



HILLINGDON
LONDON

Decisions

over the next few months...

Residents FIRST

→ HOUSING SERVICES
RECEPTION

Cabinet Forward Plan: October 2020 onwards

About the Cabinet & this Forward Plan

The Cabinet is Hillingdon Council's Leadership Team, overseeing the provision of Council services and putting our residents first. Chaired by the Leader of the Council, the Cabinet comprises 7 other Councillors (known as Cabinet Members) who are each responsible and accountable for a range of Council services, e.g. Finance, Children's Services, Transportation etc... The full Cabinet meets monthly in public (part private) to take the more significant decisions about the Borough (Cabinet decisions). Cabinet Members also take decisions individually on a daily basis (known as Cabinet Member decisions). The purpose of this Forward Plan is to highlight these upcoming decisions over the next few months, providing advance information to residents in a transparent way. The Forward Plan is published every month to ensure it is kept up-to-date. It also provides the 'online' public notice of future decisions under the relevant UK regulations.



Cabinet Members 2020/21

You can click on the links below to find out more about a particular Cabinet Member:

[Councillor Sir Ray Puddifoot MBE - \(Chairman of the Cabinet\) Leader of the Council](#)

[Councillor Jonathan Bianco - Deputy Leader of the Council and Cabinet Member for Finance, Property and Business Services](#)

[Councillor Susan O'Brien - Cabinet Member for Education Children & Youth Services](#)

[Councillor Keith Burrows - Cabinet Member for Planning & Transportation](#)

[Councillor Jane Palmer - Cabinet Member for Social Care, Health & Wellbeing](#)

[Councillor Philip Corthorne - Cabinet Member for Housing & the Environment](#)

[Councillor Douglas Mills - Cabinet Member for Community, Commerce and Regeneration](#)

[Councillor Richard Lewis - Cabinet Member for Central Services, Culture & Heritage](#)

More information

Residents, the public and media are welcome to attend Cabinet meetings. For more information about when Cabinet meets, [click on this link](#).

You can also watch Cabinet meetings live or on demand on our YouTube channel here.  YouTube

For more information about the Forward Plan, please contact Democratic Services: Tel: 01895 250636 Email: democratic@hillingdon.gov.uk

Intention to conduct business in public, but also consider some matters in private

This notice below is to inform the public that whilst Cabinet meetings are held in public, they also include a private session for dealing with confidential matters and what this means.

NOTICE

Whilst the majority of the business at Cabinet meetings will be open to the public and media to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that the Cabinet meetings shown on this Forward Plan will be held partly in private because some of the reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

A list of the reports which are expected to be considered at Cabinet meetings in public and private are set out in a list on this Forward Plan. If they are marked "private", it includes a number next to it, indicating the reason why the decision will be taken in private based on the categories set out below:

- (1) information relating to any individual
- (2) information which is likely to reveal the identity of an individual
- (3) information relating the financial or business affairs of any particular person (including the authority holding that information)
- (4) 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.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

If you would like to make representations about any particular decision to be conducted in private at a Cabinet meeting then please email: cabinet@hillington.gov.uk. Such representations must be received in advance of 5 clear working days before the date of the Cabinet meeting itself, normally before the preceding Wednesday.

It is possible that other private reports may be added at shorter notice to the agenda for the Cabinet meeting or for a Cabinet Member decision where deemed urgent.

Cabinet meetings are held at the Civic Centre, Uxbridge, Middlesex, UB8 1UW, usually starting at 7pm on Thursdays, but subject to change in accordance with legal notice periods. Whilst meetings may be held in public, they are not public meetings and those attending are kindly asked to quietly observe proceedings. There are no public speaking rights, as the Council provides this opportunity through its petitions process: www.hillingdon.gov.uk/petitions

About the upcoming decisions listed and the timeframes for them

This notice is to inform the public about the timeframes we are required to give in relation to the more significant decisions to be made by the Council and when more information about them will be available.

NOTICE

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of key decisions to be made on behalf of the Council. As far as possible and in the interests of transparency, the Council will seek to provide at least 28 clear days notice of new key decisions (and many new non-key decisions) that are listed on this document. Where this is not practicable, such key decisions will be taken under urgency procedures. Decisions which are expected to be taken in private (at a meeting of the Cabinet or by an individual Cabinet Member) are marked "private" with the reasons why.

Key decisions

The Council's definition of a key decision is:

1. Developing proposals that require the Council to amend its policy framework.
2. Decisions resulting in cost/savings outside of existing budget that exceed the following thresholds:
 - a. 10% of the annual revenue budget for a service or any proposals in excess of £500,000.
 - b. variations to capital schemes on programmes in excess of £250,000 in any one year.
3. Decisions which have a significant impact on two or more wards as defined below:
 - a. where the outcome will have a significant impact on the well-being of the community or the quality of service provided to a significant number of people living or working in an area.
 - b. where 'Communities of Interest' as well as geographic areas are affected significantly, e.g. young people by the closure of a youth centre.

Other decisions

A range of other decisions may be listed on this document which are not key decisions. This will include a range of "standard items", i.e. decisions to be taken each month on regular topics, .e.g school governor appointments, release of capital funds for projects etc...

When will more information be available about these decisions?

Documents in relation to upcoming decisions shown on this Forward Plan will be submitted to the Cabinet or Cabinet Member(s) for decision as a formal agenda report or a decision request, which if public and non-urgent, will be available on the Council's website at least 5 clear working days before the date the decision can be made. If you would like to request such a document, please email democratic@hillingdon.gov.uk. All documents shown or due to be published are listed at the London Borough of Hillingdon, Civic Centre, High Street, Uxbridge, Middlesex UB8 1UW. Public reports are also available for inspection here.

Upcoming Decisions

Further details

Ref

Ward(s)

Final decision by Full Council

Cabinet Member(s) Responsible

Officer Contact for further information

Consultation on the decision

NEW ITEM

Public or Private (with reason)

SI = Standard Item each month

Council Departments: RS = Residents Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance

Cabinet meeting - 22 October 2020

Ref	Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public or Private (with reason)
029	Hayes Housing Regeneration: Options Appraisal	The Council is currently consulting with residents at both Austin Road and Avondale Drive Estates with a view to looking at a number of ways that it can improve the estates. This report will present Cabinet with the recommendations from an Options Appraisals Report, informed by the first round of consultations with residents and seek approval for the next steps.	Townfield		Cllr Sir Ray Puddifoot MBE, Cllr Jonathan Bianco, Cllr Philip Corthorne	RS - Perry Scott	Public / local resident consultation	NEW	Public
028	Proposed licensing scheme for outdoor fitness instructors and tennis coaches in parks and open spaces	Cabinet will consider consultation on a proposal to introduce a new licensing scheme for outdoor fitness instructors and tennis coaches using Hillingdon's parks and open spaces and to operate this on a commercial basis. The proposals would be designed to protect open spaces for all visitors and ensure the operation of qualified and insured operators that support residents to improve their health and wellbeing, with any enforcement action through an update to the Council's Public Space Protection Order regime.	All		Cllr Jonathan Bianco / Cllr Richard Lewis / Cllr Douglas Mills	RS - Priscilla Simpson	Public consultation, e.g. residents, ward councillors, fitness instructors and tennis coaches. Statutory consultation on any Public Space Protection Order changes.	NEW	Public
027	Disposal of garage sites	Cabinet will consider declaring 2 small garage sites surplus to requirements and to market them with planning approval for residential development. The sites are: (1) Fairacre, Malmesbury Close, Eastcote, HA5 2NG and (2) Morello Avenue, Uxbridge, UB8 3ER.	Brunel, Northwood Hills		Cllr Jonathan Bianco	RS - Julie Markwell		NEW	Private (3)
024	Council's Insurance Contracts 2015 - 2021	The Council's contracts for its insurance policies expire on 30 November 2020 and this report seeks approval to extend the insurance contracts by a period of one year.	N/A		Cllr Jonathan Bianco	FD - Stephanie Rao		NEW	Private (3)

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013	Self-Build & Custom-Build Housing (Charging and Eligibility Criteria)	Following consultation approved by Cabinet on 21 May 2020, to seek approval to introduce a charging schedule and eligibility criteria for inclusion on Hillingdon's Self-Build and Custom-Build Housing Register.	All		Cllr Keith Burrows / Cllr Philip Corthorne	RS - James Rodger / Julia Johnson			Public
014	The Annual Report Of Adult and Child Safeguarding Arrangements	This report provides the Cabinet with a summary of the activity undertaken by the Safeguarding Children Partnership Board and the Safeguarding Adults Board to address the identified local priorities. The Cabinet will consider this report and approve the activity and the local priorities for the two forums.	All		Cllr Jane Palmer / Cllr Susan O'Brien	SC - Alex Coman, Claire Solley, Suzi Gladish	Social Care, Housing and Public Health Policy Overview Committee		Public
015	Response to Government Consultation: Planning for the future	The Ministry of Housing, Communities and Local Government has set out proposed reforms of the planning system to streamline and modernise the planning process, bring a new focus to design and sustainability, improve the system of developer contributions to infrastructure, and ensure more land is available for development where it is needed. This report to Cabinet will set out the Council's response to the consultation prior to the submission deadline of 29 October 2020.	All		Cllr Keith Burrows	RS - James Rodger / Julia Johnson			Public
016	Award of Building Contract: Uxbridge Mortuary Extension	This report will seek approval to appoint a works contractor for extension and reconfiguration of the existing facilities at Uxbridge Mortuary to increase its capacity.	Brunel		Cllr Jonathan Bianco / Cllr Richard Lewis	RS - Bobby Finch			Private (3)

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017	Counter Fraud Strategic Plan	Cabinet will approve an updated Counter Fraud Strategic Plan, comprising updated associated policies and protocols in relation to Prosecutions, Surveillance, Investigations, Whistleblowing, Anti-Money Laundering and Anti-Bribery. These policies will also focus on fraud post COVID-19 and set out the robust and zero tolerance approach Hillingdon takes to fraud of any kind.	All		Cllr Sir Ray Puddifoot MBE	FD - Zac O'Neil			Public
SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	RS - Michael Patterson / Michele Wilcox			Private (3)
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position and other key financial decisions required.	All		Cllr Sir Ray Puddifoot MBE / Cllr Jonathan Bianco	FD - Paul Whaymand			Public
SI	Reports from Policy Overview, Scrutiny & Select Committees	A report from the Residents', Education and Environmental Services Policy Overview Committee into their review on littering and fly-tipping in Hillingdon will be presented to the Cabinet.	All		Cllr Philip Corthorne	CR&S - Neil Fraser	TBC		Public

Cabinet Member Decisions expected - October 2020

018	Home to School Transport Policy	The Leader and Cabinet Member will consider approval of an updated Home to School Transport Policy following a review and consultation.	All		Cllr Sir Ray Puddifoot MBE / Cllr Susan O'Brien	SC- Sandra Taylor / Gareth Blackett / Jan Major	Consultation will take place, along with an Equalities Impact Assessment		Public
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Final decision by Full Council

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012	Accreditation of the Museum, Archives and Local Studies Service & approval of related policies	Member approval is sought to enable the Museum, Archives and Local Studies Service to achieve full accreditation as a museum service by the Arts Council for England. This requires approval of the Council's updated Collections Development Policy and associated Documentation Policy, Care and Conservation Policy, Access Policy and service Forward Plan. This will enable the service to continue its work to preserve and promote the heritage of Hillingdon for all its residents.	All		Cllr Sir Ray Puddifoot MBE / Cllr Richard Lewis	RS - Tim Saward / Susan Dalloe	Various		Public
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	CR&S - Democratic Services	Various		Public

Cabinet meeting - 12 November 2020

019	Contract extension - Revenues and Benefits Service	Cabinet will consider an extension to the current contract for the Revenue and Benefits service, which undertakes the collection and recovery of Council Tax, business rates, the processing of benefits claims and related queries.	All		Cllr Jonathan Bianco	FD - Muir Laurie			Private (3)
026	Cabinet Delegations	Cabinet will consider a report with regard to the transfer of previous delegations.	N/A		Cllr Sir Ray Puddifoot MBE	CR&S - Mark Braddock		NEW	Public
SI	Older People's Plan update	Cabinet will receive it's twice yearly update on progress on the Older People's Plan (May and November annually).	All		Cllr Sir Ray Puddifoot MBE / Cllr Philip Corthorne	RS - Kevin Byrne	Older People, Leader's Initiative		Public

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SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	RS - Michael Patterson / Michele Wilcox			Private (3)
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position and other key financial decisions required.	All		Cllr Sir Ray Puddifoot MBE / Cllr Jonathan Bianco	FD - Paul Whaymand			Public
SI	Reports from Policy Overview, Scrutiny & Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - Democratic Services	TBC		Public

Cabinet Member Decisions expected - November 2020

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	CR&S - Democratic Services	Various		Public
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Cabinet meeting - Thursday 10 December 2020

030	REFERRAL FROM COUNCIL 10 SEPTEMBER 2020: Motion on WWI memorial and remembrance	Following the approval of the substantive motion relating to the war memorial at St Martin's Church in West Drayton and remembering those who lost their lives in the First World War, Cabinet will receive a report to enable full and accurate facts to be considered and appropriate action taken and recommended.	West Drayton / All		Cllr Sir Ray Puddifoot MBE / Cllr Richard Lewis	RS - Lyn Summers		NEW	Public
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Upcoming Decisions

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020 a	The Council's Budget - Medium Term Financial Forecast 2021/22 - 2025/26 (BUDGET FRAMEWORK)	This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2021/22 for consultation, along with indicative projections for the following four years. This will also include the HRA rents for consideration.	All	TO FULL COUNCIL 25/2/21	Cllr Sir Ray Puddifoot MBE & Cllr Jonathan Bianco	FD - Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers		Public
021	Financial assistance to Hillingdon's local voluntary organisations	This report to Cabinet will make recommendations on the level of financial support to voluntary organisations for the 2020/21 financial year, demonstrating continued commitment to the vital work they do for residents in Hillingdon.	All		Cllr Douglas Mills	RS - Kevin Byrne			Public
009 b	Statement of Licensing Policy for consultation - POLICY FRAMEWORK	Every 5 years the Council is required to review its licensing policy, which forms the basis of decisions made on licensing matters by Officers and the Licensing Sub-Committee. Following consultation, Cabinet will consider the policy for recommendation to Full Council for adoption.	All	TO FULL COUNCIL 14/01/2021	Cllr Douglas Mills	RS - Daniel Ferrer	Statutory consultation, Policy Overview Committee and Licensing Committee		Public
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position and other key financial decisions required.	All		Cllr Jonathan Bianco	FD - Paul Whaymand			Public
SI	Quarterly Planning Obligations Monitoring report	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Keith Burrows	RS - Nicola Wyatt			Public
SI	Reports from Policy Overview, Scrutiny & Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - Democratic Services	TBC		Public

Upcoming Decisions

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Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public or Private (with reason)
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Cabinet Member Decisions expected - December 2020

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	CR&S - Democratic Services	Various		Public
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Cabinet Member Decisions: Standard Items (SI) that may be considered each month

SI	Urgent Cabinet-level decisions & interim decision-making (including emergency decisions)	The Leader of the Council has the necessary constitutional authority to make decisions that would otherwise be reserved to the Cabinet, in the absence of a Cabinet meeting or in urgent circumstances. Any such decisions will be published in the usual way and reported to a subsequent Cabinet meeting for ratification. A fuller notice period for any key decisions to be taken will be given, where practicably possible. The Leader may also take emergency decisions without notice, in particular in relation to the COVID-19 pandemic, which will be ratified at a later Cabinet meeting.	Various		Cllr Sir Ray Puddifoot MBE	CR&S - Democratic Services	TBC		Public / Private
SI	Expenditure Approval: ICT Equipment, Furniture and General Equipment	To approve or not, the release of funds for certain types of discretionary expenditure, following new expenditure approval controls agreed by Cabinet on 21 January 2016 to enable greater scrutiny of expenditure in these areas, further enhancing the Council's strong financial management.	N/A		Cllr Sir Ray Puddifoot MBE and Cllr Jonathan Bianco	FD - Corporate Procurement	None		Public
SI	Ward Budget Initiative	To approve the spending of Ward Budgets following applications from Ward Councillors - this will be done on a monthly or regular cycle.	All		Cllr Douglas Mills / Cllr Sir Ray Puddifoot MBE	RS - Helena Webster	Local consultation within the Ward undertaken by Ward Councillors		Public

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SI	Business, shops and commercial rents, leases, surrenders and renewals	To approve various rents, leases, surrenders and lease renewals for a variety of businesses, organisations, properties or via commercial transactions, as per thresholds for decision-making set out in the Procurement and Contract Standing Orders.	Various		Cllr Jonathan Bianco	RS - Mike Patterson			Private (3)
SI	To consider rent reviews	To consider rent reviews of commercial and other premises.	tbc		Cllr Sir Ray Puddifoot MBE / Cllr Jonathan Bianco	RS - Mike Patterson			Private (1,2,3)
SI	School Governing Bodies and Governors / Authorising Academy Appointments	To approve appointments, nominate appointments and make reappointments of local authority governors and to approve any changes to school governing body constitutions. To also authorise any Member to be a Governor or Director of an Academy.	N/A		Cllr Susan O'Brien	CR&S - Democratic Services			Public
SI	Appointment of Consultants & agency staff	To consider the appointment of consultants where the cost is between £5,000 and £50,000. To appoint individual temporary and agency workers between this value for senior management posts. To also accept the appointment of any consultants delegated by Cabinet.	N/A		Cllr Sir Ray Puddifoot MBE	various			Private (1,2,3)
SI	Release of Capital Funds	The release of all capital monies requires formal Member approval, unless otherwise determined either by the Cabinet or the Leader. Batches of monthly reports (as well as occasional individual reports) to determine the release of capital for any schemes already agreed in the capital budget and previously approved by Cabinet or Cabinet Members	TBC		Cllr Sir Ray Puddifoot MBE / Cllr Jonathan Bianco	various	Corporate Finance		Public but some Private (1,2,3)

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SI	The purchase of ex Council properties or new private properties for the Council's housing supply	The Leader of the Council may determine, as and when required, the purchase of new properties using HRA capital funds to increase the affordable housing stock within the Borough. Such acquisitions will be reported back to Cabinet.	TBC		Cllr Sir Ray Puddifoot MBE / Cllr Jonathan Bianco	Jean Palmer OBE			Private (1,2,3)
SI	Petitions about matters under the control of the Cabinet	Cabinet Members will consider a number of petitions received by local residents and organisations and decide on future action. These will be arranged as Petition Hearings.	TBC		All	CR&S - Democratic Services			Public
SI	Local Safety Schemes and Parking Revenue Account funded schemes	To consider petitions received and decide on future action	TBC		Cllr Keith Burrows	RS - David Knowles	Traffic Liaison Group		Public
SI	Pedestrian Crossings	To approve schemes to provide crossing facilities	TBC		Cllr Keith Burrows	RS - David Knowles			Public
SI	To approve debt / write offs	To approve individual case of debt / write offs that are in excess of £5000 but under £50,000.	n/a		Cllr Jonathan Bianco	various			Private (1,2,3)
SI	To approve compensation payments	To approve compensation payments in relation to any complaint to the Council in excess of £1000.	n/a		All	various			Private (1,2,3)
SI	Transport - Local Implementation Programme	Local Implementation Programme including schemes for the public realm, parking, road safety, school travel, walking, cycling, air quality improvement and Traffic Regulation Orders.	TBC		Cllr Keith Burrows and Cllr Sir Ray Puddifoot MBE	RS - David Knowles			Public

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SI	Acceptance of Tenders	To accept quotations, tenders, contract extensions and contract variations valued between £50k and £500k in their Portfolio Area where funding is previously included in Council budgets.	n/a		All	various			Private (3)
SI	All Delegated Decisions by Cabinet to Cabinet Members, including tender and property decisions	Where previously delegated by Cabinet, to make any necessary decisions, accept tenders, bids and authorise property decisions / transactions in accordance with the Procurement and Contract Standing Orders.	TBC		All	various			Public / Private (1,2,3)
SI	School Redundancy Payments	To consider requests for School Redundancy Payments and decide whether to approve them on behalf of the Local Authority	TBC		Cllr Susan O'Brien	RS - Daniel Kennedy			Private (1,2,3)
SI	Sale, and conversion, of loft space to leaseholders and also extension of Leasehold Interests of flats under the 1993 Act	To consider any issues in relation to loft space and also consider an extension of the leasehold interests for several flats where the Council as freeholder has received an application under the Leasehold Reform Housing and Urban Development Act 1993. The report will recommend grant of the extensions in each case where the Notice is valid and in accordance with legislation.	TBC		Cllr Philip Corthorne / Cllr Jonathan Bianco	RS - Mike Paterson			Private (1,2,3)
SI	Chrysalis Programme of Environmental Improvements	The Cabinet Member will be asked to consider the approval of projects.	Various		Cllr Douglas Mills	RS - Helena Webster / Perry Scott			Public
SI	External funding bids	To authorise the making of bids for external funding where there is no requirement for a financial commitment from the Council.	n/a		All	various			Public

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SI	Appeals in relation to business rates (NNDR)	To determine appeals in relation to business rates following a decision by the Council.	TBC		Cllr Jonathan Bianco	Maureen Pemberton			Private (1,2,3)
SI	Response to key consultations that may impact upon the Borough	A standard item to capture any emerging consultations from Government, the GLA or other public bodies and institutions that will impact upon the Borough. Where the deadline to respond cannot be met by the date of the Cabinet meeting, the Constitution allows the Cabinet Member to sign-off the response.	TBC		All	various			Public

The Cabinet's Forward Plan is an official document by the London Borough of Hillingdon, UK