

## Minutes

### Cabinet

Thursday, 17 February 2011

Meeting held at Committee Room 6 - Civic Centre,  
High Street, Uxbridge UB8 1UW



Published on: 18 February 2011

#### **Cabinet Members present:**

Ray Puddifoot (Chairman)  
David Simmonds (Vice-Chairman)  
Jonathan Bianco  
Keith Burrows  
Philip Corthorne  
Henry Higgins  
Douglas Mills  
Scott Seaman-Digby

#### **Members also present:**

Councillor Michael Markham  
Councillor John Riley  
Councillor Brian Crowe  
Councillor Catherine Dann  
Councillor Timothy Barker  
Councillor Mo Khursheed  
Councillor Edward Lavery  
Councillor Richard Lewis  
Councillor Anita MacDonald  
Councillor Lynne Allen  
Councillor June Nelson  
Councillor Josephine Barrett  
Councillor Mary O'Connor  
Councillor Michael White

#### **253. APOLOGIES FOR ABSENCE**

None.

#### **254. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING**

Councillor Douglas Mills declared the following personal interests and stayed in the room during the discussion on the relevant item:

- Item 8 (minute 257) as a Governor of Ruislip High School and due to a family interest in the Willow Tree Centre

- Items 7&8 (minutes 257 and 260) as potentially affected by the proposed High Speed 2 rail route.

Councillor Anita MacDonald, in attendance at Cabinet, declared a personal and prejudicial interest in Item 8 (minute 257) due to her involvement in the Hillingdon Music Service and left the room during the discussion on that item.

**255. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING HELD ON 20 JANUARY 2011**

The minutes and decisions of the last meeting were agreed as a correct record.

**256. TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS OF BUSINESS MARKED PART 2 IN PRIVATE**

This was confirmed.

**257. THE COUNCIL'S BUDGET: GENERAL FUND REVENUE BUDGET AND CAPITAL PROGRAMME 2011/12**

**RESOLVED:**

**That Cabinet approves for recommendation to Council:**

- 1. The General Fund revenue budget proposals for 2011/12 summarised at Appendix 1, including the detailed budget changes contained at Appendices 2 to 7;**
- 2. The proposed fees and charges included at Appendix 8;**
- 3. The capital programme set out at Appendix 9;**
- 4. The Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Statement for 2011/12 to 2013/14 as detailed in Appendix 11;**
- 5. That Cabinet notes the Corporate Director of Finance & Business Services' comments regarding his responsibilities under the Local Government Act 2003.**
- 6. That Cabinet recommends to Council (as set out in Schedule C of the Constitution - Budget and Policy Framework Procedure Rules) that it resolves that Cabinet may utilise the general reserves or balances during the MTFF financial years 2011/12 to 2014/15 in respect of those functions which have been reserved to the Cabinet in Article 7 of the Constitution.**

## **Reasons for decision**

Cabinet considered its budget proposals and budget strategy for 2011/12 and beyond for approval by full Council. The revenue budget proposals had been developed to deliver a zero increase in Council Tax for 2011/12. They sought to do this whilst maintaining sound balances and reserves.

The budget strategy had been delivered through a rigorous focus on identifying savings and efficiencies across the Council. This had been done through the Business Improvement Delivery Programme and monitored in conjunction with the Leader of the Council throughout the budget process.

Cabinet outlined the challenge that it had in proposing a balanced budget for 2011/12 due to the national economic position and a noticeable reduction in Government funding. The need for significant savings of over £26m, more than double the £10.3m required the previous year, had been developed smartly based on more efficient delivery methods and implementing the new Council operating model, rather than service reductions.

In proposing changes to the way local music services were provided, Cabinet noted that the Leader of the Council had chaired a meeting earlier that evening to listen to the views of young people, parents and others involved in the Music Service. Cabinet accepted to look again at the music service following the passing of the budget by setting up a working group led by Councillor Judy Kelly. The working group would report back in May with thorough proposals to maintain Hillingdon's excellence in this area, whilst providing a more sustainable and efficient music service.

Despite the savings required, Cabinet outlined a number of priority growth areas to support the delivery of Cabinet's objectives for the Administration. These included the enhancement of the Careline and Telecareline service, further investment in Highways Maintenance and staffing for new Youth Centres and the extension of library opening hours.

Each of the service Policy Overview Committees referred their comments on the draft budget to the Corporate Services and Partnerships Policy Overview Committee on 9 February 2011. Cabinet considered the Committee's comments.

Cabinet then recommended their budget proposals to full Council on 24 February 2011 in order to formally set the General Fund revenue budget, capital programme and Council Tax for the 2010/11 financial year.

## **Alternative options considered and rejected**

Cabinet could have amended its growth proposals, added or removed new capital schemes or varied fees and charges, however this could have had a consequential impact on the revenue budget requirement and Council Tax.

## **Officers to action:**

### **Urgency Provisions**

*This report had been circulated less than 5 working days before the Cabinet meeting and was agreed by the Chairman to be considered as urgent.*

#### **258. CORPORATE SERVICES & PARTNERSHIPS POLICY OVERVIEW COMMITTEE REVIEW ON THE CENSUS 2011**

*Councillor Richard Lewis, Chairman of the Corporate Services and Partnerships Policy Overview Committee, presented the Committee's report on the Census 2011, which Cabinet warmly endorsed.*

#### **RESOLVED:**

**That Cabinet:**

- 1. Welcomes the review's final report from the Corporate Services & Partnerships Policy Overview Committee and gives consideration to the following recommendations;**
  - a) That where practicable and subject to budgetary provision, officers be asked to consider some of the engagement methods and techniques gathered during the review, and tailor them towards the needs and issues applicable to Hillingdon. These be integrated into the Council's Census and Engagement and Consultation strategy.**
  - b) That the data from the Housing in Multiple Occupation (HMO) survey be shared with the Office for National Statistics to enable the engagement and participation in the Census of those residents who lived in structures in back gardens.**
  - c) That Hillingdon's Census Engagement and Communications Strategy be aligned as far as possible with the national initiatives and timescales, to ensure maximum impact and participation in the Census process.**
  - d) That in the Council's Census Engagement and Communications Strategy reference be made in the publicity for the Census to the strictly confidential nature of the information provided in the Census questionnaire and also the impact of non-participation in the Census on the Council's funding and on the delivery of essential services.**
  - e) That support be given to ONS working in collaboration with front line Council services to promote the participation of residents in the Census 2011 and to helping them complete the Census questionnaire.**

## Reasons for decision

Cabinet agreed the recommendations to take forward the Committee's recommendations in relation to the review they undertook for the Census 2011. Cabinet agreed to share enforcement data with the Office for National Statistics to ensure that homes in back gardens were picked up as part of the Census, so that the figures better reflected the true population of the Borough.

## Alternative options considered and rejected

The Cabinet could have decided to reject or amend the Committee's recommendations.

## Officer to action:

Khalid Ahmed, Deputy Chief Executive's Office

## 259. RESIDENTS' & ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE REVIEW ON TOWN TWINNING RELATIONSHIPS

*Councillor Michael Markham, Chairman of the Residents' & Environment Policy Overview Committee, presented the Committee's report on the Town Twinning, which Cabinet warmly endorsed.*

## RESOLVED:

### That Cabinet:

1. Welcome the report from the Residents' and Environmental Services Policy Overview Committee and note the general consensus it found in favour of improving Hillingdon's Town Twinning relationships; and
2. Agree to take forward the POC's recommendations as part of the wider community engagement agenda, as set out below:

**Recommendation 1:** A Member and Officer Working Group should be established to explore the benefits, developments and arrangements of twinning with the departments in which Mantes-La-Jolie and Emden are situated;

**Recommendation 1 a:** That the Working Party establishes set guidelines that Budget spending should be adhered to;

**Recommendation 1 b:** That the Working Party investigate the length of exchange visits and the number of representatives;

**Recommendation 2:** That, subject to the working group's findings, the town twinning relationship with Schleswig be ended;

**Recommendation 3:** Continue with attendance at the annual conference by Hillingdon Council Cabinet member/s, Chairman of the Twinning Working Party and relevant officer to maintain relationships and to agree on-going contact strategy/updating of links;

**Recommendation 4:** Update the contact directory of businesses / community / music / sports groups etc in the two departments for use by those Hillingdon groups looking to make links in these two areas - not just the towns - and publicise these contact via the Hillingdon web site.

**Recommendation 5:** Better use the Council's directory to pinpoint UK and EU funds available for such trips, including how to apply guides and to publicise this information via the Council's website;

**Recommendation 6:** The current officer arrangement be revised to ensure a cross directorate approach is taken in place when advising and organising twinning arrangements;

**Recommendation 7:** That a budget of circa £8,000.00 only be allocated for town twinning over in the years Hillingdon are hosting the annual conference or organising youth exchanges. The budget of circa £4,000.00 only should be granted in the year Hillingdon are not hosting the annual conference or the youth exchange;

**3. Requests the Member/Officer working group report back to Cabinet in 6 months time with further proposals on the future of town twinning.**

#### **Reasons for decision**

Cabinet agreed recommendations to take forward the Committee's proposals for Town Twinning. Cabinet requested a further report from the proposed Member/Officer working group in 6 months with final proposals on this matter. Cabinet requested that the working group included past Mayors.

#### **Alternative options considered and rejected**

The Cabinet could have decided to reject or amend the Committee's recommendations.

#### **Officer to action:**

Natasha Dogra, Deputy Chief Executive's Office

## **260. MONTHLY COUNCIL BUDGET MONITORING REPORT - MONTH 9**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Notes the current forecast budget position for revenue and capital as at Month 9.**
- 2. Notes the rephasing of capital budgets**
- 3. Approves the allocation and release of £55k from the General Capital Contingency to fund the forecast overspend on the Manor Farm refurbishment project.**
- 4. Approves the following allocations from revenue contingency:**
  - £38k to fund the free Christmas parking scheme**
  - £35k to fund High Speed 2 (HS2) challenge**
- 5. Notes the treasury update at Appendix B.**
- 6. Approves the retaining of agency staff in Planning, Environment and Community Services and delegates approval of the 15 agency staff in Education and Children's Services to the Cabinet Member for Education and Children's Services as detailed in Appendix C.**

#### **Reasons for decision**

Cabinet noted the latest forecast revenue and capital position for the current year 2010/11 and the treasury update. Cabinet also approved the costs of an overspend on the Manor Farm refurbishment project, the net costs for the free Christmas parking scheme and further funds to assist the Council in the High Speed 2 campaign. Cabinet delegated the decision on social worker agency staff to the relevant Cabinet Member.

#### **Alternative options considered and rejected**

None.

#### **Officers to action:**

Paul Whaymand/Christopher Neale, Finance and Business Services

## **261. SCHOOLS BUDGET 2011/2012**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Note that the final Schools Budget for 2011/12 cannot be determined until the data from the January 2011 pupil censuses become available later in February 2011, but agree that the total Schools Budget for 2011/12 will equate to the total of the Dedicated Schools Grant and Pupil Premium grant provided to the Council.**

2. **Endorse the decision of Schools Forum that the Minimum Funding Guarantee be set at the levels contained at Table 1 in the report.**
3. **Approve the introduction of the Early Years Single Funding Formula on the basis set out in the report.**
4. **Approve the treatment of the addition of former specific grants into the mainstream Schools Budget on the basis contained at Table 3 in the report.**
5. **Delegate authority to the Cabinet Member for Education and Children's Services to approve the basis on which remaining former specific grants are mainstreamed into the Schools Budget after further consideration by the Schools Forum.**
6. **Approve that in all other respects the method of distribution of the Schools Budget for 2011/12 be as agreed for 2010/11 at the Cabinet meeting on 18 February 2010.**
7. **Note that the Schools Forum has agreed to allow a breach of the Central Expenditure Limit that results from their preferred treatment of the addition of former specific grants into the mainstream Schools Budget, amounting to around £2.5 million. The exact amount of the breach can not be confirmed until the final Dedicated Schools Grant for 2011/12 is announced in June 2011.**
8. **Note the views of schools and of Schools Forum on the proposed funding arrangements as contained at Appendices 2 and 3.**

### **Reasons for decision**

As the decision making body for school funding issues, Cabinet agreed the arrangements to allow draft budgets to be provided to schools by early March 2011 and to ensure that indicative and final 2011-12 budgets and indicative budgets for 2011-12 for schools were in place. Cabinet noted that the Council had consulted schools and the School Forum on a range of financial matters prior to making its decision.

### **Alternative options considered and rejected**

Cabinet could have not agreed some or all of the proposals for increased centrally retained expenditure, contrary to the School Forum's advice.

### **Officer to action:**

Amar Barot, Education & Children's Services

### **Urgency Provisions**

*This report had been circulated less than 5 working days before the Cabinet meeting and was agreed by the Chairman to be considered as urgent.*



**262. HOUSING REVENUE ACCOUNT RENT SETTING 2011-2012**

**RESOLVED:**

**That Cabinet approve for recommendation to Council:**

- 1. To use formula rents under the DCLG rent restructure policy to calculate HRA dwelling rents for 2011/2012.**
- 2. To agree the average HRA rents, charges and allowances for 2011/12 as set out in Tables A to D of this report.**
- 3. To agree the HRA Budget for 2011/12 as set out in Appendix 1 of this report.**

**Reasons for decision**

Cabinet gave approval to the proposed HRA rents, service charges and allowances for 2011/2012 for recommendation to full Council on 24<sup>th</sup> February 2011.

**Alternative options considered and rejected**

Cabinet could have amended the proposals in respect of charges, but such amendments or additions must have ensured that service charges levied cover the cost of providing services. Setting rents at different levels would have resulted in changes to income or the subsidy payable to the Government.

**Officer to action:**

Neil Subbings / Maqsood Sheikh, Adult Social Care, Health and Housing

**263. REGULATION OF STREET ENTERTAINMENT - BUSKING**

**RESOLVED:**

**That Cabinet approve:**

- 1. The introduction of controls and regulations concerning street entertainment (busking) in designated areas of the borough. (as detailed in Appendix 2) and the publication of a Notice confirming this resolution.**
- 2. The delegation to the Corporate Director of Planning, Environment & Community Services the authority to exercise powers under Part V of the London Local Authorities Act to determine registrations and give consents.**
- 3. The introduction of a charge for consent to carry out street entertainment (busking), at a rate of £26.30 + VAT per application.**

### **Reasons for decision**

Cabinet approved the introduction of controls and regulations regarding street entertainment (busking) throughout the borough under Part V of the London Local Authorities Act 2000 in order to better control noise and obstruction nuisance in the High Street Uxbridge area.

### **Alternative options considered and rejected**

Cabinet could have decided not to implement the controls which would have resulted in the Council being unable to licence and regulate street entertainment in the Borough.

### **Officers to action:**

David Frost, Bill Hickson – Planning, Environment & Community Services

## **264. RESPONSIBLE RETAILER SCHEME**

### **RESOLVED:**

### **That Cabinet:**

- 1) Endorses the Responsible Retailer Pilot Scheme and;**
- 2) Instruct Officers to review the Scheme and report back to Cabinet 9 months after the implementation of the Pilot Scheme.**

### **Reasons for decision**

Cabinet welcomed this pilot initiative to give recognition to traders who trade responsibly and increase consumer confidence. Cabinet noted that it was important to allow sufficient time to enable a proper dialogue to be established with the traders involved and to encourage as many traders to participate as possible.

### **Alternatives considered and rejected**

None

### **Officers to action:**

Peggy Law / Sue Pollitt, Planning, Environment and Community Services

## **265. OLDER PEOPLE'S PLAN 2008-2011**

### **RESOLVED**

**That Cabinet notes the significant achievements to deliver the Older People's Action Plan during 2010/11 to date to improve the quality of life of older people.**

### **Reasons for decision**

Cabinet welcomed the progress on the three-year Older People's Plan 2008-2011 and the commitment by the Council and its partners to the continued development and improvement of services designed to create a better quality of life for older people in Hillingdon.

Cabinet wished to place on record thanks to all the officers involved in contributing to this plan.

### **Alternative options considered and rejected**

None.

### **Officer to action:**

Dan Kennedy, Deputy Chief Executive's Office

## **266. DISABLED PEOPLE'S PLAN 2009-2012**

### **RESOLVED:**

**That Cabinet notes the progress made on the delivery of the 2010/11 Disabled People's Plan up to the end of Quarter 3.**

### **Reasons for decision**

Cabinet welcomed the progress on the delivery of the Disabled People's Plan 2010-11 and the commitment by the Council and its partners to the continued development and improvement of services designed to create a better quality of life for disabled people in Hillingdon.

### **Alternative options considered and rejected**

None.

### **Officer to action:**

Daniel Kennedy, Deputy Chief Executive's Office

**267. THE MAYORAL COMMUNITY INFRASTRUCTURE LEVY**

**RESOLVED:**

**That the Cabinet:**

- 1. Notes the contents of this report regarding the provisions of the Preliminary Draft Charging Schedule; and**
- 2. Endorses the response to the consultation as set out in Appendix 1 for submission to the GLA.**

**Reasons for decision**

Cabinet agreed the Council's response to the consultation issued by the Greater London Authority on a Preliminary Draft Charging Schedule for the proposed Mayoral Community Infrastructure Levy.

**Alternative Options considered and rejected**

Cabinet could have amended the consultation response or not agreed it.

**Officer to action:**

James Gleave – Planning, Environment and Community Services

**268. GURU NANAK SIKH SCHOOL - SURRENDER AND RENEWAL OF LEASE TO FACILITATE APPLICATION FOR ACADEMY STATUS**

**RESOLVED:**

**That the Cabinet approves the 125-year term of the new lease to the new Academy, that is to commence simultaneously with the early surrender of the existing lease to the Trustees of the School.**

**Reasons for decision**

Cabinet agreed the terms proposed for the new lease to facilitate the school's application for Academy status.

**Alternative options considered and rejected**

A range of alternative educational options were available to the Cabinet.

**Officer to action:**

Greg Morrison – Planning, Environment & Community Services

## **Exempt Information**

*This report was included in Part II as it contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended).*

## **269. EXTENSION OF PARKING ENFORCEMENT CONTRACT**

### **RESOLVED:**

**That Cabinet agrees that the existing Parking Enforcement Contract with Mouchel Traffic Services Limited be extended from August 2011 to August 2013.**

### **Reasons for decision**

Following discussions with the company to identify improvements to the service provided to the public and satisfaction with the contractor's performance, Cabinet agreed to extend the parking enforcement contract.

### **Alternative options considered**

Cabinet could have decided to not extend the contract, undertake a full tender exercise or bring the service back in-house.

### **Officer to action:**

Roy Clark - Planning, Environment and Community Services

## **Exempt Information**

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## **270. RECRUITMENT ADVERTISING SERVICES CONTRACT**

### **RESOLVED:**

**That Cabinet approve joining a framework agreement with the London Borough's Recruitment Partnership to secure the provision of Recruitment Advertising Services, including Public Notices and Executive Search.**

### **Reasons for decision**

Cabinet agreed that the London Borough's framework represented the best value for money option for the Council to secure recruitment advertising services.

### **Alternative options considered and rejected**

The Council could have decided to procure these services independently or purchase them as required on an ad hoc basis, but this would not have represented best value.

### **Officers to action:**

Mike Talbot, Deputy Chief Executive's Office

### **Exempt Information**

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## **271. COUNCIL TAX TELEPHONY SERVICE**

### **RESOLVED:**

**That Cabinet approves the expansion of the 3 year contract (with an option to extend for a further 2 years) with Liberata (which commenced on 29<sup>th</sup> March 2010), to include the off site delivery of the Council Tax telephony service at a cost of £239k per annum.**

### **Reasons for decision**

Cabinet agreed to expand the contract with Liberata for off site delivery of the Council Tax service.

### **Alternative options considered and rejected**

Cabinet could have increased the resources available in-house but this was not a viable option when all areas of the council are reducing expenditure.

#### **Officer to action:**

Rob Smith, Finance and Business Services

#### **Exempt Information**

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### **272. HAYES END LIBRARY SITE - AWARD OF CONTRACT TO CONSTRUCT A NEW LIBRARY AND FIFTEEN APARTMENTS**

#### **RESOLVED:**

**That Cabinet:**

- 1. Agrees to a building contract with Breyer Group Plc for the construction of a new library, and fifteen apartments at a contract figure of £2,218,792.00.**
- 2. Withdraws the exempt nature of relevant parts of the report solely for the Council to use to provide public information about this matter and related purposes.**

#### **Reason for decision**

Cabinet agreed to demolish the existing Hayes End Library and replace the building with a 3 storey building which would consist of a library on the ground floor and residential apartments on the 2 upper floors. Planning consent had been granted on 16 December 2010.

### **Alternative Options considered and rejected**

Cabinet could have decided not to progress with the scheme which would have resulted in the loss of a community asset and much needed housing.

#### **Officer to action:**

Chris Mafico - Planning, Environment and Community Services

## **Exempt Information**

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### **273. 7 BREAKSPEAR ROAD NORTH, HAREFIELD**

#### **RESOLVED:**

**That the Cabinet declares 7 Breakspear Road North surplus to requirements and agrees for it to be sold in the open market by a method to be decided by the Corporate Director of Planning Environment and Community Services in consultation with the Cabinet Member for Finance, Property and Business Services.**

#### **Reasons for decision**

Cabinet agreed that there was no service requirement for 7 Breakspear Road North and that the best option would be to sell it to generate a capital receipt that would contribute to the Council's Capital Programme.

#### **Alternatives considered and rejected**

Cabinet had considered other options such as to retain the property or sell it for social housing.

#### **Officer to action:**

Mayur Patel, Planning, Environment and Community Services

## **Exempt Information**

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**274. PROPOSALS TO CHANGE THE FIRST TIER MANAGEMENT STRUCTURE OF THE COUNCIL**

**RESOLVED:**

**Cabinet made a number of decisions on proposals to change the first tier management structure of the Council, subject to any consultations taking place.**

**Reasons for decision**

Cabinet considered proposals to restructure the top management tier of the Council as part of the Business Improvement Delivery programme and to align services within Directorates which have a natural synergy.

The Director of Finance and Business Services made oral representations and his Trade Union representative was present.

**Alternative options considered and rejected**

Cabinet carefully considered alternative options.

**Officer to action:**

Hugh Dunnachie

**Exempt Information**

*This report was included in Part II as it contained information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.*

**Urgency Provisions**

*This report had been circulated less than 5 working days before the Cabinet meeting and was agreed by the Chairman to be considered as urgent.*

**275. ANY OTHER ITEMS THE CHAIRMAN AGREES ARE RELEVANT OR URGENT**

None.

The meeting closed at 8.20pm

## **IMPORTANT INFORMATION**

### **DECISION AUTHORITY**

The following Cabinet decisions were agreed as urgent and after the Cabinet meeting the call-in period was waived in accordance with the Policy Overview and Scrutiny Procedure Rules in the Constitution:

- Decisions on item 22 (minute 274)

Decisions on Item 8 (minute 257) and Item 10 (minute 262) in relation to the budget and Housing Revenue Account are recommended to full Council for approval on 24<sup>th</sup> February 2011.

The above decisions therefore come into immediate effect.

The remainder of the Cabinet's decisions were not called-in by the Executive Scrutiny Committee and therefore come into effect from Friday 25<sup>th</sup> February 2011 after the call-in period expires.

### **Changes to proposed decisions:**

Officers should note that the Cabinet amended recommendations and thereby agreed revised decisions on the following items:

- Item 6 (minute 259)
  - Item 7 (minute 260)
  - Item 20 (minute 272)
-