## **Minutes**

Corporate Services and Partnerships Policy Overview Committee Wednesday, 9 February 2011 Meeting held at Committee Room 5 - Civic Centre, High Street, Uxbridge UB8 1UW



	Members Present: Councillors Richard Lewis (Chairman), Raymond Graham, Kuldeep Lak Andrew Retter, Robin Sansarpuri and Michael White.  Apologies:		
	Councillor Anita MacDonald (Councillor Kuldeep Lakhmana substituting) and Carol Melvin (Councillor Andrew Retter substituting).		
	Officers: Steve Smith (Facilities Manager), Mike Talbot (Organisational Development Manager - HR) and Khalid Ahmed (Democratic Services Manager).		
46.	DECLARATIONS OF INTEREST		
	None.		
47.	. MINUTES OF THE MEETING HELD ON 19 JANUARY 2011		
	Agreed as an accurate record.		
48.	EXCLUSION OF THE PRESS AND PUBLIC		
	It was agreed that all items of business were considered in public.		
49.	BUDGET PROPOSALS 2011/12 - COMMENTS FROM POLICY OVERVIEW COMMITTEES		
	Members were reminded that as part of the Council's Constitution, Policy Overview Committees had a role to review the Cabinet's budget proposals which had been agreed at Cabinet on 16 December 2009. Each Policy Overview Committee had given consideration to budget proposals relating to the service areas within their remit and their comments were submitted to this Committee for comment and to be referred to Cabinet.		
	The comments made were as follows:		
	Residents' & Environmental Services POC – 18 January 2011 (Planning, Environment and Community Services Group)		

The Committee noted the budget projections and combined budget proposals put forward by the Planning, Environment & Community Services Group, within the context of the corporate

budgetary position. There were no specific comments.

Corporate Services & Partnerships POC – 19 January 2011

(Finance & Business Services and Deputy Chief

**Executive's Office Groups)** 

The Committee noted the budget projections put forward by Central Services. There were no specific comments.

Education & Children's Services POC -26 January 2011 (Education & Children's Services Group)

The Committee made the following comments on the Education and Children's Services budget for consideration:-

1. That the wording 'core offer' and 'additional offer' (see below) be clarified to provide a better understanding of what was being provided as part of these services.

"The Education & Children's Services Group has taken the opportunity to completely rethink how it delivers its overall service to Hillingdon's children and young people. It has applied a phased approach to developing a 'core offer' for services deemed essential, backed by an 'additional offer' of services which support the core services, as many of the core services do not, on their own, ensure child safety. Savings proposals have been developed on a service basis."

- 2. The Committee highlighted the importance of partnership working if the proposals contained within the budget were to work.
- The Committee requested that it should be made clear in the report that this was the last stage of a long process to develop the budget proposals being put forward to Cabinet.
- 4. The Committee asked that the "End of Student Award Function" saving proposal be re-worded for clarity (saving no. 2.3)
- 5. The Committee requested that relation to the Music Service saving proposal that it contains a description advising that the savings figure referred to does not just come from charging for services (saving no. 5.5)
- 6. Fees & Charges the Committee asked that

**Action By:** 

consideration be given to different charges being made for services to residents and non residents as is the case in other departments.

- **Action By:**
- 7. The Committee recognised that Hillingdon was one of the few councils increasing funding for its capital projects. The Committee requested that officers seek to ensure that this approach continued given the likely pressures faced in primary schools and in due course in secondary schools.
- 8. Finally, the Committee recognised the considerable difficulty faced by officers in meeting the current financial situation, which has been forced upon them. The Committee agreed with the approach taken in streamlining administration to improve ways of working and avoiding duplication with schools.

# Social Services, Health & Housing POC – 27 January 2011 (Adult Social Care, Health & Housing Group)

The Committee noted the budget projections put forward by Adult Social Care Health and Housing and made the following comments for Cabinet to note:

- In relation to Carers, the Committee highlighted (The Authority) should be careful not to inadvertently create other budget pressures by decisions taken (in this area).
- With regards to Personalised Budgets, the Committee noted that ICT (Liquid Logic) teething problems were delaying the Department's progress to role out personal budgets.
- With one of the Committee's major review topics focusing on Assistive Technology, the Committee welcomed the speed at which their work on Assistive Technology was being progressed further by the Leader.
- On the benefits of Partnership working with the PCT, the Committee welcomed the expectation of the PCT working closely with the Council on new budget streams but expressed concern about the respite care one and asked Officers to seek to ensure that this is used by the PCT to enhance support for carers within the Borough.
- When the Committee examined Day Services Provision, it expressed concern that changes to community education could bring an influx of these clients, and this had not been taken account of in the budget figures.

•	In relation to Day Centre provision, the Committee noted that some carers had expressed concern about the potential variation in Day Centre numbers especially given the numerous benefits which they brought such as social interaction for service users and respite for carers.
•	With regards to Residential respite care provision, the Committee endorsed the officer's recommendation for option A (continue with 28 nights free residential based

respite in any financial year and a flat charge thereafter)

#### Resolved -

1. That this Committee submits all Policy Overview Committee comments on the Cabinet's budget proposals to the Cabinet for their meeting on 17 February 2011.

### Khalid Ahmed

**Action By:** 

#### 50. SKILLS AND KNOWLEDGE AUDIT

as an interim measure.

At this Committee's last meeting Members asked that an officer from HR be invited to their next meeting to provide an update on the progress made in relation to the Skills and Knowledge Audit, which was a recommendation of this Committee's review into the impact of a Pandemic on the Council.

The Organisational Development Manager of HR attended the meeting and informed Members that as a result of Strategic HR writing to all staff of the Council, a number of key skills had been identified from the data collected. This data was held by Business Support Units and the Civil Protection Team and was securely stored in line with relevant data protection rules.

Reference was made to the limitations of the Council's Resourcelink in relation to storing employees' information such as skills and knowledge. A project initiation document was being developed for a Single Development Plan for a talent management system which would include skills and competency management. This would be a "self-service" system whereby staff could build up details on the skills and qualifications which they possessed. There were possibilities that the system could be linked to the Council's performance management framework.

Members were informed that in light of the Council's budgetary constraints, a strong business case would have to be developed for the implementation of the system at the present time. Details of progress on the implementation of this system would be reported back to this Committee.

	Resolved –	
	That the information reported be noted and a further update be provided to the Committee if and when the system is to be implemented.	
51.	SECURITY CONTRACT	
	The Facilities Manager attended the meeting and provided Members with the background to the recent tender process for the Council's Security Contract. Members were informed that the contractor notifications had been sent out and there was now a ten day "cool off" period for any challenges to the decision on the successful tenderer.	
	Members were informed that the new contractor's tender submission was superior to the other competitors in terms of cost and quality and also the new provider would be based in Uxbridge. Existing security staff would be transferred to the new provider under TUPE regulations and there would be no visible changes to the service. Reference was made to the profile of the security staff around the Civic Centre and Members were informed that it was likely that the security staff would have new distinctive uniforms which would improve their profile in the Civic Centre.	
	Discussion took place regarding the general security at the Civic Centre, particularly in relation to the safety of officers and Members when meeting with members of the public. Reference was made to some meeting rooms in the Civic Centre, from a personal security perspective, not being suitable for individuals (officers and Members) when meeting with members of the public.	
	Members asked that for the next meeting of the Committee a brief paper be prepared which provided details on the security measures which were in place in the Civic Centre.	
	Also for the next meeting a short review would take place which would look at the possible measures which could be introduced to ensure the safety of individuals when meeting with members of the public at the Civic Centre.	
	Resolved –	
	That the information reported be noted and officers be asked to prepare a report for the next meeting which provided details on the security measures which were in place at the Civic Centre.	Steve Smith
	That a review takes place at the next meeting which looks at how security measures could be improved for officers	Khalid Ahmed

	and Members, when meeting members of the public in the Civic Centre.	Action By:
52.	FORWARD PLAN	
	Noted.	
	Members asked that consideration be given to a Members' Seminar on the Anti-Fraud Strategy which was to be considered by Cabinet on 17 March 2011. This would be taken forward.	Khalid Ahmed
53.	WORK PROGRAMME	
	Noted.	
	Discussion took place regarding the Localism Bill and it was agreed that consideration be given to a possible review on aspects of this, in the next Municipal Year.	
	Meeting closed at 8.30pm Next meeting: 16 March 2011 at 7.30pm.	

These are the minutes of the above meeting. For more information on any of the resolutions please contact Khalid Ahmed on 01895 250833. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.