejected

None, as the proposal was supported by the School and Governing Body and Cabinet's proposal would enable the school to focus their budget and resources better for pupils, supporting school improvement.

Relevant Select Committee	Children, Families & Education
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 21 October 2022
Officer(s) to action	Vikram Hansrani
Directorate	Education and SEND Directorate
Classification	Public - <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. LOCAL LIST OF BUILDINGS OF ARCHITECTURAL AND HISTORIC IMPORTANCE

RESOLVED:

That the Cabinet:

1. Considers the responses to the proposed two new entries to the local list as attached in Appendix 3 following the public consultation;
2. Approves the addition of one new entry to the Local List of Buildings of Architectural or Historic Importance as attached in Appendix 1, following the positive response to the public consultation:
 - a. Nos. 305-315 and 317-327 Long Lane, Hillingdon
3. Agrees that the entry for The Paddington Packet Boat Public House be re-evaluated for local listing status to allow consideration of the building's deteriorated condition as shown in Appendix 2.

Reasons for decision

Cabinet considered the consultation responses on the two new proposed entries to the Local List of Buildings of Architectural or Historic Importance. In light of the responses, Cabinet agreed to add one new entry which had received positive feedback (Nos. 305-315 and 317-327 Long Lane) to the Local List.

The Cabinet Member for Residents' Services explained it was not recommended to proceed with the listing of the Paddington Packet Boat Public House at this time and that it would re-evaluated due to its deteriorating condition.

Alternative options considered and rejected

Cabinet could have reviewed the entry of both sites to the Local List.

Relevant Select Committee	Residents' Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 21 October 2022
Officer(s) to action	Mark Butler & Ian Thynne
Directorate	Place Directorate
Classification	Public - <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. SCHOOL CAPITAL PROGRAMME UPDATE

RESOLVED:

That Cabinet note the progress made with primary and secondary school expansions, the school condition programme and other school capital projects.

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.

The Cabinet Member for Property, Highways and Transport explained that whilst the general trend was a decline in pupil numbers, a key focus of the school expansion programme was now the provision of additional places for children with special educational needs.

The Cabinet Member for Children, Families & Education outlined to Cabinet the importance of sufficiency to meet changes in school place demand going forward. Noted was the use of bulge classes in certain cases, the extra places at the new Harlington Secondary School and Cabinet was also informed that the proposed new free school in the North of the Borough was under review by the Department for Education with the Council in discussion with them.

The Leader of the Council noted that whilst population numbers were decreasing in the primary school sector, there was a temporary increase in the secondary sector.

Alternative options considered and rejected

None.

Relevant Select Committee	Children, Families & Education
Expiry date for any scrutiny call-in / date decision can be	This matter is not for call-in, as noting only.

implemented (if no call-in)	
Officer(s) to action	Bobby Finch
Directorate	Place Directorate
Classification	Public - <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>

10. CONSIDERATION OF SETTING A LICENSED DEFICIT BUDGET IN 2022/23 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 2022/23.
2. Approves the application for a licensed deficit from Holy Trinity CE Primary School for 2022/23.
3. Approves the application for a licensed deficit from Oak Wood School for 2022/23.

Reasons for decision

Cabinet gave its approval to three schools in the Borough to hold a licensed deficit for 2022/23, so that the schools could function with the certainty of funding, a balanced budget, whilst they would also take reasonable steps to manage their costs.

The Cabinet Member for Children, Families & Education explained that with regard to the Bishop Winnington-Ingram CE Primary School, the school had taken a number of steps to improve their financial position. In respect of the Holy Trinity School, Northwood, it was noted that it was a small oversubscribed primary school and the lowest funded Hillingdon. The Cabinet Member stated that the Council could continue to work with both schools and the diocesan board.

With the Oak Wood School, it was noted that the school had sought to reduce its deficit but that this had related to historically low pupil numbers which had been addressed through a school re-build and by co-educational. The Cabinet Member congratulated the Head Teacher and staff at the school.

The Leader of the Council explained the importance of monitoring and deciding on such deficits on an annual basis and how the Council would need to take a strategic view of the school estate over the coming years, given declining pupil numbers.

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.

Relevant Select Committee	Children, Families & Education
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 21 October 2022
Officer(s) to action	Terry Shaw
Directorate	Resources Directorate
Classification	Public - <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>
	Urgency provisions – <i>this report was issued less than 5 clear days before the Cabinet meeting and agreed by the Chairman to be considered under urgency provisions.</i>

11. MONTHLY COUNCIL BUDGET MONITORING REPORT: MONTH 5

RESOLVED:

That the Cabinet:

1. Note the budget monitoring position and treasury management update as at June 2022 (Month 5) as outlined in Part A of this report.
2. Approve the financial recommendations set out in Part B of this report below:
 - a) Accept Transport for London grant funding of £172k for the Green and Healthy Streets Programme.
 - b) Accept HS2 Amenity funding of £1,500k for projects to mitigate the impacts of the HS2 project in areas affected by the construction works.
 - c) Accept the award of £6,704k GLA grant funding for acquisitions and internal developments to increase the supply of affordable housing.
 - d) Agree the virement of £3,410k from the unallocated HRA Unallocated HRA Acquisition and Development Budget to create the Right To Buy Buyback Fund Budget of £5,410k.
 - e) Approve acceptance of £10k grant funding from the Department for Levelling Up, Housing and Communities for running costs associated with the continuation of temporary pavement license provisions.
 - f) Approve a public consultation exercise on the following potential amendments to the Council's local Council Tax Reduction Scheme with a view to reforming the scheme with effect from April 2023:
 - I. Non-dependent charge to be increased to £8 per week
 - II. Increase the minimum award from £1 to £2 per week
 - g) Approve the amendments to the leisure Fees and Charges set out in Appendix B1 of this report.

Reasons for decision

Cabinet was updated on the forecast revenue, capital and treasury position for the current year 2022/23 in order to ensure the Council achieved its budgetary and service objectives.

The Cabinet Member for Finance introduced the Month 5 report, as of 31 August 2022 and expressed that it was a further indication of the Council's financial stability in challenging circumstances.

It was noted that the General Fund was projecting an underspend and balances were consistent with the previous month. The Cabinet Member informed Cabinet of the current external pressures on the budget, including the cessation of Government support for Covid-19 pressures and inflationary pressures, both of which were being covered by earmarked reserves. It was welcomed that some positive factors would help to alleviate some use of the earmarked reserves, including the expected pay rise announcement, the reduction of National Insurance costs, negotiations with contractors to reduce costs and the Council's own transformation programme.

The Cabinet Member updated Cabinet on the Council's savings programme which was largely on track and that there was now some positive movement in the savings to be achieved with the leisure centre contract.

In respect of the Dedicated Schools Budget, the Cabinet Member noted the inflationary pressures, but welcomed that the deficit reduction was travelling in the right direction. On the Housing Revenue Account, it was noted that the budget position remained positive since the last month.

A number of financial recommendations were moved by the Cabinet Member and agreed by Cabinet, including the acceptance of external grants from Transport for London and HS2 Limited, the virement of monies to undertake additional Right to Buy Buybacks of properties, to consult on proposals to amend the Council Tax Reduction Scheme and an increase leisure contract fees and charges locally.

The Leader of the Council noted the challenging and uncertain times and how the Council was seeking to reduce its running costs. The Leader expressed his thanks to the Cabinet Member and Officer Team for the work behind the scenes which had enabled the reporting to Cabinet of a sound financial position.

Alternative options considered and rejected

None.

Relevant Select Committee	Finance & Corporate Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	Cabinet's decisions 2 (a-g) can be called-in by 5pm, Friday 21 October 2022
Officer(s) to action	Andy Evans
Directorate	Resources
Classification	Public - <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>
	Urgency provisions – <i>this report was issued less than 5 clear days before the Cabinet meeting and agreed by the Chairman to be considered under urgency provisions.</i>

12. PUBLIC PREVIEW OF MATTERS TO BE CONSIDERED IN PRIVATE

RESOLVED:

That Cabinet note the reports to be considered later in private and Part 2 of the Cabinet agenda and comment on them as appropriate for public information purposes.

Reasons for decision

The Leader of the Council introduced the report which provided a public summary of the matters to be discussed in the private part of the Cabinet meeting later, increasing the Council's transparency.

Alternative options considered and rejected

These were set out in the public Cabinet report.

Relevant Select Committee

Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	This matter is not for call-in, as noting only.
Officer(s) to action	Mark Braddock
Directorate	Central Services
Classification	Public - <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>

13. THE PROVISION OF A ROOFING REPAIR SERVICE TO HOUSING AND CORPORATE PROPERTIES

RESOLVED:

That Cabinet:

1. Accept the tender from John McGuinness Roofing Ltd. for the provision of the Roofing Repairs Services for Housing & Corporate Buildings to the London Borough of Hillingdon for a period of 3 years at the estimated value of £833k per annum. with a total estimated value over the 5 years of £4,165k
2. Furthermore, that this includes the provision to extend the contract for a period of 2 years, subject to the approval of the Leader of the Council and Cabinet Member for Finance Business and Property Services, in consultation with the Corporate Director for Place.

Reason for decision

Cabinet approved a contractor for the Council's Roofing Repairs Service following a competitive tender exercise. The Cabinet Member for Property, Highways & Transport explained how this would ensure the Council's 12,000 dwellings and other corporate buildings were kept safe and secure and so that the Council complied with statutory obligations as Landlord.

Alternative options considered / risk management

Cabinet could have sought tenders on individual roofing projects, but considered this more costly than a term contractor on pre-agreed rates.

Relevant Select Committee	Property, Highways & Transport
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 21 October 2022
Officer(s) to action	Liam Bentley
Directorate	Place Directorate
Classification	Private - <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>

14. FUTURE OF THE COUNCIL'S FINANCIAL SYSTEMS

RESOLVED:

That the Cabinet:

1. Approve the direct award to Oracle Corporation UK Limited for the provision of Oracle Cloud Licences to the London Borough of Hillingdon for a five-year period from 1 March 2023 to 29 February 2028 and at the value of £1,376k, with the option to extend for a further three years.
2. Approve delegation of the appointment of System Implementation Partner(s) and other necessary external support for delivery of the project within a budget of £1,650k to the Cabinet Member for Finance.

Reasons for decision

Following market testing, Cabinet agreed an upgrade to the Council's financial system moving to a cloud-based system. The Cabinet Member for Finance noted

that the decision was required as the current system would be unsupported in a few years' time.

The Cabinet Member explained how the new system would modernise financial processes and enhance reporting and analytical capacity to support effective financial management. The Cabinet Member stated that his preference was to appoint an external partner to ensure the system was implemented effectively across the Council.

Alternative options considered and rejected

Cabinet could have decided not to upgrade or not seek a cloud-based solution, but considered this would not provide the required business benefits or align with the Council's ICT strategy.

Relevant Select Committees	Finance & Corporate Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 21 October 2022
Officer(s) to action	Iain Watters
Directorate	Resources Directorate
Classification	Private - <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>

15. DISPOSAL OF LAND/GARAGE SITES

RESOLVE:

That the Cabinet:

1. Declares the six sites surplus to requirements as set out in the report and below;
2. Authorises the sale of 4 sites below with the method of sale to be open market freehold disposal by auction, subject to prevailing market conditions:
 - i) Garage court adjacent to 3 Ashwood Avenue, Uxbridge, UB8 3LS

- ii) Garage court rear of 188 Cranford Drive, Hayes, UB3 4LG
- iii) Garage site adjacent to 49 Juniper Way, Hayes, UB3 1LE
- iv) Land at 195 Pinner Road, Northwood HA6 1DB

3. Authorises the sale of the 2 parcels of land below to special purchasers:

- i) Land at Diamond Road, Ruislip HA4 0PD
- ii) Land at Wallington Close, Ruislip HA4 7YJ

4. Delegates authority to Cabinet Member for Property, Highways and Transport, in consultation with the Corporate Director of Place, to determine if the sites are to be sold with planning consent for a residential scheme and for all subsequent decisions regarding the disposal of all the sites.

Reasons for decision

Cabinet agreed to the disposal and sale of 6 small sites in the Borough of land owned by the Council. The Cabinet Member for Property, Highways & Transport noted that the sites were currently underutilised and that their sale would provide the Council with capital receipts and support additional housing supply locally.

Alternative options considered and rejected

Cabinet considered that the repair of the garages or development of the sites by the Council itself would be uneconomic.

Relevant Select Committee	Property, Highways & Transport
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	5pm, Friday 21 October 2022
Officer(s) to action	Julia Thompson
Directorate	Place Directorate
Classification	<p>Private - <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></p> <p>General Exception - <i>In accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the Chairman of the Property, Highways and Transport Select Committee was notified under Rule 15 of the Rules on Access to Information in the Constitution (General Exception to give advance notice of key decision) that it was impracticable to make public notice of this matter on the Forward Plan.</i></p>

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

No additional items were considered by the Cabinet.

The meeting closed at 7.38pm

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 21 October 2022

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

Democratic Services: 01895 250636

