

SECURITY WITHIN THE CIVIC CENTRE

The Facilities Manager will present to Members details of the existing security measures which are in place within the Civic Centre.

However for Members information is attached the rota of the current security cover within the security contract which clearly identifies that the presence of security is within the main reception area of the Civic Centre, Housing Reception, Children's Reception, the Multi-Storey Car Park and the Members' Car Park.

It is noticeable that there is no designated security cover within Phase II of the Civic Centre, where the Political Group Offices are situated. However, security measures can be put in place in the event that advance warning has been given that there may be the potential for trouble from members of the public at Committee meetings. As part of our review, Members could consider holding meetings with members of the public in areas of the Civic Centre where there is a security presence.

In addition there are meeting rooms within the Civic Centre which are fitted with panic alarms which provide security to individuals. The Facilities Manager can provide further detail at the meeting but panic alarms are not fitted into meeting rooms within the Party Group Offices or within the corporate facilities used by officers.

WARD SURGERIES

Also attached for Members information is a list of ward surgeries which take place. These tend to be in public places such as libraries, community centres, the one-stop shop or at the Civic Centre.

These venues for ward surgeries are arranged by Members themselves, they choose the venues and make the necessary arrangements. Discussion could take place at the meeting around the process and arrangements which are in place for Members meeting with the public in their ward surgeries.

The Councillors' Support and Development Manager has reported that female Councillors are advised that when they are meeting on their own with one of their constituents, that from a personal safety perspective, that they be accompanied by another Councillor.

Members will be aware that following last May's Local Elections, a "Managing difficult situations with constituents" workshop took place which was facilitated by Hillingdon Community Mediation. This did not specifically cover personal safety, but it did provide guidance on how to deal with conflict resolution and how to deal with a variety of difficult situations.

CONSERVATIVE GROUP WARD SURGERIES

BRUNEL	Cllr Sandra Jenkins Cllr Richard Mills Cllr Brian Stead	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="920 288 1850 331">Surgery details</th> </tr> </thead> <tbody> <tr> <td data-bbox="920 336 1151 549">Address:</td> <td data-bbox="1155 336 1850 549">Main Reception Civic Centre High Street Uxbridge Middlesex UB8 1UW</td> </tr> <tr> <td data-bbox="920 553 1151 596">Date and time:</td> <td data-bbox="1155 553 1850 596">First Saturday of each month: 1100-1200noon</td> </tr> </tbody> </table>	Surgery details		Address:	Main Reception Civic Centre High Street Uxbridge Middlesex UB8 1UW	Date and time:	First Saturday of each month: 1100-1200noon					
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CAVENDISH	Cllr Raymond Graham Cllr Edward Lavery Cllr Michael White	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="920 622 1850 665">Surgery details</th> </tr> </thead> <tbody> <tr> <td data-bbox="920 670 1151 729">Surgery</td> <td data-bbox="1155 670 1850 729">By appointment only</td> </tr> <tr> <td data-bbox="920 734 1151 809">Notes:</td> <td data-bbox="1155 734 1850 809">Please call 01895 250316 (Monday – Friday, 9am – 5pm) to make an appointment</td> </tr> </tbody> </table>	Surgery details		Surgery	By appointment only	Notes:	Please call 01895 250316 (Monday – Friday, 9am – 5pm) to make an appointment					
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CHARVILLE	Cllr Neil Fyfe Cllr Mary O'Connor	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="920 829 1850 873">Surgery 1 details</th> </tr> </thead> <tbody> <tr> <td data-bbox="920 877 1151 1090">Address:</td> <td data-bbox="1155 877 1850 1090">Hayes End Library Uxbridge Road Hayes Middlesex UB4 8JQ</td> </tr> <tr> <td data-bbox="920 1094 1151 1169">Date and time:</td> <td data-bbox="1155 1094 1850 1169">Last Saturday of the month: February, April, June, August, October 11.00-12.00noon</td> </tr> <tr> <th colspan="2" data-bbox="920 1174 1850 1217">Surgery 2 details</th> </tr> <tr> <td data-bbox="920 1222 1151 1297">Address:</td> <td data-bbox="1155 1222 1850 1297">Charville Library Bury Avenue</td> </tr> </tbody> </table>	Surgery 1 details		Address:	Hayes End Library Uxbridge Road Hayes Middlesex UB4 8JQ	Date and time:	Last Saturday of the month: February, April, June, August, October 11.00-12.00noon	Surgery 2 details		Address:	Charville Library Bury Avenue	No key holders – within opening times
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			Hayes Middlesex UB4 8LF	
		Date and time:	Last Saturday of the month: January, March, May, July, September, November 11.00-1200 noon	
EASTCOTE & EAST RUISLIP	Cllr Bruce Baker Cllr Catherine Dann Cllr David Payne	Surgery details		
		Date & Time	By Appointment only	
		Note:	Please call 01895 250316 (Monday – Friday 9.00am – 5.00pm)	
HAREFIELD	Cllr Richard Barnes Cllr Henry Higgins	Surgery details		
		Surgery:	Cllr Richard Barnes	
		Address:	Harefield Library Park Lane Harefield Middlesex UB9 6BJ	
		Date and time:	Last Saturday of the month 1000-1200noon	
		Notes:	Surgeries: January, March, May, July, September, November. Contact Cllr Barnes at any time by phoning the Conservative Group Office on 01895 250316	
		Surgery:	Cllr H Higgins	

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HEATHROW VILLAGES	Cllr David Benson Cllr Sukhpal Brar	<table border="1"> <tr> <th colspan="2">Surgery details</th> </tr> <tr> <td>Date and time:</td> <td>By appointment only. Available for appointments locally at any time.</td> </tr> <tr> <td>Notes:</td> <td>To make an appointment please call 01895 250316 (Mon – Fri 9am – 5pm).</td> </tr> </table>	Surgery details		Date and time:	By appointment only. Available for appointments locally at any time.	Notes:	To make an appointment please call 01895 250316 (Mon – Fri 9am – 5pm).	
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HILLINGDON EAST	Cllr Tim Barker Cllr Wayne Bridges Cllr Pat Jackson	<table border="1"> <tr> <th colspan="2">Surgery details</th> </tr> <tr> <td>Address:</td> <td>Oak Farm Library Sutton Court Road Hillingdon Middlesex UB10 9PB</td> </tr> <tr> <td>Date and time:</td> <td>Fourth Saturday of each month 0930-1030am</td> </tr> </table>	Surgery details		Address:	Oak Farm Library Sutton Court Road Hillingdon Middlesex UB10 9PB	Date and time:	Fourth Saturday of each month 0930-1030am	
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ICKENHAM	Cllr John Hensley Cllr Ray Puddifoot Cllr David Simmonds	<table border="1"> <tr> <th colspan="2">Surgery details</th> </tr> <tr> <td>Address:</td> <td>Ickenham Library Long Lane Ickenham Middlesex UB10 8RE</td> </tr> <tr> <td>Date and time:</td> <td>Third Wednesday of the month 1900-2000pm</td> </tr> </table>	Surgery details		Address:	Ickenham Library Long Lane Ickenham Middlesex UB10 8RE	Date and time:	Third Wednesday of the month 1900-2000pm	Cllr Hensley
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LABOUR GROUP WARD SURGERIES

WARD	DAY	TIME	VENUE	ADDRESS
Barnhill	<i>Cllrs Lindsay Bliss, Roshan Ghei and John Major</i>			
	1 st Friday of each month	7 – 8 pm	Yeading Library	Yeading Lane Hayes UB4 4EW
	3 rd Friday of each month	7 – 8 pm	Barnhill Community Centre	Ayles Road Hayes UB4 9HG
Botwell	<i>Cllrs Janet Gardner, Phoday Jarjussey and Mohammed Khursheed</i>			
	Every Friday	2.30 – 4.30 pm	Hayes One Stop Shop	49-51 Station Rd Hayes UB3 4BE
Charville	<i>Cllr Beulah East</i>			
	Last Friday of the month	1.30 – 2.30 pm	Charville Library	Bury Avenue Hayes UB4 8LF
Heathrow Villages	<i>Cllr June Nelson</i>			
	1 st Tuesday of each month	10 am - 12 noon	Com Dot Café	Byron Way Glebe Estate West Drayton UB7 9JD
Pinkwell	<i>Cllrs Jazz Dhillon, Kuldeep Lakhmana and Avtar Sandhu</i>			
	1 st & 3 rd Thurs of each month	5 – 7 pm	Harlington Library	Pinkwell Lane Harlington UB3 1PB
Townfield	<i>Cllrs Lynne Allen, Peter Curling and Robin Sansarpuri</i>			

	1 st Saturday of each month	10.30 – 12 noon	Botwell Green Sports & Leisure Centre	East Avenue Hayes UB3 2HW
	2 nd Weds of each month	6.30 – 7.30 pm	Hayes Campus	College Way Coldharbour Lane Hayes UB3 3BB
	2 nd Friday of each month	6.30 – 7.30 pm	Townfield Community Centre	Townfield Road Hayes UB3 2EX
West Drayton	<i>Cllr Anita MacDonald</i>			
	2 nd Thursday of each month	9 am – 11 am	Bell Farm Christian Centre	South Road West Drayton UB7 9LW
Yeading	<i>Cllrs David Allam and Janet Duncan</i>			
	1 st Friday of each month	7 – 8 pm	Yeading Library	Yeading Lane Hayes UB4 4EW
	3 rd Friday of each month	7 – 8 pm	Yeading Community Centre	2 Ditchfield Close Yeading UB4 9BH
Yiewsley	<i>Cllr Paul Harmsworth</i>			
	Last Weds of the month	7 – 8 pm	Yiewsley Library	High Street Yiewsley UB7 7BE