

PUBLIC PREVIEW:

MATTERS TO BE CONSIDERED LATER IN PRIVATE

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

HEADLINES

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| 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 15 - WINDOWS RENEWALS (MULTI LOT AGREEMENT)

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| Relevant Cabinet Members | Councillor Jonathan Bianco, Cabinet Member for Corporate Services & Property |
| Relevant Ward(s) | N/A |
| Relevant Select Committee | Corporate Resources & Infrastructure |

Information

The report seeks approval to accept tenders and award contracts for a multi-lot framework to replace PVCu double-glazed windows in the Council's housing stock over a five-year programme. The aim is to deliver a planned, borough-wide upgrade of windows to improve housing quality, energy efficiency, and resident wellbeing.

Resident Benefits include:

- **Improved Energy Efficiency:** Modern windows will help retain heat, reduce energy bills, and maintain comfortable indoor temperatures.
- **Enhanced Security:** New fittings come with updated locking mechanisms and stronger materials for increased home protection.
- **Noise Reduction:** Upgraded windows will significantly reduce external noise, creating a quieter living environment.
- **Better Ventilation and Comfort:** Improved airflow and insulation contribute to a healthier indoor atmosphere.
- **Increased Property Value and Aesthetics:** New windows enhance the appearance and value of homes.
- **Compliance with Safety and Environmental Standards:** All installations will meet current building regulations and sustainability goals.
- **Addressing Damp and Mould:** The programme is designed to improve thermal performance, helping to prevent damp and mould—especially important with the introduction of Awaab's Law from October 2025, which requires social landlords to address these issues promptly.

Programme Details:

- **Scope:** The works will cover various postcodes across the borough, targeting properties in need based on asset data and ongoing stock condition surveys.
- **Consultation:** Tenants will be consulted on the installation programme.
- **Financial Efficiency:** The framework is expected to deliver significant efficiencies in officer time and resources.
- **Regulatory Compliance:** The programme supports the Council's obligations under the Housing Act 1985, Landlord and Tenant Act 1985, and the Social Housing (Regulation) Act 2023, helping to meet Decent Homes recovery targets and avoid regulatory enforcement.

ITEM 16 - VETERINARY SERVICES AT THE IMPORTED FOOD OFFICE, HEATHROW

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| Relevant Cabinet Members | Cllr Eddie Lavery, Cabinet Member for Community & Environment |
| Relevant Ward(s) | The Imported Food Office is located in Heathrow Villages |
| Relevant Select Committee | Residents' Services |

Information

The report details the outcome of the tendering process for providing veterinary services at the Imported Food Office, Heathrow, on behalf of the London Borough of Hillingdon. It is required by law to have suitably qualified Official Veterinarians present at UK Border Control Posts to undertake checks on imported Products of Animal Origin (POAO). The report recommends awarding a contract following a competitive procurement process.

A contract for this underpins the Council's statutory and public health responsibilities, and ensures the safety of food products entering the UK through Heathrow, directly benefiting Hillingdon residents and businesses and beyond.

Resident & Business Benefits:

- The contract ensures the Council meets its statutory obligations for inspecting imported POAO at Heathrow, helping to protect public and animal health by ensuring only safe products enter the UK.
- The contract supports local businesses by enabling importers to use Heathrow as a point of entry and UK exporters to obtain necessary export certification.
- Products inspected at Heathrow are destined for supermarkets, local stores, and market traders in Hillingdon and across the UK, ensuring food safety for residents.
- The contract is monitored for compliance with all relevant UK and EU legislation, and the supplier must keep up to date with any legislative changes.
- The cost of the contract is recovered through fees and charges from importers.

| ITEM 17 - REACTIVE DRAINAGE AND WATER MAIN REPAIRS SERVICE | |
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| Relevant Cabinet Members | Councillor Jonathan Bianco, Cabinet Member for Corporate Services & Property |
| Relevant Ward(s) | N/A |
| Relevant Select Committee | Corporate Resources & Infrastructure |
| Information | |
| <p>The report seeks Cabinet approval for an extension of the existing contract to provide reactive drainage and water main repairs across the borough's social housing properties.</p> <p>Key resident benefits include:</p> <ul style="list-style-type: none"> • Resident Safety & Wellbeing - The service ensures homes remain safe, habitable, and compliant with health and safety standards. It provides rapid response to drainage blockages, sewer overflows, and water main bursts—including emergency out-of-hours cover. • Environmental Protection - Timely repairs help prevent environmental hazards such as sewage overflows and water leaks, minimizing disruption and potential legal liabilities. • Contractual – The extension ensures continuity of essential services for social housing, including emergency response and the company employs local residents and offers work experience placements. | |

ITEM 18 - SUPPORTED LIVING AND CARE & WELLBEING SERVICES FOR PEOPLE WITH LEARNING DISABILITIES AND/OR AUTISM AND/OR PEOPLE WITH MENTAL HEALTH NEEDS

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| Relevant Cabinet Members | Cllr Jane Palmer, Cabinet Member for Health & Social Care |
| Relevant Ward(s) | N/A |
| Relevant Select Committee | Health and Social Care |

Information

This report seeks Cabinet approval to extend four existing contracts with three providers for care and wellbeing services for people with learning disabilities, autism, and/or mental health needs. The extensions will run until 2027, allowing the Council to continue meeting its statutory responsibilities under the Care Act 2014 and the Mental Health Act 1983, but also for a full review of the service and to meet new legislative changes coming in, relating to improve standards, accountability, and value in supported housing.

Benefits for service users:

- Continuity and Security: Residents in supported living schemes will experience continuity and security, with services judged as providing good care and support.
- Local Community Living: Schemes are distributed across the Borough, enabling residents to live within their local communities and maintain independence.
- Quality Assurance: Providers have consistently met contractual KPIs and maintained high occupancy levels. Feedback from the Council's Quality Assurance Team is positive, indicating good standards of care.
- Support Services: One contract provides additional floating support and 24-hour telephone support for people with mental health needs, helping prevent crises and hospital admissions.

ITEM 19 - RECRUITMENT AGENCY SERVICES REVIEW

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| Relevant Cabinet Members | Councillor Jonathan Bianco, Cabinet Member for Corporate Services & Property |
| Relevant Ward(s) | N/A |
| Relevant Select Committee | Corporate Resources & Infrastructure |

Information

The report seeks approval for awarding a contract for a Managed Services Provider for Contingent Labour to the London Borough of Hillingdon. It aims to ensure continuity of service and deliver cost efficiencies in the use of agency staff, as part of the Council's ongoing cost-saving programme. The recommendations to Cabinet supports a more cost-effective and sustainable resourcing model for the Council going forward.

ITEM 20 - SOCIAL CARE CATERING SERVICES

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| Relevant Cabinet Members | Councillor Jane Palmer, Cabinet Member for Health and Social Care |
| Relevant Ward(s) | N/A |
| Relevant Select Committee | Health and Social Care |

Information

The report seeks Cabinet approval to award a contract for catering services at two of Hillingdon's Extra Care schemes - Grassy Meadow Court and Park View Court. The contract recommended followed a competitive tender. Residents' feedback, compliments, and complaints were reviewed to shape the new service specification. Consultations were held at other schemes before changes, and similar engagement is planned at Grassy Meadow Court and Park View Court. Resident focus groups will be established to ensure ongoing engagement and service improvement.

Benefits for service users:

- Continues weekly hot meals as part of the service charge, with additional options for breakfast and Saturday lunch available on a pay-as-you-go basis, depending on demand.
- Ensures regular resident feedback and more frequent menu updates, ensuring the service is responsive to dietary, cultural, and religious needs.
- Will support residents' health and wellbeing by providing nutritious meals and encouraging social engagement through communal dining and special events (e.g., Christmas and summer parties).
- Encourages residents to organise their own social events, fostering greater independence and community spirit.
- Shifts away from traditional catering to a more targeted, flexible model, supporting independence and offering a variety of meal options.

ITEM 21 - MINOR PROPERTY TRANSACTION - ELECTRICITY SUBSTATION LEASE FOR OTTERFIELD ROAD HOUSING DEVELOPMENT, YIEWSLEY

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| Relevant Cabinet Members | Councillor Jonathan Bianco, Cabinet Member for Corporate Services & Property |
| Relevant Ward(s) | Yiewsley |
| Relevant Select Committee | Corporate Resources & Infrastructure |

Information

The report seeks Cabinet approval to grant a long lease for an electricity substation at Otterfield Road, Yiewsley. The Council is the landowner. This substation is essential for the completion of the Otterfield Road Housing Development, which includes a new library and 95 housing units on the site of the former Yiewsley Swimming Pool and Falling Lane. The recommendation to Cabinet ensures a robust power supply for future residents and users of the development, supporting reliable services and infrastructure.