

Scheduled Upcoming Decisions

Ref

Further details

Ward(s)

| | | | | Final decision by Full Council | Cabinet Member(s) Responsible | Relevant Select Committee | Directorate / Lead Officer | Consultation related to the decision | NEW ITEM | Public or Private (with reason) |
|---|---|---|---------|--------------------------------|---|------------------------------|------------------------------------|--------------------------------------|----------|---------------------------------|
| SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services | | | | | | | | | | |
| Cabinet meeting - Thursday 9 November 2023 (report deadline 23 October) | | | | | | | | | | |
| 171 | HR temporary recruitment contract extensions | Cabinet will receive a report regarding the extensions of temporary recruitment agency contracts. These are for Corporate and Qualified Social Care Workers (under contract with Matrix) and qualified Social Worker roles (under contract with Sanctuary). | N/A | | Cllr Douglas Mills - Corporate Services | Finance & Corporate Services | CS / R - Irvin Luchowa / T Eldriny | | NEW ITEM | Private (3) |
| 097 | Consideration of setting a licensed deficit budget in 2023/24 for certain schools in the Borough | Cabinet's will consider whether it is required to set any licensed deficit budget for certain schools in 2023/24. | TBC | | Cllr Susan O'Brien - Children, Families & Education / Cllr Martin Goddard - Finance | Finance & Corporate | R - Sheilender Pathak / Chris Mayo | | | Private (3) |
| SI | Monthly Council Budget - monitoring report | The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position and other key financial decisions required. | All | | Cllr Martin Goddard - Finance | Finance & Corporate Services | R - Andy Evans | | | Public |
| SI | Public Preview of matters to be considered in private | A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda. | TBC | | All Cabinet Members | All | C - Democratic Services | | | Public |
| SI | Reports from Select Committees | Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee. | All | | All | TBC | C - Democratic Services | TBC | | Public |
| Cabinet Member Decisions expected - November 2023 | | | | | | | | | | |
| SI | Standard Items taken each month by the Cabinet Member | 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 | TBC | C - Democratic Services | Various | | Public |
| Cabinet meeting - Thursday 14 December 2023 (report deadline 27 November) | | | | | | | | | | |
| 184 | Device refresh | Cabinet will consider the contract and capital release for the upcoming refresh of the Council's computer / laptop and related devices used across the organisation for work productivity to deliver services, access systems and importantly to collaborate, engage and communicate with residents and colleagues in a modern way. | N/A | | Cllr Douglas Mills - Corporate Services | Finance & Corporate Services | Matthew Wallbridge / Dale Gordon | | NEW ITEM | Private (3) |

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| 095 | Revenues & Benefits Contract Award | The existing managed services contract within Revenues & Benefits expires in May 2024. This report to Cabinet seeks approval for new contracting arrangements beyond this date following a procurement exercise to be undertaken in March 2023 and market engagement from October 2022. | N/A | | Cllr Martin Goddard - Finance | Finance & Corporate Services | R - Iain Watters / Trudie Eldriny | | | Private (3) |
| 158 | Counter-fraud and corporate related investigative policies | Cabinet will consider a suite of policies for the next 3 years relating to the investigative framework used by the Council for counter-fraud related purposes. | All | | Cllr Martin Goddard - Finance | Finance & Corporate Services | R - Alex Brown | | | Public |
| 161 | Licences, Support and Maintenance for Geographic Information System (GIS) | Cabinet will consider contract for the licences, support and maintenance of the Council's Geographic Information System (GIS) and an upgrade to the existing GIS planning plotter | N/A | | Cllr Douglas Mills - Corporate Services | Finance & Corporate Services | CS - Helen Vincent | | | Private (3) |
| 110a | The Council's Budget - Medium Term Financial Forecast 2024/25 - 2028/29 (BUDGET FRAMEWORK) | This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2023/24 for consultation, along with indicative projections for the following four years. This will also include the HRA rents for consideration. | All | Proposed Full Council adoption - 22 February 2024 | Cllr Martin Goddard - Finance | All | R - Andy Evans | Public consultation through the Select Committee process and statutory consultation with businesses & ratepayers | | Public |
| SI | Public Preview of matters to be considered in private | A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda. | TBC | | All Cabinet Members | All | C - Democratic Services | | | Public |
| SI | Monthly Council Budget - monitoring report | The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position and other key financial decisions required. | All | | Cllr Martin Goddard - Finance | Finance & Corporate Services | R - Andy Evans | | | Public |
| SI | Reports from Select Committees | Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee. | All | | All | TBC | C - Democratic Services | TBC | | Public |
| Cabinet Member Decisions expected - December 2023 | | | | | | | | | | |
| SI | Standard Items taken each month by the Cabinet Member | 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 | TBC | C - Democratic Services | Various | | Public |

Cabinet meeting - Thursday 11 January 2024 (report deadline 11 December 2023)

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| SI | Reports from Select Committees | Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee. | All | | All | TBC | C - Democratic Services | TBC | | Public |
| Cabinet Member Decisions expected - January 2024 | | | | | | | | | | |
| SI | Standard Items taken each month by the Cabinet Member | 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 | TBC | C - Democratic Services | Various | | Public |
| Cabinet meeting - Thursday 15 February 2024 (report deadline 29 January) | | | | | | | | | | |
| 156 | Occupational Health (OH) Services and Employee Assistance Programme (EAP) Contract Award | Cabinet will consider new contracting arrangements for Occupational Health (OH) and Employee Assistance Programme (EAP) services managed by HR. These services are available to all Council employees and where applicable contractors, delivered by suitably qualified medical professionals including but not limited to; pre-employment health reviews, assessments for safety critical posts, in-service referrals as a result of accident/injury at work, referral to other specialist medical practitioners, medical advice for managers related to employee ill health, ill-health retirement and confidential employee support services. Prevention, advice and trend forecasting is also provided to support and improve the health and productivity of the workforce. | All | | Cllr Douglas Mills | Finance & Corporate Services | C - Suzie Horn | | | Private (3) |
| 110a | The Council's Budget - Medium Term Financial Forecast 2024/25 - 2028/29 (BUDGET FRAMEWORK) | 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 2024/25 for consultation, along with indicative projections for the following four years. This will also include the HRA rents for consideration. | All | Proposed Full Council adoption - 22 February 2024 | Cllr Ian Edwards - Leader of the Council / Cllr Martin Goddard - Finance | All | R - Andy Evans | Public consultation through the Select Committee process and statutory consultation with businesses & ratepayers | | Public |
| 045 | The Schools Budget 2024/25 | 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 - Children, Families & Education / Cllr Martin Goddard - Finance | Finance & Corporate Services | R - Coral Miller | Schools Forum | | Public |

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| SI | Public Preview of matters to be considered in private | A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda. | TBC | | All Cabinet Members | All | CS - Democratic Services | | | Public |
| SI | Monthly Council Budget - monitoring report | The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position and other key financial decisions required. | All | | Cllr Martin Goddard - Finance | Finance & Corporate Services | R - Andy Evans | | | Public |
| SI | Reports from Select Committees | Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee. | All | | All | TBC | CS - Democratic Services | TBC | | Public |
| Cabinet Member Decisions expected - February 2024 | | | | | | | | | | |
| SI | Standard Items taken each month by the Cabinet Member | 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 | TBC | CS - Democratic Services | Various | | Public |
| Cabinet meeting - Thursday 21 March 2024 (report deadline 4 March) | | | | | | | | | | |
| SI | Public Preview of matters to be considered in private | A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda. | TBC | | All Cabinet Members | All | CS - Democratic Services | | | Public |
| SI | Monthly Council Budget - monitoring report | The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position and other key financial decisions required. Cabinet will also consider the fees related to the summer activity offer for children. | All | | Cllr Martin Goddard - Finance | Finance & Corporate Services | R - Andy Evans | | | Public |
| SI | Reports from Select Committees | Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee. | All | | All | TBC | CS - Democratic Services | TBC | | Public |
| Cabinet Member Decisions expected - March 2024 | | | | | | | | | | |
| SI | Standard Items taken each month by the Cabinet Member | 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 | TBC | CS - Democratic Services | Various | | Public |
| Cabinet meeting - Thursday 18 April 2024 (report deadline 1 April) | | | | | | | | | | |
| SI | Public Preview of matters to be considered in private | A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda. | TBC | | All Cabinet Members | All | C - Democratic Services | | | Public |

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| SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services | | | | | | | | | | |
| SI | Monthly Council Budget - monitoring report | The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position. | All | | Cllr Martin Goddard - Finance | Finance & Corporate Services | R - Andy Evans | | | Public |
| SI | Reports from Select Committees | Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee. | Various | | All | TBC | C - Democratic Services | Various | | Public |
| Cabinet Member Decisions expected - April 2024 | | | | | | | | | | |
| 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 | TBC | C - Democratic Services | Various | | Public |
| Cabinet meeting - Thursday 23 May 2024 (report deadline 3 May) | | | | | | | | | | |
| SI | Public Preview of matters to be considered in private | A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda. | TBC | | All Cabinet Members | All | C - Democratic Services | | | Public |
| Cabinet Member Decisions expected - May 2024 | | | | | | | | | | |
| 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 | TBC | C - Democratic Services | Various | | Public |
| CABINET MEMBER DECISIONS: Standard Items (SI) that may be considered each month | | | | | | | | | | |
| SI | Urgent Cabinet-level decisions & interim decision-making (including emergency decisions) | 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 - Leader of the Council | TBC | C - Democratic Services | TBC | | Public / Private |
| SI | Ward Budget Initiative | 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 - Corporate Services / Cllr Ian Edwards - Leader of the Council (if in Ruislip Manor ward) | Finance and Corporate Services | P - Helena Webster | Local consultation within the Ward undertaken by Ward Councillors | | Public |

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| SI | Release of Capital Funds | 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 - Finance (in conjunction with relevant Cabinet Member) | All - TBC by decision made | various | Corporate Finance | | Public but some Private (1,2,3) |
| SI | Petitions about matters under the control of the Cabinet | 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 | TBC | C - Democratic Services | | | Public |
| SI | To approve debt / write offs | To approve individual case of debt / write offs that are in excess of £5000 but under £50,000. | n/a | | Cllr Martin Goddard - Finance | Finance & Corporate Services | various | | | Private (1,2,3) |
| SI | To approve compensation payments | To approve compensation payments in relation to any complaint to the Council in excess of £1000. | n/a | | All | TBC | various | | | Private (1,2,3) |
| SI | Acceptance of Tenders | 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 | | Cllr Ian Edwards - Leader of the Council OR Cllr Martin Goddard - Finance / in conjunction with relevant Cabinet Member | TBC | various | | | Private (3) |
| SI | All Delegated Decisions by Cabinet to Cabinet Members, including tender and property decisions | 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 | TBC | various | | | Public / Private (1,2,3) |
| SI | External funding bids | To authorise the making of bids for external funding where there is no requirement for a financial commitment from the Council. | n/a | | All | TBC | various | | | Public |
| SI | Appeals in relation to business rates (NDR) | To determine appeals in relation to business rates following a decision by the Council. | TBC | | Cllr Martin Goddard - Finance | Finance & Corporate Services | R - Iain Watters | | | Private (1,2,3) |

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| | All | TBC | various | | | Public |

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|----|---|--|-----|
| SI | Response to key consultations that may impact upon the Borough | 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 |
|----|---|--|-----|

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