

PUBLIC PREVIEW:

MATTERS TO BE CONSIDERED LATER IN PRIVATE

Cabinet Member(s)	As appropriate
Cabinet Portfolio(s)	As appropriate
Officer Contact(s)	Mark Braddock – Democratic Services
Papers with report	None

HEADLINES

Summary	<p>A report to Cabinet to provide maximum transparency to residents on the private matters to be considered later in Part 2 of the Cabinet meeting and agenda.</p> <p>This will enable Cabinet Members to openly discuss such matters generally in public, and via the Council’s live broadcast of the meeting, without prejudicing their later consideration in private.</p>
Putting our Residents First Delivering on the Council Strategy 2022-2026	<p>This report supports our ambition for residents / the Council of: An efficient, well-run, digital-enabled council working with partners to deliver services to improve the lives of all our residents</p> <p>This report supports our commitments to residents of: A Digital-Enabled, Modern, Well-Run Council</p>
Financial Cost	As set out in the report.
Relevant Select Committee	As set out in this report under each item – however, this item is not for scrutiny call-in as it is information only.
Ward(s)	As set out in the report

RECOMMENDATION

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 recommendation

Why are certain reports considered in private?

As a transparent, democratic organisation, the Council's Cabinet will consider matters in public on Part 1 of this Cabinet agenda. However, there will inevitably be some reports that will need to be considered in private. These would generally relate to contracts, property transactions or commercially sensitive information, for example, tender bids from commercial organisations, which if made public, could prejudice the Council's ability secure value-for-money for resident taxpayers.

This information is also called 'exempt' information and is considered in Part 2 of any Cabinet agenda by applying the relevant section of the Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended), in that the report contains certain information and that the public interest in withholding that information outweighs the public interest in disclosing it.

How can the public find out more about the private reports?

To ensure maximum transparency when the Cabinet considers such private reports:

- 1) They are first given advance notice on the Cabinet's Forward Plan in summary form setting out the reason why they will be considered in private. The [Forward Plan](#) is a public document setting out all the expected decisions the Cabinet will make over the coming year, except those that are urgent, and is available on the Council's website to view;
- 2) This report provides a fuller public preview of the matters to be discussed in Part 2 of this Cabinet meeting and gives an opportunity for Cabinet Members to highlight issues of significance within and for public information purposes, without prejudicing their later fuller consideration in private. It also sets out the recommendations in general terms that are being proposed for a decision on.
- 3) Consideration of this report will also be broadcast live on the Council's YouTube channel: Hillingdon London, and available for viewing afterwards, for wider democratic engagement.
- 4) After these private reports are considered in Part 2 of this Cabinet meeting, Cabinet's full decisions on them will then be published on the Council's website the day after the Cabinet meeting, along with the decisions on the other matters already considered in public.

Alternative options considered

Cabinet could resolve to release any private report into the public domain in extraordinary or highly exceptional cases, where it considers the public interest in disclosing the information outweighs the public interest in withholding it. However, to ensure greater transparency on all private matters considered, this public preview item is advised as the most suitable way forward.

Legal comments

Such private matters are considered in accordance with Local Government Act 1972 (as amended) Access to Information provisions and also The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. This report enables such matters to be discussed in public as far as is possible under the relevant legislation.

SUPPORTING INFORMATION

ITEM 11 - OCCUPATIONAL HEALTH SERVICES, EMPLOYEE ASSISTANCE PROGRAMME AND DRUG AND ALCOHOL TESTING CONTRACT

Relevant Cabinet Portfolio(s)	Corporate Services
Relevant Ward(s)	N/A
Relevant Select Committee	Finance and Corporate Services

Information

This proposed report outlines the Council's approach to consolidate key HR contracts. Specifically, Cabinet approval is requested to award a contract for Occupational Health Services, the Employee Assistance Programme and drug and alcohol testing services.

These services ensure that the Council has access to rapid professional and specialist advice relating to work and how work impacts on employees' health and wellbeing. It also ensures legal obligations around surveillance for specific roles are adhered to. This enables the workforce to deliver services effectively to residents.

ITEM 12 - FUEL CONTRACTS FOR THE COUNCIL'S FLEET

Relevant Cabinet Portfolio(s)	Finance
Relevant Ward(s)	N/A
Relevant Select Committee	Finance & Corporate Services

Information

Many of the Council's front lines services require a fully fuelled fleet of vehicles and plant. Three types of fuel are required - Ultra Low Sulphur Diesel (ULSD) for our road vehicles, Gas Oil (also known as Red Diesel) for our mechanical plant and Petrol for 5 hybrid vehicles. Fuel is stored and used at on site facilities in the Borough. Cabinet will consider the award of contracts for the supply and delivery of such fuel.

The Council continues to explore electric vehicles and over the next few years this will become increasingly viable as part of its Climate Change Action Plan and Electric Vehicle Infrastructure Strategy. Officers have started the process for future EV investment as part of the Council's 2024/25 capital programme, which will give far greater consideration of this as part of the fleet replacement programme.

The Council's Fleet Team also continue to work with Services to ensure efficient driving by using the data received from the vehicle tracker systems to manage fuel consumption.

ITEM 13 - SOCIAL CARE & EDUCATION SYSTEMS SOLUTION

Relevant Cabinet Portfolio(s)	Corporate Services
Relevant Ward(s)	NA
Relevant Select Committee	Finance and Corporate Service

Information

Cabinet will consider a contract for a social care and education IT system solution that will modernise the Council and improve such services for staff and residents.

Such tools allows social workers to record client interactions, supporting and safeguarding Hillingdon's most vulnerable residents. Incorporating a new single education solution will improve service delivery and productivity, enhance communication with parents/guardians and schools, aid in informed decision-making about children in need of support, thus improving early intervention chances and delivering more positive outcomes.

Amongst other benefits, the system will enable residents to track the progress of their referrals and support integrated monitoring, reporting of placements activity and financials, and the production of statutory returns.

ITEM 14 - PLANNED ROOFING RENEWAL AT MELBOURNE HOUSE

Relevant Cabinet Portfolio(s)	Property, Highways and Transport
Relevant Ward(s)	Yeading
Relevant Select Committee	Property, Highways and Transport

Information

Cabinet will consider a contract for roofing works at Melbourne House in Yeading, a tower block within the Council's housing stock. Works will include re-roofing, insulation, remedial work to include, but not limited to, repointing chimney brickwork, and replacing soffits, fascias, gutters, and rainwater goods, replacement ventilation fans, and full internal redecorations of the communal stairwell. Residents will be consulted on the roofing program and any leaseholders as part of Section 20 consultation procedures.

ITEM 15 - CONTRACT FOR ENVIRONMENTAL SPECIALIST CLEANING SERVICES

Relevant Cabinet Portfolio(s)	Residents' Services
Relevant Ward(s)	All
Relevant Select Committee	Residents' Services

Information

Cabinet will consider a specialist waste contract, which include the provision of the following services:

- Emptying and cleaning of dog fouling bins
- Collection and disposal of clinical and offensive waste, including sharps
- Cleaning of public toilets
- Dead animal collection
- Asbestos removal from residential properties and public land
- Collection and processing of waste materials from land in the open air, commercial and private dwellings

ITEM 16 - PLANNED WINDOW RENEWALS PROGRAMME: *BARR LODGE AND BOND CLOSE, YIEWSLEY*

Relevant Cabinet Portfolio(s)	Property, Highways & Transport
Relevant Ward(s)	Yiewsley
Relevant Select Committee	Property, Highways & Transport

Information

Cabinet will consider a contract to undertake the planned renewal of single-glazed windows in a number of properties, which include window replacements to the Sheltered Housing Scheme known as Barr Lodge, off Bond Close Yiewsley as well as the adjoining properties in Bond Close, also in Yiewsley. This is part of a wider phased programme of window renewals to sheltered schemes.

ITEM 17 - CORPORATE FENCING & RELATED SERVICES CONTRACT

Relevant Cabinet Portfolio(s)	Residents' Services
Relevant Ward(s)	All
Relevant Select Committee	Residents' Services

Information

Cabinet will consider a contract for fencing and related services, primarily within its many green spaces and parks, along with community and resident-led projects such as the popular Chrysalis Alley-gating scheme.

This proposed broad-ranging contract will include the repair and replacement of damaged fencing, gates, bollards and barriers, installation of park furniture, sports goals, signage, repairs to pedestrian footbridges, decked areas, fishing platforms/swims, supply of high security locks/keys for parks barriers, supply and install allotment water troughs, redecoration of Gates Bins, benches and some structures within parks.

ITEM 18 - MINOR PROPERTY TRANSACTIONS: *Voluntary Sector Lease for two local Scout Groups*

Relevant Cabinet Portfolio(s)	Property, Highways & Transport
Relevant Ward(s)	Ruislip
Relevant Select Committee	Property, Highways & Transport

Information

The Council has a well-established and successful policy of supporting voluntary sector organisations to thrive, by providing heavily discounted leases on its buildings and facilities for community use. Cabinet will consider new discounted lease arrangements for 2 Scout Groups in Ruislip, where the Council is also constructing a brand new scout hut for their use.