

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

Reporting Officer: Head of Democratic Services

i) URGENT IMPLEMENTATION OF DECISIONS

RECOMMENDATION: That the Urgency decisions detailed below be noted.

Information

1. The Constitution allows a Cabinet or Cabinet Member decision to be implemented before the expiry of the 5-day scrutiny call-in period, provided the decision is deemed urgent and agreement is given from the Chairman of the relevant Select Committee that the matter is urgent and to waive the scrutiny call-in period. All such decisions are to be reported for information only to the next full Council meeting.
2. Since last reported to Council, the following decisions have been made using urgency procedures:

Date of Decision	Nature of Decision	Reason for Urgency	Decision-Maker
5/12/25	Finance Modernisation Programme Phase 2 Contract Award - Finance Capacity & Capability	This work was critical to the Council establishing a robust medium term financial strategy and budget for next year as well as supporting the ongoing audit process and the work must continue without delay.	Leader of the Council, in conjunction with the Cabinet Member for Finance & Transformation
28/11/25	Corporate Insurance Contract Extension	Due to a statutory requirement for the Council as an Employer and fleet manager to have an Employer's Liability and Motor policy in place. In addition to this statutory requirement, the Council also has other policies to cover associated business-related risks. Insurance policies allow the Council to transfer risk to an insurer providing financial stability in case a significant loss is incurred.	Leader of the Council, in conjunction with the Cabinet Member for Finance and Transformation
28/11/25	Housing Revenue Account New General Needs Housing Stock	To acquire additional properties that will be used as social housing, thereby increasing the supply of	Cabinet Member for Finance & Transformation, Cabinet Member for

Date of Decision	Nature of Decision	Reason for Urgency	Decision-Maker
	(Housing Buy-Back Scheme) – 2025/26 Release No. 4	affordable homes for residents in Hillingdon.	Corporate Services & Property, Cabinet Member for Planning, Housing & Growth

Background Papers: Decision Notices

ii) PROGRAMME OF MEETINGS 2026/27

RECOMMENDATION: That the programme of meetings for 2026/27 as set out in Appendix A, be approved and the Head of Democratic Services in consultation with the Chief Whip of the Majority Party be authorised to make any amendments that may be required throughout the course of the year.

Members are asked to note that during the year some meeting dates / times may change, or additional meetings may be called for the effective conduct of the Council's business.

Background Papers: None

Programme of Meetings - 2026/27- London Borough of Hillingdon

	Start Time	2026					2027							
		May	June	July	Aug'	Sept'	Oct'	Nov'	Dec'	Jan'	Feb	Mar'	April	May
COUNCIL	7:30PM	14 (AGM)		9		17		19		21	25 (Budget)			13 (AGM)
Whips Meeting	5PM			7		15		17		19	23			
CABINET	7PM	28	25	23		24	29	26	17	28	18	25	29	27
Shareholder Committee (on rising of Cabinet)	7:15PM						29					25		
Petition Hearings – Planning, Housing & Growth	6PM			8		2		11			3		14	
Petition Hearings - Community & Environment	6PM			22				18		13		10		
Hillingdon Planning Committee	7PM		4	14		3	6	5	15		4	9	8	11
Pensions Committee	5PM	19		-	11		-	10		-	9			
Audit Committee	5:10PM	28			12			30			10			26
Health & Wellbeing Board	2:30PM		9			8			1			9		
Licensing Committee	10AM		3 (training)				8						6	
Licensing Sub-Committee – as required	TBC													
Children, Families and Education Select Committee	7PM		16	16		22		12		14	11	11	13	
Residents' Services Select Committee	7PM		10	7		9		11		19	18	18	21	
Corporate Resources & Infrastructure Select Committee	7PM		17	29		16		24		20	17	17	15	
Health and Social Care Select Committee	6:30PM		18	21		30		25		12	16	16	20	
Corporate Parenting Panel	5:30PM			28			20			26			27	
Standards Committee	7PM		24			2			9		2			
Hillingdon SACRE	6PM		30					18				25		
Induction and Member Development Days	1PM - 9PM	11					TBC							

iii) AUDIT COMMITTEE ANNUAL REPORT

Introduction

1. In line with good governance, it is essential that the Audit Committee not only meets and considers the reports and information within its remit, but also ensures that the wider Council is aware of the breadth and extent of the work it does on its behalf. The Annual Report of the Audit Committee 2024/25 contains information to be presented to Council, so that it can be assured that the Committee is acting appropriately on its behalf by providing independent assurance over the governance, risk management and the system of internal control in operation at the Council.

RECOMMENDATION: That the Annual Report of the Audit Committee 2024/25, as attached, be noted.

Information

2. The Annual Report summarises, for the Council, the work of the Audit Committee during 2024/25 and how it has undertaken its responsibilities for reviewing the key areas within its remit. Specifically, these include:
 - Internal Audit
 - External Audit
 - Counter Fraud
 - Risk Management
 - Financial reporting process of the Statement of Accounts.
3. The Annual Report also provides an opportunity for Members to review the work of the Committee and comment on its contribution and performance. The terms of reference of the Committee are detailed in the Annual Report.
4. Alongside the Councillors on the Committee, it is chaired by an independent Co-opted Member, with substantial experience in the public and private sector working in the internal audit, risk management, business improvement and governance fields.
5. In compliance with the Accounts and Audit Regulations 2015, the Audit Committee has reviewed the effectiveness of the systems of internal control by receiving regular reports from these areas above that contribute to the control framework.
6. The Annual report also concludes that the Audit Committee considers that it has continued to make an appropriate contribution to helping ensure that the key elements of the governance framework are given proper consideration and are appropriately challenged. It will continue to undertake this role and contribute to improvement initiatives by encouraging management to strengthen internal control, risk management and governance throughout the authority.

FINANCIAL & LEGAL IMPLICATIONS

There are no financial or legal implications arising directly from this report.

BACKGROUND PAPERS: Nil