

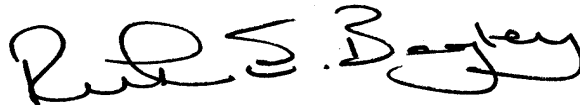
Date of despatch: 19th January 2015

To the Members of Slough Borough Council

Dear Councillor,

You are summoned to attend a Meeting of the Council of this Borough which will be held in the Flexi Hall, The Centre, Farnham Road, Slough, SL1 4UT on **Tuesday, 27th January, 2015 at 7.00 pm**, when the business in the Agenda below is proposed to be transacted.

Yours faithfully



RUTH BAGLEY
Chief Executive

PRAYERS

AGENDA

Apologies for Absence

PAGE

1. **Declarations of Interest**

All Members who believe they have a Disclosable Pecuniary or other Pecuniary or non pecuniary Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 3 paragraphs 3.25 – 3.27 of the Councillors' Code of Conduct, leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with Paragraph 3.28 of the Code.

The Mayor will ask Members to confirm that they do not have a declarable interest.

All Members making a declaration will be required to complete a Declaration of Interests at Meetings form detailing the nature of their interest.

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| 2. | To approve as a correct record the Minutes of the Council held on 25th November 2014 | 1 - 6 |
| 3. | To receive the Mayor's Communications. | |

Public Questions

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| 4. | Questions from Electors under Procedure Rule 9. | |
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Recommendations of Cabinet and Committees

[Notification of Amendments required by 10 a.m. on Monday 26th January 2015]

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| 5. | Recommendations of the Cabinet from its meetings held on 13th October 2014 and 19th January 2015 | 7 - 10 |
| | A. War Memorial Maintenance. | |
| | B. Five-Year Plan 2015-2020 (To Follow) | |

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| 6. | Review of Constitution and Related Matters | 11 - 68 |
| 7. | Appointment of Member to the Slough Independent School Admission Appeals and Exclusion Panel | 69 - 70 |
| 8. | Calendar of Meetings 2015/2016 | 71 - 84 |

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| 9. | To consider Motions submitted under procedure Rule 14. | 85 - 86 |
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Member Questions

- | | | |
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| 10. | To note Questions from Members under Procedure Rule 10 (as tabled). | |
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Press and Public

You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before Council considers any items in the Part II agenda. Please contact the Democratic Services Officer shown above for further details.

The Council allows the filming, recording and photographing at its meetings that are open to the public. Anyone proposing to film, record or take photographs of a meeting is requested to advise the Democratic Services Officer before the start of the meeting. Filming or recording must be overt and persons filming should not move around the meeting room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The use of flash photography, additional lighting or any non hand held devices, including tripods, will not be allowed unless this has been discussed with the Democratic Services Officer.

MINUTES OF COUNCIL PROCEEDINGS

At a Meeting of the Council for the Borough of Slough held at the Flexi Hall, The Centre, Farnham Road, Slough, SL1 4UT on Tuesday, 25th November, 2014 at 7.00 pm

Present:- The Worshipful the Mayor (Councillor Chaudhry), in the chair; Councillors Abe, Ajaib, Anderson, Bains, Bal, Brooker, Carter, Chahal, Cheema, Chohan, Coad, Dar, Davis, Dhaliwal, Dhillon, M Holledge, Hussain, Malik, Mann, Mansoor, Matloob, Mellor, Munawar, Nazir, Pantelic, Parmar, Plenty, Rana, Rasib, Sandhu, Shah, Smith, Sohal, Strutton, Swindlehurst, Usmani, Wright and Zarait

Apologies for Absence:- Councillors N Holledge, Sharif and Sidhu

23. Declarations of Interest

Councillors Bal and Chaudhry declared that members of their families are employed by Slough BC.

24. To approve as a correct record the Minutes of the Council held on 25th September, 2014

Resolved - That the Minutes of the Council meeting held on 25th September, 2014 be approved as a correct record.

25. To receive the Mayor's Communications.

The Mayor thanked those Members who attended the events arranged throughout the Borough for Remembrance Sunday and Armistice day.

Members were advised that the Christmas Lights switch on took place on 20th November which attracted an enthusiastic crowd who enjoyed the entertainment and firework display.

The Mayor extended his best wishes to all Members of the Council for a Merry Christmas and a Happy, Prosperous and Peaceful 2015.

26. Questions from Electors under Procedure Rule 9.

The Mayor advised that two questions had been received from Electors, a copy of which had been tabled. Both Electors were in attendance and received a verbal response to their questions and asked a supplementary question respectively. A copy of the replies would be forwarded to the questioners.

27. Appointments to Committee Vacancies

It was moved by Councillor Anderson,
Seconded by Councillor Swindlehurst,

- (a) That Mr Waqar Bhatti be appointed to fill a vacancy on the SACRE as a Committee 1- Islamic Representative for a term of 3 years.
- (b) That Councillor Ajaib be appointed to the vacancy on Slough SACRE as a Committee 4 Representative for the term of 3 years.
- (c) That an 'Acute Sector representative' and 'Two Business representatives' be appointed to the Slough Wellbeing Board.

The recommendations were put to the vote and carried unanimously.

Resolved -

- (d) That Mr Waqar Bhatti be appointed to SACRE as a Committee 1- Islamic Representative for a term of 3 years.
- (e) That Councillor Ajaib be appointed to SACRE as a Committee 4 Representative for a term of 3 years.
- (f) That an 'Acute Sector representative' and 'Two Business representatives' be appointed to the Slough Wellbeing Board.

28. To consider Motions submitted under procedure Rule 14.

Motion A - Recruitment Policies and Employment Contracts

It was moved by Councillor Wright,
Seconded by Councillor Smith,

"This Council resolves:

To review Slough Borough Council's current recruitment policies and employment contracts. Thereby, we call for new rules to be implemented:

- i) To return powers to councillors and have councillors on the interviewing panels for appointing people to the 3rd tier and above
- ii) That all payments to staff in excess of their basic salaries must be fully revealed to the public in the current end of year accounts, should these individual payments be worth £50,000 or combination in excess of £75, 000 (annual award or part of a termination package)
- iii) All investigations against suspended officers must be transparent to elected members and a deadline for the conclusion of the investigation must be given
- iv) The recruitment of interim staff should be undertaken as a last resort with an allocated term of office of no more than 6 months"

Council - 25.11.14

It was moved by the Leader, as an amendment,
Seconded by Councillor Swindlehurst,

“This Council resolves to:

~~To review Slough Borough Council's current recruitment policies and employment contracts. Thereby, we call for new rules to be implemented:~~

~~i) To return powers to councillors and have councillors on the interviewing panels for appointing people to the 3rd tier and above. To continue to operate in line with HR best practice guidance in the make up of its interview panels across all tiers of appointment.~~

~~ii) That all payments to staff in excess of their basic salaries must be fully revealed to the public in the current end of year accounts, should these individual payments be worth £50,000 or combination in excess of £75,000 (annual award or part of a termination package) To continue to comply with the CIPFA accounting code and to continue to publish the required remuneration details of staff on a yearly basis in line with those requirements.~~

~~iii) All investigations against suspended officers must be transparent to elected members and a deadline for the conclusion of the investigation must be given.~~

~~iv) The recruitment of interim staff should be undertaken as a last resort with an allocated term of office of no more than 6 months~~

~~v) That all further concerns regarding the Councils recruitment and employment policies to be referred, in the first instance, to the Employment and Appeals Committee~~

The amendment was put to the vote and a prior request having been made for the record of the voting:-

There voted for the amendment:

Councillors Ajaib, Anderson, Bal, Brooker, Carter, Cheema, Chohan, Dar, Davis, Dhaliwal, Dhillon, M Holledge, Hussain, Malik, Mann, Mansoor, Matloob, Munawar, Nazir, Pantelic, Parmar, Plenty, Rana, Rasib, Shah, Sohal, Swindlehurst, Usmani and Zarait.

.....29

There voted against the amendment:

Councillors Abe, Bains, Chahal, Coad, Mellor, Sandhu, Smith, Strutton and Wright

.....9

There abstained from voting:

The Worshipful The Mayor1

The amended motion became the substantive motion.

Council - 25.11.14

The substantive motion was put to the vote and was carried by 28 votes for, 9 against and 1 abstention.

Resolved:

This Council resolves to:

- i) To continue to operate in line with HR best practice guidance in the make up of its interview panels across all tiers of appointment.
- ii) To continue to comply with the CIPFA accounting code and to continue to publish the required remuneration details of staff on a yearly basis in line with those requirements.
- iii) The recruitment of interim staff should be undertaken as a last resort.
- iv) That all further concerns regarding the Councils recruitment and employment policies to be referred, in the first instance, to the Employment and Appeals Committee

Motion B - Anniversary of the Magna Carta

It was moved by Councillor Anderson,
Seconded by Councillor Swindlehurst,

“This Council resolves to:

Promote local events to compliment the national and international commemorations to mark the 800th anniversary of the sealing of the Magna Carta. On June 15th 2015 we have a unique opportunity to celebrate an event which has resonated down the ages due to its pre-eminent role in establishing the foundations of a legal system by which we and a huge number of the worlds population benefit from today. We will therefore endeavour to encourage as many public and private institutions to take this opportunity to educate inform and celebrate this momentous occasion”

It was moved by Councillor Coad, as an amendment,
Seconded by Councillor Abe,

“This Council resolves to:

~~Promote local events to compliment the national and international commemorations~~ a local engagement programme of activities to mark the 800th anniversary of the sealing of the Magna Carta. On June 15th 2015 we have a unique opportunity to celebrate an event which has resonated down the ages due to its pre-eminent role in establishing the foundations of a legal system by which we and a huge number of the worlds population benefit from today. We will therefore ~~endeavour to encourage as many public and private institutions to take this opportunity to educate inform and celebrate this momentous occasion~~ work in partnership with local schools, museums and libraries to help educate and celebrate this momentous occasion”

Council - 25.11.14

The Leader and Seconder accepted the amendment and the amended motion was put to the vote and carried unanimously.

Resolved: That the Council promote a local engagement programme of activities and promote local events to mark the 800th anniversary of the sealing of the Magna Carta. On June 15th 2015, we have a unique opportunity to celebrate an event which has resonated down the ages due to its pre-eminent role in establishing the foundations of a legal system by which we and a huge number of the worlds population benefit from today. We will therefore work in partnership with local schools, museums and libraries to help educate and celebrate this momentous occasion.

29. To note Questions from Members under Procedure Rule 10 (as tabled).

Questions from Councillors Mellor and Wright were tabled together with the responses received.

Chair

(Note: The Meeting opened at 7.00 pm and closed at 8.20 pm)

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SLOUGH BOROUGH COUNCIL

REPORT TO: Council **DATE:** 27th January 2015

CONTACT OFFICER: Nicholas Pontone, Democratic Services Officer
(For all enquiries) (01753) 875120

WARD(S): All

PART I
FOR DECISION**RECOMMENDATIONS OF THE CABINET FROM ITS MEETINGS HELD ON 13 OCTOBER 2014 AND 19 JANUARY 2015****1 Purpose of Report**

To advise the Council of the recommendations of the Cabinet on the following matters:

Cabinet meeting held on Monday 13th October 2014

A. War Memorial Maintenance.

Cabinet meeting held on Monday 19th January 2015

B. Five-Year Plan 2015-2020 (To Follow).

A. WAR MEMORIAL MAINTENANCE**1 Introduction**

To advise the Council of the recommendation of the Cabinet in relation to War Memorial Maintenance. The Council, as the trustees of the War Memorial Garden Trust, are asked to agree to reimburse the general fund spend of £8,394.60 for maintenance of the Borough's war memorials which took place in advance of the WW1 Centenary in August.

2 Recommendation(s)/Proposed Action

The Council is requested to resolve:

- (a) That the amount spent on maintenance of the war memorials from the general fund be reimbursed from the War Memorial Garden Trust; and
- (b) That any individual item of expenditure of less than £10,000 from the War Memorial Garden Trust be approved by the Head of Legal Services following consultation with the Commissioner for Neighbourhoods and Renewal.

3. The Slough Joint Wellbeing Strategy, the JSNA and the Corporate Plan

The Slough Joint Wellbeing Strategy (SJWS) is the document that details the priorities agreed for Slough with partner organisations. The SJWS has been

developed using a comprehensive evidence base that includes the Joint Strategic Needs Assessment (JSNA).

3a. **Slough Joint Wellbeing Strategy Priorities**

This report and the actions to maintain and clean the war memorials contribute to the following priorities in the Slough Joint Wellbeing Strategy:

- Regeneration and Environment

The maintaining of the war memorials contributes to the cross-cutting themes of civic responsibility

4 **Other Implications**

(a) Financial

The following was spent on cleaning and tidying the four town memorials:

Memorial	Details of work	Cost (VAT excluded)
Langley, Langley Memorial Ground	Steam cleaning of cenotaph and surrounding area Application of micro-crystalline hard wax covering Application of biocide to prevent moss formation Re-enamelling of incised lettering Lime pointing	£2,609.80
Chalvey, St Peter's Church	Steam cleaning of cenotaph and surrounding area Application of micro-crystalline hard wax covering Application of biocide to prevent moss formation Lime pointing	£1,745.00
Cippenham, College Green	Steam cleaning of cenotaph and surrounding area Application of micro-crystalline hard wax covering Application of biocide to prevent moss formation Re-enamelling of incised lettering Lime pointing	£1,557.60
Slough, St Mary's Church	Steam cleaning of cenotaph and surrounding area Application of micro-crystalline hard wax covering Application of biocide to prevent moss formation Painting of incised lettering Lime pointing	£2,482.20
Total		£8,394.60

Though the work has already been undertaken; due to the wish to have all work completed prior to the WW1 centenary and time restrictions, the maintenance was paid for from the Council's general fund budget.

However, as the trustee of the War Memorial Garden Trust, Full Council can approve a transfer to cover the costs incurred.

The current War Memorial Garden Trust stands at £89,200

(b) Risk Management

Risk	Mitigating action	Opportunities
Legal	None	
Property	None	
Human Rights	None	
Health and Safety	None	
Employment Issues	None	
Equalities Issues	None	
Community Support	None	
Communications	None	
Community Safety	None	
Financial	None	
Timetable for delivery	None	
Project Capacity	None	
Other	None	

(c) Human Rights Act and Other Legal Implications

Full Council is the legal trustee of the War Memorial Gardens Trust.

The report does not have any human rights act implications.

(d) Equalities Impact Assessment

This report does not have any equalities implications and there is no identified need for the completion of an EIA.

5 Supporting Information

- 5.1 The War Memorial Gardens Trust was set up to for the benefit of the public to receive income and facilitate expenditure for the maintenance of the town's memorials.
- 5.2 It is a charitable trust (charity reference 1010350) and the council is the trustee. There is no delegation of authority and therefore Full Council are responsible for authorising spend by the Trust.
- 5.3 As part of the preparations for the local events planned as part of the national WW1 centenary events, officers were asked to ensure all the town's memorials were clean and in a fit state to play their role in commemoration activities.

- 5.4 Following a procurement process, officers tasked Independent Memorial Inspection (IMI) with surveying, inspecting and professionally cleaning all four of the memorials and undertaking extra work – for example painting or pointing – where required and appropriate.
- 5.5 IMI is a professional war memorial company who work with the War Memorial Archive, part of the Imperial War Museum and completed the work on 24 July 2014.
- 5.6 Due to tight timescales for work to be completed and the possibility of extra work being undertaken the order for work was placed using a general fund budget.
- 5.7 Now we are requesting War Memorial Gardens Trust money is used to cover the expenditure on the general fund.

6 **Recommendation of the Cabinet**

The Cabinet considered the matters contained in this report at its meeting on 13th October 2014 and agreed to make the recommendations to Council as detailed in section 2. The final decision on the transfer of funds can only be made by Full Council as the trustee of the War Memorial Gardens Trust.

7 **Conclusion**

The work undertaken on the town's four war memorials has been very well received by the public and has fulfilled a promise made to residents.

8 **Background Papers**

None

SLOUGH BOROUGH COUNCIL

REPORT TO: Council **DATE:** 27th January 2015
CONTACT OFFICER: Member Panel on the Constitution
Catherine Meek
Head of Democratic Services
(For all Enquiries) (01753) 875011
WARD(S): All

PART I
FOR DECISION

REVIEW OF CONSTITUTION AND RELATED MATTERS

1. **Purpose of Report**

To report the recommendations of the Member Panel on the Constitution (MPOC) on the Review of the Constitution.

2. **Recommendations**

The Council is requested to Resolve:

(a) That the proposed changes to the following Sections of the Constitution be approved as set out in the attached Appendices and incorporated in the Constitution to take immediate effect:

- Part 4.6 - Financial Procedure Rules (Appendix 1)
- Corporate Parenting Panel Terms of Reference (Appendix 2)
- Scheme of Delegation to Officers (Appendix 3 & 4)

(b) That the Head of Democratic Services be authorised to make any necessary consequential amendments to the published Constitution.

3. **Community Strategy Priorities**

None as this report is administrative in nature.

4. **Other Implications**

The Constitution meets the Council's requirements and incorporates all necessary legal requirements.

5. **Supporting Information**

Background – Fundamental Review

5.1 The Council undertook a fundamental review of the Constitution in 2013.

5.2 The aim of the review was:

- To make all forms of decision making as streamlined and clear as possible.
- To introduce modern best practice wherever possible.
- To make the Constitution a modern, fit for purpose, easily understandable and easily updated document.
- To simplify rules and remove duplication and conflict.
- To redraft officer delegations to empower officers to make decisions in line with corporate procedures with a robust audit trail and clear sub delegation rules.
- To consider the current Overview and Scrutiny process and structure to enhance its role and ability to scrutinise effectively.
- To review financial procedure rules and thresholds for decision making.

Progress on the Review

5.3 The Review is a significant piece of work and the Panel has met to undertake the detailed review work on the Constitution. This work is ongoing and the Panel was reappointed in 2014 to continue the review.

5.4 The Panel has met to consider a number of the proposed amendments to various parts of the Constitution. Each part is dealt with in a separate paragraph below:

Section 4.6 - Financial Procedure Rules

5.5 At its meeting in March 2014 the Panel agreed the Contract Procedure Rules should be reviewed as they were outdated.

5.6 The Assistant Director, Contracts Commissioning & Procurement in consultation with Legal, Procurement specialists & the Section 151 officer has undertaken a comprehensive review of the contracts element of the Financial Procedure Rules to simplify them and provide greater clarity over exemption requests and tendering processes.

5.7 The rules have been amended to:

- Reflect the introduction of an electronic tendering system for all tender for work over £50,000.
- Remove the requirement to arrange a formal opening of tenders. Due to the robust security & integrity offered by the electronic tendering system, the current tender opening procedures are no longer necessary. The acceptance, opening and evaluation of formal tenders will be carefully controlled through the secure electronic tendering system and will ensure fairness to all bidders. The opening process will be managed within the Contracts, Commissioning & Procurement team.
- Reflect the prospective changes suggested within OJEC - European Journal of European Communities regulations.

- Remove reference to a separate Contract Standing Order document and incorporate within the Financial Procedure Rules.

5.8 The amended Financial Procedure Rules (attached at Appendix 1) enforce best practice in purchasing and support the Council in delivering its Community and Corporate plans. These Rules in conjunction with the Procurement Operating Procedures and the Procurement strategy provide a corporate framework designed to ensure that all procurement activity is conducted in line with the principles of good public procurement and legal requirements.

Corporate Parenting Panel – Terms of Reference

5.9 The changes to the Corporate Parenting Panel Terms of Reference are proposed in order to bring the Panel's arrangements into line with the Slough Corporate Parenting Strategy 2014 to 2016. The amendments have been considered and agreed by the Panel.

5.10 The changes include a revision to the number of annual meetings, from 6 to 4. In addition, there are a number of amendments to Officer representation at meetings, together with updates to the Panel's key responsibilities.

5.11 The Council is asked to endorse the proposed changes to the Corporate Parenting Panel Terms of Reference as set out in track changes at Appendix 2.

Scheme of Delegation to Officers

5.12 The Council has agreed a revised Scheme of Delegation that consists of four parts. Part 1 is an overarching 'umbrella document' that sets out the guiding principles on how the Council will delegate its executive and non executive powers to officers.

5.13 Part 2 consists of General Delegations which are common to all parts of the Council and relate to the Finance, Procurement, Human Resources and Property Management functions which support the main work of the Council.

5.14 Part 3 lists the 'Proper Officers'. These are posts which are created by legislation rather than resulting from a chosen structure. The proper officers are listed and cross referenced to officer posts in each directorate.

5.15 Part 4 of the Scheme sets out the functions delegated to each Directorate. Part 4 of the Scheme is currently being prepared for publication on the Council's website.

Amendment to Parts 2 and 3 of the Scheme

5.16 A number of delegations were inadvertently omitted from the Scheme that was submitted to the Council in April 2014. This was a drafting error and the amendments are set out at Appendix 3 for the Panel's approval and report to Council.

5.17 The changes refer to:

- Part 2 - Delegation of functions to Officers by the Council and the Executive (E20)

- Part 3 - Proper Officer Functions (Part 3) with regard to the National Health Service Act 2006 (PO61 – PO69.)

Procurement Delegations

- 5.18 It is proposed that delegations B1 and B2 (see Appendix 4) under the existing procurement delegations be deleted as they are covered under Financial Delegations A5 and A6 relating to authorisation of approved expenditure and are therefore unnecessary.

Ongoing Review of the Constitution

- 5.19 Work on reviewing some parts of the Constitution is ongoing and will be programmed into future Panel Review meetings.

6 Appendices

- Appendix 1 Financial Procedure Rules
Appendix 2 Corporate Parenting Panel – Terms of Reference
Appendix 3 Scheme of Officer Delegation
Appendix 4 Procurement Delegations

7. Background Papers

None

Part 4.6 Financial Procedure Rules

1. INTRODUCTION

- 1.1 These Rules outline in broad terms the system of financial administration to operate within the Council at Directorate level. They are complementary to the relevant sections of the Constitution, which seek to prescribe a framework for the effective management of the Council's financial business and to ensure that public accountability and high standards of financial integrity are exercised in the use of public funds. These Financial Procedure Rules are controlled by the Cabinet and are subject to any overriding or general direction by the Council.
- 1.2 These Rules shall apply to any service carried out by or on behalf of the Council, except where expressly approved by the Council, in any delegation or agency scheme, agreement or other document made with any other authority, body or person.
- 1.3 The Section 151 Officer shall make recommendations to Cabinet to keep these Rules up to date and ensure that:
- (a) all Members and Officers are aware of their existence and understand that failure to comply with their requirements or with instructions issued under them will constitute misconduct;
 - (b) all details of amendments and instructions issued under these Rules are circulated promptly;
- 1.4 It shall be the duty of each Strategic Director to ensure that these Rules together with any other instructions issued by the Section 151 Officer are brought to the attention of and followed by their Directorate employees.

2. GENERAL

- 2.1 Subject to any directions and authorisations given by the Council, the Cabinet shall:
- (a) oversee, co-ordinate and control the Council's finances;
 - (b) maintain the Council's Treasury Management Policy Statement having regard to the requirements of the Local Government Act 2003, CIPFA's Prudential Code for Capital Finance and best practice, as set out in the CIPFA Code of Practice for Treasury Management in Local Authorities, with a view to ensuring that the authority's finances continue to be managed on a sound basis;
 - (c) make, keep under review and revise as necessary these Financial Procedure Rules to provide for the proper supervision and control of the finances, accounts, income, expenditure and assets of the Council in conformity with the Constitution and all relevant statutes and best practice.

- (d) after consultation with the Overview and Scrutiny Committee make any other recommendations to the Council it considers necessary.
- 2.2 The Cabinet, Commissioners, other Committees and Strategic Directors shall be responsible for the observance of the Council's Financial Procedure Rules throughout all functions and financial areas under its control.
- 2.3 The Section 151 Officer must, after consultation with the relevant Director report to the Cabinet any significant non-compliance with the Financial Rules that come to their attention.

3. DEFINITION OF TERMS & RESPONSIBILITIES

3.1 Chief Financial Officer

The Assistant Director (Finance and Audit) fulfils the statutory responsibilities of the "Chief Finance Officer" and shall, for the purposes of Section 151 of the Local Government Act 1972, under the general direction of the Cabinet, be responsible for the proper administration of the Council's financial affairs. This will also include duties under Section 73 of The Local Government Act 1985 and Section 112/114 of The Local Government Finance Act 1988 and Sections 25, 27 and 30 of the Local Government Act 2003.

3.2 Monitoring Officer

The Officer designated under Part 1, Section 5 of the Local Government and Housing Act 1989 who is responsible for promoting and maintaining high standards of financial conduct throughout the Council and thus provides support to the Standards Advisory Committee. The Monitoring Officer is also responsible for reporting any actual or potential breaches of the law or maladministration to the Council and/or the Executive, and for ensuring that procedures for recording and reporting key decisions are operating effectively. (Further details of the powers and responsibilities of the Monitoring Officer are set out at Part 2 of the Constitution.)

3.3 Strategic Director

Strategic Directors are responsible for budget formulation, allocation and management within their respective Directorates. They are also responsible for the overall accountability and control of employees and the security, custody and control of all other resources including vehicles, plant, buildings, materials, furnishings, cash and stores appertaining to their respective Directorates. Strategic Directors shall be responsible for ensuring the whole system of controls, financial and otherwise, set up within the organisation. This will enable reasonable assurance to be provided to the Section 151 Officer that the Council's financial rules of procedure are being complied with.

3.4 **Service Manager**

Designated by the Council or nominated by a Strategic Director as being charged with managing a particular service, project or activity. Service Managers are responsible through the Directorate line management structure for the financial management of their area. However, such delegation shall not divest the Strategic Director of the responsibility for the effective, efficient and proper delivery of such matters.

3.5 **Lead for Finance**

The nominated Officer by the Section 151 Officer who is the finance representative responsible for the respective directorate.

3.6 **Cost Centre Manager**

Officers who have designated responsibility for overseeing a cost centre budget. Whilst this Officer may have day to day responsibility for overseeing the budget and managing the service, the Service Manager bears ultimate responsibility for ensuring the proper management of the Council's resources.

3.7 **Responsible Officers**

Officers with financial management responsibilities delegated to them by their Strategic Directors for specific purposes such as approving requisitions, certifying invoices or signing timesheets etc.

3.8 **Cost Centre**

The budget held on a unique code for an activity, making up part of a service, and an aggregate of the subjective sub-codes. In this context, "budget" must be taken to be the permission to spend given by Council.

3.9 **Budget Head**

The budget held on a unique code combination at subjective analysis level. In this context, "budget" must be taken to be the permission to spend given by Council.

4. **AUDIT & CONTROL ISSUES**

General

4.1 The Section 151 Officer, the Council's Internal Audit Team and the Council's External Auditors shall have the authority to:

- (a) enter any Council premises or land;
- (b) have access to all assets, records, documents and correspondence and control systems relating to any financial and other transactions of the Council;

- (c) access records belonging to third parties, such as contractors, when required;
 - (d) require and receive such explanations as are necessary concerning any matter under examination, and
 - (e) require any employee or agent of the Council to produce cash, stores or any other Council property under their control.
 - (f) Report to the Head of Paid Service, the Audit and Risk Committee or any other officers or members of the council.
- 4.2 All elected members, members of staff and contractors must give access at all reasonable times to premises, personnel, documents and assets that the auditors consider necessary for the purposes of their work and that auditors are provided with any information and explanations that they seek in the course of their work during any audit.

Internal Audit

- 4.3 The Section 151 Officer shall ensure that an effective Internal Audit Team is maintained by the Council. The Head of Audit shall provide assurances on the adequacy of the internal control system and audit work will be conducted to professional standards in accordance with CIPFA and other relevant guidance. The Head of Audit will report on internal control no less frequently than annually in line with the Accounts and Audit Regulations (2011).
- 4.4 The Section 151 Officer shall:
- (a) Approve the strategic and annual audit plans prepared by internal audit, which take account of the characteristics and relative risks of the activities involved.
 - (b) Maintain a permanent record of internal audit reports which are available for inspection by Members of the Council.
 - (c) Regularly inform the Audit and Risk Committee of audit reports and corrective action, where appropriate.
- 4.5 Strategic Directors should consider and respond promptly to recommendations in audit reports and ensure that any agreed actions arising from audit recommendations are carried out in a timely and efficient fashion.
- 4.6 Whenever a matter arising out of any audit activity, or otherwise, comes to the attention of Internal Audit and this reveals, or suggests, the possibility of any irregularity, the Head of Audit shall consult immediately with the Strategic Director of the Directorate concerned, the Section 151 Officer and the Monitoring Officer, to determine the nature of any action to be taken and to effect compliance with these Rules.

External Audit

- 4.7 The Council's External Auditors will be appointed by the Audit Commission in accordance with the Audit Commission Act 1998 and their roles and responsibilities are set out in the Act and the Code of Audit Practice for local government bodies. Their work covers;
- The financial aspects of the Council's corporate governance arrangements
 - The Council's financial statements
 - a conclusion on the Council's use of resources
 - The Council's preparation of grant claims
- 4.8 The section 151 Officer shall be responsible for the submission of the Council's accounts to the External Auditor in accordance with the Accounts and Audit Regulations (2011) by the 30th June of each year.
- 4.9 The section 151 Officer shall be responsible for preparing and publishing the audited accounts of the Council for each financial year, in accordance with the statutory timetable and with the requirement for the Council, or its delegated committee, to approve the statement of accounts within a timescale determined by legislation.
- 4.10 The section 151 Officer shall work with the external auditor and advise Council, Audit and Risk Committee and Strategic Directors on their responsibilities in relation to external audit.

Risk management

- 4.11 The Section 151 Officer will prepare and promote the Council's Risk Management policy.
- 4.12 The Section 151 Officer will develop an appropriate corporate Risk Management process, in conjunction with Strategic Directors.
- 4.13 Strategic Directors will take responsibility for managing the risks their directorates face, having regard to advice from the Section 151 Officer and other specialist officers as necessary.
- 4.14 Strategic Directors will ensure that regular risk assessments and monitoring of risks are carried out within their Directorates.

Financial Irregularities

- 4.15 Slough will not tolerate fraud and corruption in any aspect of the way it carries out its responsibilities, whether from inside or outside the Council. The Section 151 Officer is responsible for developing and maintaining the Council's Anti-Fraud and Corruption Policy which is available at Part 5 of the Constitution.

- 4.16 Any employee who becomes aware of any breach of the requirements set out in the Constitution, and more particularly these Rules or of any matter that involves or is thought to involve, any potential financial irregularity shall notify immediately their Strategic Director. The Strategic Director shall consult with the Head of Audit to determine the most appropriate action to be taken. No investigation of potential financial irregularity should take place prior to seeking advice from Internal Audit. Where there is evidence to suggest that a criminal offence may have been committed, it shall be the duty of the Section 151 Officer in consultation with the Chief Executive to refer the matter to the police having taken advice from the Monitoring Officer and the Head of Audit and to inform the relevant Lead Commissioners and Leader of the Council.
- 4.17 It shall be the duty of a Strategic Director to report to the Chief Executive, the Section 151 Officer and the Monitoring Officer when, after proper investigation, if it is determined that the financial sections of the Constitution have not been complied with, or any financial irregularity has occurred. The report shall include details of actions taken and/or proposed. The Chief Executive and the Monitoring Officer will consider whether to report the matter to the Cabinet and the Audit and Risk Committee or to any other Committee such as the Standards Advisory Committee.

Whistleblowing

- 4.18 Slough is committed to the highest possible standards of openness, probity and accountability in the delivery of its services to the people who live and work within the borough. The Council's Whistleblowing Policy provides a safe environment for concern is to be raised confidentially and places an obligation on Council employees to deal with allegations appropriately. The Whistleblowing Policy (see Part 5 of the Constitution) is the responsibility of the Monitoring Officer.

5. ACCOUNTING ARRANGEMENTS

- 5.1 Subject to statutory requirements and to any directions given by the Cabinet, the Section 151 Officer shall determine all the accounting procedures and records of the Council and its officers and be responsible for making judgements and estimates that are reasonable and prudent.
- 5.2 All relevant Members, finance staff and service managers are required to operate within the accounting standards and timetables.
- 5.3 The Section 151 Officer, or nominated lead for finance, will ensure that all claims for funds, including grants, are made by the due date.

Annual Statement of Accounts

- 5.4 The Section 151 Officer is responsible for ensuring that the annual statement of accounts, and accounting policies, are prepared in accordance with the Accounts and Audit Regulations (2011) and the Code of Practice on Local

Authority Accounting in the United Kingdom: a Statement of Recommended Practice (CIPFA/LASAAC).

- 5.5 The Section 151 Officer is responsible for the preparation and publication of an Annual Governance Statement (AGS), included as part of the statement of accounts, following an annual review of the Council's systems of internal control, in accordance with proper practices.

Accounting Records

- 5.6 The Section 151 Officer shall be responsible for keeping the principal accounts and financial records of the Council. Directorate financial procedures and records shall be compiled and maintained in accordance with such directions given by the Section 151 Officer in consultation with the Directorate Strategic Director, Leads for Finance and Service Managers. All the Council's transactions, material commitments and contracts and other essential accounting information should be recorded completely, accurately and on a timely basis and reconciliation procedures carried out to ensure transactions are correctly recorded.
- 5.7 The Strategic Directors shall ensure the safe retention of all accounting records, including paid invoices and certificates or media record thereof, for as long as may be statutorily required, currently 7 years for prime records such as invoices and 3 years for budget records.

Accounting systems and procedures

- 5.8 There must be effective protocols for reconstituting accounting records in the event of a system failure.
- 5.9 A Strategic Director, Lead for Finance and/or Service Manager shall consult with and must obtain written permission from the Section 151 Officer before introducing, amending or discontinuing any Directorate system, record or procedure that relates to any area covered in these Financial Procedure Rules. No feeder computer system shall be linked into any corporate financial system without the prior consent or authority of the Section 151 Officer or nominated Officer.

Trading Accounts

- 5.10 The Section 151 Officer, or lead for finance, will advise on the establishment and operation of trading accounts. Each trading account will have defined objectives, including the way in which surpluses or deficits will be dealt with.
- 5.11 The Strategic Directors will observe all statutory requirements in relation to services that maintain trading accounts, including the maintenance of a separate revenue account to which all relevant income is credited and all relevant expenditure, including full recovery of overhead costs, is charged, and to produce suitable information for the statutory disclosure in the final accounts.

Directorate financial management arrangements

- 5.12 The Strategic Directors in determining the allocation of accounting duties within their Directorates shall observe the following principles:
- (a) the duties of providing information regarding sums due to the Council and the calculating, checking and recording of these sums shall be separated as completely as possible from the duty of collecting or disbursing them;
 - (b) employees charged with the duty of examining or checking the accounts of cash transactions shall not themselves be engaged in any of those transactions.

6. BUDGETING

- 6.1 The Section 151 Officer will develop and maintain a Financial Strategy for the Council. This will include an annual revenue budget, a capital strategy and a medium term financial strategy. The procedure leading to the approval by Council of the Capital Programme and Annual Revenue Budget will be determined each year by the Section 151 Officer. The annual revenue budget will include the key income assumptions, service pressures, savings and key reserves. The Section 151 Officer will advise Council on his / her opinion of a minimum level of general reserves for the financial year ahead.
- 6.2 Capital and Revenue Budgets shall be prepared by Strategic Directors in conjunction with the relevant Lead for Finance in accordance with directions and the overall budgetary position as detail by the Section 151 Officer.
- 6.3 The Capital and Revenue Budgets will be presented to the Corporate Management Team and subsequently the Cabinet by the Section 151 Officer for agreement, prior to being submitted to the Council for formal approval.
- 6.4 No new revenue, capital or grant aided scheme(s) may be committed without the specific approval of the Cabinet and unless a report including full scheme appraisal has been undertaken. The report on the scheme must include a financial and technical appraisal in the format prescribed by the Strategic Director, Regeneration, Housing and Resources, identifying amongst others, alternative(s) to the proposed bid, resources required for delivery, delivery mechanism and timetable.
- 6.5 Before the report is presented to Members, the Section 151 Officer and the Monitoring Officer must be satisfied all financial and contractual arrangements are in order and all Financial Procedure Rules have been complied with.
- 6.6 Approval of the annual revenue budget and capital programme for the next financial year will confer authority on the Cabinet, Committees, Strategic Directors and Service Managers to incur revenue and capital expenditure.

7. BUDGETARY CONTROL AND VARIATIONS

Corporate Budgetary Control

- 7.1 The Section 151 Officer shall report quarterly to Overview and Scrutiny Committee and the Cabinet on the Council's overall financial performance and ensure the Cabinet and other Committees are kept adequately informed of the financial implications of their activities.
- 7.2 The Strategic Directors with the assistance of their Lead for Finance, shall return the monitoring information to Finance each month in accordance with the agreed format and timetable.
- 7.3 The Service Managers shall be responsible for ensuring they supply timely information on monthly expenditure, income and commitments to their Lead for Finance.
- 7.4 All Officers producing reports for elected Members must seek support and advice from their Leads for Finance in assessing the financial implications of any actions recommended. The financial implications of reports must then be cleared with the Section 151 Officer prior to the report being presented to elected Members in accordance with the reporting timetable.

Cost Centre Budgetary Control

- 7.5 The Section 151 Officer shall ensure an effective system of budgetary control is operated throughout all Directorates.
- 7.6 The Strategic Directors and/or Service Managers must nominate a named manager for each cost centre within their Directorate, known as the Cost Centre Manager.
- 7.7 The Strategic Directors are responsible for the economic, efficient and effective use of resources allocated to their Directorate, including identifying opportunities to minimise resource requirements without having a detrimental effect of service delivery.
- 7.8 Service Managers should delegate day to day responsibility for overseeing the budget and managing the service to the Cost Centre Manager, But, they retain the ultimate responsibility for ensuring the proper management of the Council's resources for their service area and are responsible for the economic, efficient and effective use of resources allocated to them.
- 7.9 The Service Managers and Cost Centre Managers will be assisted in their duties by financial management information, support and advice provided by the finance section.
- 7.10 The Service Managers and Cost Centre Managers must not spend more than their annual budget and are expected to take corrective action, if necessary, during the course of the year in order to stay within budget. Unauthorised overspend contrary to the financial rules of procedure may lead to disciplinary action being taken against the cost centre manager or Service Manager.

- 7.11 The Lead for Finance shall co-ordinate the information from Service Managers and submit a regular monitoring report to the Directorate Management Team. Where a monitoring report highlights a projected overspend, the Strategic Director and Service Managers must produce an action plan to contain that overspend.
- 7.12 The Section 151 Officer will determine the rules for considering either carry forward requests or penalties, except for the schools block. Any approved revenue budget unspent at year-end can only be carried forward if approved, initially by the Section 151 Officer.

Capital Projects Control

- 7.13 The Section 151 Officer is responsible for reporting against the capital programme, and determining the definition of “capital”, having regard to government and accounting requirements.
- 7.14 The Capital Strategy Board is responsible for co-ordinating the preparation, review and implementation of the Council’s Capital Strategy and Asset Management Plan. The Group is also responsible for evaluating bids for capital funding and the monitoring of the capital programme including Post Project Evaluations.
- 7.15 To support the management and delivery of the capital programme:
- (a) Directorates, as the owners and sponsors of individual capital projects, hold the ultimate responsibility and accountability for the delivery of individual capital projects. The Regeneration, Housing and Resources Directorate will help and support the delivery of the overall capital programme.
 - (b) The Directorate Lead Officer on the respective capital projects will provide the progress information necessary to enable the Section 151 Officer to present quarterly capital monitoring to the Members, which will include level of committed budget, and any areas of underspend or re-profiling required.

Revenue Budget Virement

- 7.16 Budget provision may be transferred from one budget head to another (known as virement) during the course of the year subject to the following rules:
- (a) the total cost of the proposal is capable of being met from an identified part of that Service Manager’s / Managers’ approved budget(s);
 - (b) the item is not creating new policy or initiatives not identified in approved budgets or service plans;
 - (c) the transfer creates no commitment to recurring expenditure;
 - (d) there should be no virement to or from employee budgets;

and with the authorisation of the following Officers and Members for these categories which are cumulative (ie up to £250,000 within a Directorate subject to the agreement of the relevant Strategic Director):

Amount	Approval	Informed
Up to £100,000 within a Directorate	Strategic Director	
Between £100,000 and £250,000 within a Directorate	Strategic Director and Section 151 Officer / Lead for Finance	Commissioner
Between £250,000 and £500,000 within or between a Directorate	Cabinet	
Up to £250,000 between Directorates	Strategic Director, Section 151 Officer or/and Lead for Finance	Commissioner(s)
Over £500,000	Council, delegated to Cabinet	

7.18 Each virement decision at whatever level needs the written approval of the relevant Officers listed. A virement register must be kept by Finance recording all virements.

7.19 The Strategic Directors must report the cumulative value of virements, by service, as part of the regular cost centre budgetary control, as referred to above.

7.20 The following transfers will not count as Virement for these purposes:

- (a) Transfers of budgets when a whole service transfers from one Directorate to another:
- (b) Income and expenditure budgets related to additional grants not included in the Council's approved budget.
- (c) virements completed as a result of Council decisions as part of the budget approval process
- (d) any transfers in respect of support service overhead allocations

Capital Budget Variations

7.21 Capital schemes may last for more than one financial year so variations need to be considered in terms of both the impact on the scheme as a whole and on the agreed annual programme. The Section 151 Officer, via the approval of the Capital Strategy Board, may authorise a variation(s) to the capital project subject to the overall cost of the scheme (the variation itself, or when added to previous variations) not incurring additional expenditure of more than 10% of the total cost of the scheme or £250,000 whichever is the lower;

A variation(s) which results in the total or annual cost of the scheme exceeding the above financial limits must be reported to the Cabinet; a scheme approved in the capital programme for a future financial year may be brought forward into the current financial year, or a current scheme may be varied, subject to:

- (i) The overall revenue impact of the capital programme in the current financial year remaining the same, and there being no increase to the underlying borrowing requirement
- (ii) Approval by the Capital Strategy Board, the Section 151 Officer, and the respective Commissioner
- (iii) Is reported to Cabinet as part of the next quarterly finance paper

7.22 Where completion of a contract is likely to be delayed by more than one eighth of the contract period, the appropriate Strategic Director shall inform the Monitoring Officer and Section 151 Officer and a joint decision as to whether, and for what reason an extension of time is to be granted or a claim for liquidated damages is to be actioned.

7.23 Any re-profiling of capital schemes in year will be reported for Cabinet to consider on the basis that the overall revenue cost of the capital programme is not exceeded. Any re-profiling from previous years is for Cabinet to approve on the basis that funds were set aside for these capital programmes in previous years. Any revenue increase to the Capital Programme or the underlying borrowing requirement must be considered by the full Council.

7.24 Where a Directorate has overspent on capital schemes in any one year, it will be expected to have balancing underspends to enable the Council to stay within the overall annual capital programme.

8. EXPENDITURE

Authorisation and Certification

8.1. The Strategic Directors shall, having had regard to any guidance issued by the Section 151 Officer, determine which officers in their respective Directorates, shall be duly authorised to certify the following:

- (a) Official Requisitions, Orders and Contracts.
- (b) Invoices, Contract Certificates for Payment and Requests for Cheques.
- (c) Contract Variation Orders / Architect Instructions.
- (d) Documents relating to the remuneration and other conditions of employment of employees.
- (e) Petty Cash and Travelling and Expenses reimbursement claims.
- (f) Stock Sheets.

- (g) Any other purpose as defined or authorised by the Council or Strategic Director that may arise in relation to financial matters.
- 8.2 The Strategic Directors shall ensure the Section 151 Officer is provided with an up to date composite list of the names and specimen signatures of all the officers so authorised. Approval at Assistant Director level or above is required where agency staff are included on the authorised signatory list. The list shall be held in the format determined by the Section 151 Officer.
- 8.3 Before entering into a contract and/or placing an order, the Responsible Officer must ensure there is an approved budget (capital or revenue) sufficient to meet the cost of the contract as specified by a written estimate of the cost of the goods, services or works and any associated annual expenditure.
- 8.4 The Section 151 Officer will set out appropriate authorisation limits for the authorisation of purchase orders and payments for the organisation.

Payment of Accounts

- 8.5 Apart from petty cash payments from imprest accounts the method of payment of money due from the Council shall be by bank transfer, Purchasing Card or other instrument drawn on the Council's bank account.
- 8.6 Accounts for payment by the Council shall be on the supplier's official printed invoice, or on PDF documentation. Photocopies and faxes are not acceptable under any circumstances. Supplier invoices shall not be made out by officers of the Council unless agreed by the Section 151 Officer. Where accounts are made out by officers they shall accord with the requirements of these Rules and shall bear the signature of at least two duly authorised officers prior to certification for payment.
- 8.7 No officer shall amend or add any item or items to an invoice rendered by a supplier without approval of the Section 151 Officer.
- 8.8 When goods or services ordered though the finance system have been received, the Directorate requisitioning them will input to the system confirmation that they have been received and match the details on the requisition. Payment will then be generated automatically.
- 8.9 In exceptional cases, e.g. for utilities, the Directorate issuing a requisition or an order shall be responsible for the examination, verification and certification of the invoice. Certification of invoices for payment can only be undertaken by Officers authorised to do so under the Council's Scheme of Delegation, or the Strategic Director's delegated powers as per 8.1 and 8.4 above. The certification for payment shall mean that the certifying officer is satisfied that:
 - (a) The goods have been received, examined and approved as to quality and quantity, or the work has been done or the service provided satisfactorily and that price is reasonable and in accordance with the contract or order.
 - (b) The expenditure is within the approved budget or covered by special financial provision and is in accordance with the Constitution.

- (c) The proper entries have been made on the copy order and in the inventory, asset register or stores record as appropriate.
 - (d) The account has not previously been certified for payment. Payment must not be made against a faxed or photocopied invoice.
 - (e) A duplicate invoice is appropriate since the original has not previously been certified for payment and can no longer be found.
 - (f) Any available trade or cash discount, adjustment, credit note, returns or packaging, have been claimed and taken into account.
 - (g) In the case of charges for utilities services including gas, electricity, telephone, water or rates any standing charges are correct and that consumption is charged on the most advantageous tariff and is reasonable.
 - (h) Any VAT included on the invoice has been appropriately included and charged at the correct rate.
 - (i) If VAT is charged, that the invoice complies with the requirements of HM Revenues & Customs as per Section 3 of the Council's VAT Manual.
 - (j) The account is arithmetically accurate.
 - (k) The coding to the appropriate revenue budget or capital scheme, including the VAT amount, shown on the invoice is correct. The invoice shall contain the official order number.
- 8.10 The Strategic Directors shall arrange a suitable division of staff duties within their Directorates so that the Officer who inputs details of receipt of goods or services or certifies an invoice for payment shall not, save in exceptional circumstances as agreed with the Section 151 Officer, be the person who either raised the requisition or placed the order.
- 8.11 Accounts for payment shall be submitted to and in the manner and frequency prescribed by the Section 151 Officer.
- 8.12 The Section 151 Officer shall arrange for the prompt payment of all accounts on being satisfied by means of a suitable level of selective checks and enquiries and receiving such information and explanations as may be considered necessary that they have been duly examined and certified and are properly payable by the Council.
- 8.13 The Strategic Directors and Service Managers shall, notify the relevant Directorate Finance Manager of all due but outstanding revenue and capital payments and receipts relating to the previous financial year in accordance with the closure of accounts guidance notes issued by the Section 151 Officer.

Leasing arrangements and PFI/PPP arrangements

- 8.14 Finance and operating lease arrangements or PFI/PPP arrangements shall only be negotiated on behalf of the Council by the Section 151 Officer or such

other authorised Officer. All such leasing agreements must be signed by the Section 151 Officer or such other Officer mandated by these Rules.

- 8.15 Any Strategic Director considering lease finance or PFI/PPP arrangements as a means of funding the acquisition of an item shall consult with the Section 151 Officer before undertaking any discussions with any lease finance supplier. Arrangements for the supply of items that may be acquired by way of lease finance shall comply with the Constitution and Prudential Indicators.
- 8.16 The Section 151 Officer shall keep all lease or PFI/PPP documentation in safe custody and maintain records of all leases entered into by the Council and retain them for such time as may be required to satisfy statutory requirements.

Payment of Salaries and Wages

- 8.17 The Strategic Director, Customer & Community Services shall make all necessary arrangements, including the issue of guidance and submission timetables, for the preparation and control of all payrolls, and for the payment of all salaries, wages, pensions, compensation or other emoluments to employees, former employees or other persons approved by the Council.
- 8.18 The Strategic Director, Customer & Community Services shall record and make arrangements for the accurate and timely payment of tax, superannuation and other deductions.
- 8.19 The Strategic Director, Customer & Community Services shall ensure that there are adequate arrangements for administering superannuation matters on a day-to-day basis.
- 8.20 Each Service Manager or other Responsible Officer shall notify promptly to and within the time limits and in the form prescribed by the Assistant Director, Professional Services, all matters affecting the payment of salaries, wages or other emoluments of Directorate personnel and in particular:
 - (a) Appointments, resignations, dismissals, suspensions, secondments/transfers.
 - (b) Absences from duty for sickness or other reason (including relevant dates) apart from approved leave or training.
 - (c) Changes in remuneration, other than normal increments and pay awards and agreements of general application.
 - (d) Information necessary to maintain records of service for superannuation, income tax and national insurance liability.
- 8.21 The Strategic Directors will ensure adequate and effective systems and procedures are operated, so that:
 - (a) Payments are only authorised to bona fide employees.
 - (b) Payments are only made where there is a valid entitlement.

- (c) Conditions and contracts of employment are correctly applied.
 - (d) Employees' names listed on the payroll are checked at regular intervals.
 - (e) Accuracy and completeness is verified.
- 8.22 The Strategic Directors should give careful consideration to the employment status of individuals employed on a self-employed consultant or sub-contract basis. The Inland Revenue applies a tight definition for employee status and, in cases of doubt, advice should be sought from the Assistant Director, Professional Services
- 8.23 Appointments of all employees shall be made in accordance with the Rules of the Council and approved budgets, grades and rates of pay.
- 8.24 Time sheets, bonus sheets and overtime claims for weekly wages or monthly salaries shall be signed by the claiming employee as being a true record of hours worked for the Council. The relevant Service Managers or other authorised officers shall certify, on being satisfied all Procedure Rules have been complied with, such documents and process them in such a manner as determined by the Strategic Director, Customer & Community Services within such period before the respective pay day.
- 8.25 The Strategic Director, Customer & Community Services shall arrange for such checks and enquiries, and seek such information and explanations as deemed necessary, so as to be satisfied that these documents have been appropriately examined and certified and are otherwise properly payable by the Council.
- 8.26 Payment of salaries or wages shall not be made in advance of the normal payment date except in exceptional cases at the discretion of the section 151 officer and with the support of the relevant Strategic Director or Service Manager.
- 8.27 The Strategic Directors shall refer to the Lead for Human Resources and to the section 151 officer matters relating to the application of salary and wage scales and other conditions of service including any payments in relation to redundancy, early retirement or any other payments associated with an employee's termination of employment, and no commitment in these matters shall be entered into without their joint agreement. The Assistant Director, Professional Services and s151 officer shall be jointly empowered to automatically apply non-discretionary salary and wage awards, expenses and other allowances approved by the various joint negotiating councils'.
- 8.28 No payments may be made to members of staff other than through the payroll unless specifically agreed by the Section 151 Officer.

Payment to Members for Travel, Subsistence and Allowances

- 8.29 Claims by Slough Borough Council's Members for payment of travelling, subsistence and other allowances shall be submitted to the Monitoring Officer in the form prescribed by the Strategic Director, Customer & Community Services duly completed and signed as being a true record by the Member. The Monitoring Officer, on being satisfied such claims are properly payable by the Council, shall certify these claims and pass them to the Strategic Director, Customer & Community Services for payment.
- 8.30 Claims submitted more than two months after the expenses were incurred shall be paid only with the express approval of the Monitoring Officer.
- 8.31 The Monitoring Officer shall provide to the Section 151 Officer details of any approved allowances due to Members.
- 8.32 The Section 151 Officer and the Monitoring Officer will consider and determine requests by Members for advance payments of their allowances as provided for in the current Members' Allowances scheme.

Payment to Staff for Travel and Subsistence

- 8.33 Claims by employees' for payment of car allowances, subsistence allowances, travelling and incidental expenses shall be submitted to the Strategic Director, Customer & Community Services, in the appropriate form and supported by receipts, where appropriate, and in the approved timescale. Travel and subsistence claims must not be paid from imprest, petty cash etc.
- 8.34 The claimant must sign to confirm that journeys were carried out on official business, the mileages are correct, the form of transport used was reasonable and any expenses were relevant and properly incurred.
- 8.35 Claims must be counter signed by a Responsible Officer authorised to approve such records. The Responsible Officer shall be satisfied that the journeys made and form of transport used were authorised and that the expenses claimed are reasonable and were necessarily incurred and are properly payable by the Council.
- 8.36 The Assistant Director, Professional Services shall arrange for such checks or enquiries and seek information and explanations as deemed necessary so as to be satisfied that allowance and expense claims have been appropriately examined and certified and are otherwise properly payable by the Council. The Strategic Director, Customer & Community Services shall process them for payment in such a way as to ensure they are treated correctly for tax, national insurance and VAT purposes.

9. COLLECTION OF INCOME AND WRITING OFF BAD DEBTS

- 9.1 The collection of all money due to the Council shall be under the supervision of the Section 151 Officer who shall ensure adequate arrangements are maintained for:
- (a) The financial organisation and accounting necessary to ensure the proper recording of all sums due to the Council, and
 - (b) The collection, custody, control, disposal and prompt accounting of all cash in all Directorates and establishments of the Council and any bodies acting on the Council's behalf;
 - (c) Securing the safety of any employee whom has a responsibility for receiving and looking after money on behalf of the Council.
- 9.2 The Service Managers shall arrange for accounts to be raised promptly in respect of charges for work done or goods or services supplied and for rendering such accounts to the debtors concerned, along with required supporting documentation. Where appropriate, these accounts shall conform to current VAT Rules and instructions issued by the Section 151 Officer.
- 9.3 The Section 151 Officer shall provide for the setting up and continued maintenance of a periodical income register of all sums regularly due to the Council. Service Managers shall promptly notify the Section 151 Officer of contracts, leases and other agreements and other arrangements entered into which involves the receipt of money by the Council. The Section 151 Officer shall inspect any documents or other evidence in this connection as considered necessary to verify the accuracy of the register.
- 9.4 The format of all receipt forms, books, tickets and any other documents or vouchers or tokens acknowledging on the Council's behalf the receipt of money or money's worth shall be agreed between Service Managers concerned and the Section 151 Officer. Service Managers shall arrange for the ordering, custody and internal issue of such items in a manner approved by the Section 151 Officer.
- 9.5 All moneys received on behalf of the Council shall be banked daily unless otherwise agreed by the Section 151 Officer. All payments shall be made intact. Refunds of overpayments shall be made through the Creditor payments system or, if so authorised by the Section 151 Officer, an imprest account.
- 9.6 In the transport of cash for banking or other purpose the Service Manager, in consultation with the Occupational Health Safety and Welfare Manager and the Head of Audit, shall make arrangements for the safety of Council employees and for the proper security of the cash.
- 9.7 Any Officer or other person authorised to receive money on behalf of the Council shall keep such records as may be prescribed by the Strategic Director, Regeneration, Housing and Resources including an accurate and

chronological account of all receipts and deposits. Monies received shall not be used in any circumstances to cash personal or third party cheques and must be banked without deductions of any kind.

- 9.8 Every transfer of official money from one employee to another shall be evidenced in the records of the Directorates / sections involved by the signature of the receiving employee and retained for such period as may be determined by the Section 151 Officer.
- 9.9 The Service Manager in consultation with the Section 151 Officer shall ensure that proper and secure arrangements are in place for the receipt, opening and discharge of post containing remittances at offices and establishments of the Council. The opening of post shall be in the presence of at least 2 officers. A record shall be kept in such form as may be determined by the Section 151 Officer in which details of the remittances shall be entered. A discharge shall be given when remittances are handed over to a cashier for receipting and banking.
- 9.10 Each Officer or other person who deposits money to the credit of any Council account shall enter on the paying in slip and on the counterfoil or duplicate such particulars as are required by the Strategic Director, Regeneration, Housing and Resources.
- 9.11 Where a sum shown as due on the Council's accounts is found to be overstated an allowance may be recorded in respect to the amount overstated where the Section 151 Officer is satisfied that such an allowance is in order.
- 9.12 No debts shall be recommended for write off until all cost effective measures have been taken to try to recover the debt.
- 9.13 Expenditure which is reliant upon the satisfactory recovery of income should not generally be incurred until the income has been received and banked unless the Section 151 Officer has given prior approval.

Writing off bad debts

- 9.14 Any individual debt of up to £1,000 may be recommended for write off by the relevant Service Manager and Lead for Finance, and approved by relevant Strategic Director.
- 9.15 Any individual debt of up to £15,000 may be recommended for write off by the relevant Strategic Director or Lead Officer for finance and approved by the Section 151 Officer.
- 9.16 Any individual debt in excess of £15,000 may be recommended for write off by the Section 151 Officer and approved by the Cabinet.

- 9.17 In any one financial year;
- (a) A Strategic Director may not approve write offs of debt totalling more than £15,000 in aggregate.
 - (b) The Section 151 Officer may not approve write offs of debt totalling more than £500,000 in aggregate.
- 9.18 All debt write offs must be regularly reported to the Section 151 Officer who will report the cumulative debt write off figure quarterly to Cabinet.
- 9.19 All write off of losses arising from theft must be agreed by the relevant Section 151 Officer unless the cumulative value involved is in excess of £15,000 then this can only be written off with the approval of the Cabinet.
- 9.20 All debt written off will be charged back to the originating budgets, unless in exceptional circumstances where approval by Section 151 Officer will be sought.

10. TAXATION

- 10.1 The Section 151 Officer is responsible for ensuring the Council is fully compliant with all relevant guidance and statutory responsibilities in relation to all taxation matters.
- 10.2 Strategic Directors are responsible for complying with all guidance and instructions issued by the Section 151 Officer to ensure correct accounting records are maintained in relation to:
- VAT
 - Construction Industry Tax
 - Income Tax
 - National Insurance
- 10.3 The Section 151 Officer is responsible for making tax payments, receiving tax credits and submitting tax returns by their due date as appropriate.
- 10.4 Strategic Directors are responsible for ensuring all persons employed by the Council are added to the Council's payroll and tax deducted from any payments, except where the individuals have demonstrated they are bona fide self-employed or are employed via a recognised staff agency.

11. BANKING

Banking Arrangements

- 11.1 All arrangements with the Council's bankers shall be made by or under arrangements approved by the Section 151 Officer, who shall be authorised to operate such banking accounts as may be considered necessary.

- 11.2 All banking accounts shall stand in the name of Slough Borough Council and not in the name or designation of any officer. No payment including direct credit/debit or standing order shall be made from the Council's banking accounts unless agreed by the Section 151 Officer.
- 11.3 All cheque and cheque forms but excluding cheques drawn on authorised imprest accounts, shall be ordered only on the authority of the Section 151 Officer who shall be responsible for the safe custody and issue of such forms.
- 11.4 Except in those cases determined by the Section 151 Officer all payments by the Council shall be by crossed cheque endorsed "**a/c payee only.**" Blank cheques should not be signed under any circumstances.
- 11.5 Cheques in excess of £100,000 shall be signed in manuscript by the Section 151 Officer and other such officer duly authorised by the Section 151 Officer. Cheques signed previously by a duly authorised officer or bearing the facsimile signature of the Section 151 Officer which require a second signature must be signed by one of the other duly authorised signatories.
- 11.6 The Section 151 Officer should ensure that similar levels of control operate in respect of electronic funds transfers such as BACS and CHAPS.
- 11.7 The Section 151 Officer shall ensure the Council's banking accounts are reconciled regularly with the Council's accounts.
- 11.8 The Section 151 Officer may arrange overdraft facilities from time to time on behalf of the Council within the limit authorised annually by the Cabinet.
- 11.9 Strategic Directors are responsible for following the instructions on banking issued by the Section 151 Officer.

Imprest Accounts

- 11.10 The Section 151 Officer shall arrange for the maintenance of a central imprest account(s) for the meeting of urgent minor cash payments.
- 11.11 The Section 151 Officer after consultation with respective Strategic Directors may make such advances of cash or postage stamps as considered appropriate to such officers of the Council as may need them for petty cash imprests, change floats, postage imprests, etc.
- 11.12 Petty Cash accounts shall be on an imprest system supported by records in a form agreed by the Section 151 Officer and operated as follows:
 - (a) An account with such supporting documents as may be required shall be submitted to the Section 151 Officer on a monthly basis for examination and reimbursement of expenditure; all reimbursement claims shall be certified in manuscript by the officer responsible for the imprest account control and the appropriate authorised Officer;

- (b) Payments shall be limited to items of expenditure not exceeding £250
 - (c) Cash receipts, other than imprest reimbursements, shall not be paid into any such account but must be paid over to or as directed by the Section 151 Officer in accordance with these Rules.
 - (d) Requests to increase imprests must be made to the Lead for Finance.
 - (e) All imprest accounts must be accounted for on 31st March each year.
- 11.13 Where an imprest is operated through a bank account the Section 151 Officer shall ensure that suitable arrangements are made with the bank which shall include the requirement that all imprest cheques shall bear the signature of two authorised employees. A record of the names and specimen signatures of such employees shall be deposited with the Section 151 Officer and updated promptly as changes become necessary.
- 11.14 No personal cheques shall be cashed through nor shall money be borrowed from any imprest account.
- 11.15 Service Managers' shall ensure that any Officer within their area of responsibility holding petty cash, change or other cash or postage floats shall, on leaving the Council's employment or ceasing to be entitled to hold the imprest or float, repay the unexpended balance to, and submit any accounts and vouchers required by the Section 151 Officer. Imprest funds must never be used to pay salaries, wages or other employee expenses e.g travel & subsistence without the specific approval of the Section 151 Officer due to VAT and taxation concerns.

Treasury Management

- 11.16 The Council has adopted the key recommendations of CIPFA's Treasury Management in the Public Services and Treasury Management Policy (TMP) will be presented to Cabinet and Council on an annual basis for approval
- 11.17 The Cabinet will receive reports on the treasury management policies, practices and activities, including, as a minimum, an annual strategy and plan in advance of the year, and an annual report after its close, in the form prescribed in the TMPs.
- 11.18 The Council delegates responsibility for the implementation and monitoring of the treasury management policies and practices to the Cabinet, and for the execution and administration of treasury management decisions to the Section 151 Officer, who will act in accordance with the Council's policy statement and TMPs and CIPFA's Standard of Professional Practice on Treasury Management.
- 11.21 Strategic Directors will ensure that loans are not made to third parties and that interests are not acquired in companies, joint ventures or other enterprises

without the approval of the Cabinet, following consultation with the Section 151 Officer.

- 11.22 The Section 151 Officer or nominated Officer shall be the Council's registrar of stocks, bonds and mortgages and shall maintain records of all borrowing of money by the Council.
- 11.23 The Chief Executive or other duly authorised Officer, in consultation with the Section 151 Officer, shall sign, seal, issue, transfer or reassign as appropriate any mortgage for money advanced to or by the Council. The Section 151 Officer shall produce to the Chief Executive such documentary evidence as may be required of the receipt of value for securities given or secured.

Trust Funds

- 11.24 Trust Funds are held for a variety of purposes including trust schemes administered by the Council (e.g. resulting from a bequest), funds held on trust for others (e.g. vulnerable people such as children in care) or grant funding from government departments. Strategic Directors will arrange for all trust funds to be held, wherever possible, in the name of the Council. All Officers acting as trustees by virtue of their official position shall deposit securities, etc., relating to the trust with the Section 151 Officer, unless the deed otherwise provides.
- 11.25 All Strategic Directors will ensure that the administration of Trust or Private funds includes correct accounts for VAT on donated funds.
- 11.26 All Officers dealing with trust funds must declare an interest and absent themselves from any managerial involvement in any trust or private funds from which they or their family could directly or indirectly benefit.

12. ASSETS

Security and Safety of Personnel, Assets and Inventories

- 12.1 All Strategic Directors and Assistant Directors are responsible for maintaining property security at all times for all information, buildings, stocks, stores, furniture, equipment and cash under their control and shall consult, via the Assistant Director, Assets, Infrastructure and Regeneration, where they consider security is thoughts to defective or where they consider special arrangements are needed.
- 12.2 Appropriate controls for all assets shall be identified by the risk assessment processes and by referring to security standards and procedures. Arrangements shall be agreed as above.
- 12.3 Maximum limits for cash holdings shall be identified by the risk assessments process and agreed with the Section 151 Officer or nominated officer and shall not be exceeded without permission.

- 12.4 Key holders for safes and similar security receptacles are to be agreed by each Assistant Director in conjunction with the Lead Officer for finance. The loss of keys shall be reported immediately using the security incident reporting procedures.
- 12.5 The Council's Data Protection Officer shall be responsible for ensuring proper security and privacy with regard to information held in all of the Council's computer installations and/or for its use and shall register protected data.
- 12.6 Strategic Directors will ensure controls are in place to ensure that staff do not carry out private work in Council time.
- 12.7 The instrument for affixing the common seal of the Council shall be in the custody of the Monitoring Officer or a duly authorised Officer.
- 12.8 In any premises of the Council to which the public has access, satisfactory arrangements, including a register of items shall be maintained in respect of lost property handed in or reported lost. Items of money and valuables such as jewellery, watches etc., shall be deposited with the Strategic Director, Regeneration, Housing and Resources. Goods so held and not claimed after a period of 3 months may be returned to the finder.
- 12.9 The Assistant Director, Assets, Infrastructure and Regeneration is responsible for maintaining an up to date asset register. The Strategic Directors shall provide information and maintain records as required by this guidance. Any register relating to property, including land, owned by the Council shall record the purpose for which it was originally acquired, its location, area, plan reference, purchase details, current value, subsequent appropriations, particulars or nature of interest, tenancies granted and rents payable.
- 12.10 The Section 151 Officer will ensure assets are valued in accordance with the latest CIPFA Accounting Code of Practice
- 12.11 Strategic Directors will ensure no Council asset is subject to personal use by an employee without proper authority.
- 12.12 The Monitoring Officer shall have custody of all title deeds of property belonging or mortgaged to the Council.
- 12.13 Service Managers shall arrange for a complete check of their Directorate inventories at least once a year. A certified copy of each such inventory shall be supplied to the Assistant Director, Assets, Infrastructure and Regeneration at the end of each financial year. Written explanations of deficiencies or surpluses shall be supplied. Items identified as being in excess of requirements or obsolete shall be dealt with in the manner described in these Rules.
- 12.14 The Council's property including vehicles, plant, equipment, etc. shall not be removed otherwise than in accordance with the ordinary course of the Council's business or used otherwise than for the Council's purpose.

- 12.15 A loss of any asset of any kind must be reported to the Risk and Insurance Officer.
- 12.16 The management and security of assets, financial or otherwise, of third parties must adhere to these Financial Procedure Rules, all statutory and best practice guidance and any other relevant policies and procedures in operation within the Council for example, the Money Management procedures within the Social Services Financial Procedures.

Intellectual Property

- 12.17 Intellectual property is a broad term that includes inventions and written material. Intellectual property may be created during the work of the Council's staff (e.g. through the preparation of documentation or the development of computer software). By law, that intellectual property belongs to the Council and its rights should be protected. The Assistant Director, Assets, Infrastructure and Regeneration shall issue guidance on the identification and protection of the Council's intellectual property rights.

Stocks and Stores

- 12.18 Strategic Directors shall be responsible for ensuring adequate arrangements exist to provide for the custody and physical control of stocks and stores in their respective Directorates. Except in special circumstances approved by the Section 151 Officer in consultation with the appropriate Service Manager stocks and stores shall not be carried by any Directorate in excess of reasonable requirements as ascertained by experience.
- 12.19 Stocks and stores records shall be kept in such form as may be determined by the Service Manager in consultation with the Section 151 Officer which as a minimum shall show in chronological order receipts, issues and remaining balances of each item. The Section 151 Officer shall maintain financial stores control accounts where appropriate and may prescribe general principles governing issue pricing and levels of stock.
- 12.20 A delivery note shall be obtained in respect of every receipt of goods into stores and must be signed by the person taking delivery at the time. All goods shall be checked as regards quantity and quality in compliance with the order and entered on a goods received note.
- 12.21 Issues of goods from or return of goods to a store shall be supported by a receipt on a stores issued or returned note as appropriate.
- 12.22 Service Managers must ensure that stocktaking of all stores appropriate to their Directorate is undertaken on a programme determined in consultation with the Section 151 Officer such that all items of stores shall be checked at least once in a period of 12 months.
- 12.23 Stock sheets shall be signed by the Officers making the stock check and by the Service Manager or Responsible Officer certifying that the particulars

shown therein are correct. A copy of the certified stock sheet must be forwarded to the Section 151 Officer.

- 12.24 Adjustments to stores records to write off deficiencies or to bring surpluses into account shall be made only with the approval of the Section 151 Officer or duly authorised Officer. The Section 151 Officer in consultation with the Service Manager concerned shall arrange for an investigation into the cause or causes in all cases of significant stock deficiencies/surpluses and take appropriate action.

Disposals

- 12.25 The Section 151 Officer, in conjunction with the Assistant Director, Assets, Infrastructure & Regeneration, shall issue guidelines representing best practice for disposal of assets.
- 12.26 Where stocks, stores, furniture and fittings, vehicles, plant and equipment or other assets are certified by a Strategic Director to be excess to requirements or obsolete the Strategic Director may arrange for the disposal in the following way unless directed otherwise by the Council:
- (a) Where the estimated realisable value exceeds £5,000 by competitive tender or
 - (b) Where the estimated realisable value is less than £5,000 in the best possible market and at the best price reasonably obtainable subject to advice and consent of the Section 151 Officer and/or any other relevant Officers.
- 12.27 Strategic Directors will ensure income received for the disposal of an asset is properly banked and coded.

13. INSURANCES

- 13.1 The Section 151 Officer shall, under the general direction of the Cabinet and in consultation with other Strategic Directors and such Service Managers as necessary, ensure adequate arrangements are maintained to effect and keep under review all necessary insurance cover of the Council and its Officers and for the negotiation of all claims.
- 13.2 Service Managers shall keep suitable records to ensure the inspection of engineering plant under their respective control, which is normally inspected by an insurance company, is carried out by the company within the statutorily prescribed periods. In the event of any failure of the company to carry out an inspection within the period the Section 151 Officer shall be notified immediately in writing.
- 13.3 Each Service Manager shall give prompt notification in writing to the Section 151 Officer of:

- (a) All new risks, properties, vehicles, plant and machinery which require to be insured and of any alteration affecting existing insurance cover, and
 - (b) Any fire, loss, liability or damage or any other event likely to lead to a claim upon the Council.
- 13.4 Service Managers shall consult with the Section 151 Officer and as considered appropriate the Monitoring Officer respecting the terms of any indemnity which the Council is requested to give.
- 13.5 Strategic Directors ensure that employees, or anyone covered by the Council's insurances, do not admit liability or make any offer to pay compensation that may prejudice the assessment of liability in respect of any insurance claim.
- 13.6 All employees of the Council shall be included in appropriate fidelity guarantee insurance whilst carrying out duties directly connected with their employment as a Council officer.
- 13.7 The Section 151 Officer shall at least once a year make arrangements to provide Service Managers' with details of all insurances in force affecting their Directorates and any consequent variations to these arrangements shall be notified promptly to the Section 151 Officer.

14. GIFTS AND HOSPITALITY

- 14.1 Staff and elected Members must comply with the Rules contained in Slough Borough Council's Constitution and in particular the relevant Codes of Conduct.

15. THIRD PARTY ARRANGEMENTS AND PARTNERSHIPS

- 15.1 The s151 officer shall ensure that all External Arrangements, Partnerships, External Funding and Work for Third Parties, shall be undertaken in accordance with all relevant Financial Procedure Rules, appropriate accounting & financial management policies & procedures, effective internal controls and risk assessments.
- 15.2 The Head of Policy & Communications has issued specific guidance on partnerships (the Slough Partnership Protocol) and for seeking and managing external sources of funding (the Grant Bids and Claims Manual).
- 15.3 As set out within the Slough Partnership Protocol, the Strategic Directors, in consultation with the Head of Policy & Communications and s151 officer, will ensure that, prior to entering into a partnership arrangement that they adhere to the Slough Partnership Protocol.
- 15.4 The s151 officer must be informed of all funding with external bodies, and that this is received and properly recorded in the Council's accounts.

16. CONTRACT PROCEDURE RULES

Introduction

- 16.1 Procurement is the process by which the Council manages the acquisition of all its supplies, services and works. It includes the identification of need, consideration of options and the actual procurement procedures to obtain Value for Money. The principles of non-discrimination, equal treatment, transparency and proportionality apply to all public contracts.
- 16.2 These Contract Procedure Rules in conjunction with the Procurement Operating Procedures (POP), which are the separate operational guidance for procurement, provide the corporate framework for the procurement of all supplies, services and works for the council and the subsequent management and review of contracts. The rules are designed to ensure that all procurement activity is conducted in line with the principles of good public procurement.

Application of Contract Procedure Rules

- 16.5 These Rules apply to purchases by or on behalf of the Council of works, supplies (goods) and services.
- 16.6 These Rules apply to all contracts including purchase orders, consultancy agreements, concessions and contractual arrangements commissioned or entered into by or on behalf of the Council, except for the specific types of contracts and purchasing methods which are expressly excluded under the Public Procurement Regulations 2006 (amended 2009).
- 16.7 These Rules are made in accordance with the requirements of Section 135 of the Local Government Act 1972.
- 16.8 These Rules do not provide guidelines on what is the best way to purchase works, supplies (goods) and services and they seek to set out the minimum requirements to be followed. Further information and guidelines are set out in the Council's POP that can be accessed through the Council's SBCinsite¹ and should be read in conjunction with this document.
- 16.9 In the event where a Governing Body of a Community School, intends to enter into a contract for works, supply of goods or services the Head teacher or such persons as delegated by them must follow these Contract Procedure Rules and consult with the Head of Legal Services over the form and content of the contract proposed to be entered into.
- 16.10 In the event of a declaration of major incident the Council's Major Incident Plan and/or Business Continuity Plan may be invoked. When this becomes necessary the Contract Procedure Rules will be suspended and the Chief

¹ <http://sbcinsite.ad.slough.gov.uk/831.aspx>

Executive, or an officer nominated by the Chief Executive, is then authorised to incur whatever expenditure is necessary in consultation with the Section 151 officer. A Strategic Director will act in the place of the Chief Executive if they are unavailable.

- 16.11 Any person or a firm appointed as an interim/consultant to supervise or manage a contract on behalf of the Council shall be supplied with a copy of the Council's Financial Procedure Rules and their conditions of appointment shall commit them to compliance to the rules
- 16.12 Failure to comply with these Rules will be viewed by the Council as a breach of the Officers' Code of Conduct contained within the Constitution (Codes and Protocols) and may be considered a disciplinary matter.

Purpose of Contract Procedure Rules

- 16.13 The purpose of these Rules is to provide a structure within which purchasing decisions are made and implemented. These rules are intended to promote good purchasing practice, public accountability and deter corruption.
- 16.14 These Rules seek to protect the legal position of the Council in respect of compliance with the law and in its contractual dealings with external suppliers and contractors. They protect the interests of Members, Officers and the Citizens of Slough.
- 16.15 The provisions contained in these Rules are subject to the statutory requirements of both the European Union and the United Kingdom Government. The letting and content of Contracts shall conform to all statutory requirements and be subject to any over-riding directives of the European Union relating to contracts and procurement. This Rule cannot be waived, since a failure to comply with European or national legislation may result in a legal challenge with consequent reputational and financial risk.
- 16.16 In addition, where specific statutory procedures are prescribed for certain types of procurement or contract, then these procedures must be followed at all times. In any case where the Council approves, through a resolution of its Cabinet, to have separate procedure rules for particular types of contract, then such rules (which must be prepared in consultation with the Chief Executive and the Strategic Director and Legal Services) will apply but will be subject to compliance with the EU regulations where appropriate.

Tendering – Preliminaries

- 16.17 It is the responsibility of the Chief Executive, Strategic Directors, and Heads of Service to ensure all purchases of goods, services and works comply with:
- (a) All relevant statutory requirements;
 - (b) The relevant EU Rules and EU Treaty Principles and Directives.

- (c) The Council Constitution including these Financial Procedure Rules and Part 3.6 – Scheme of Delegation to Officersⁱⁱ
- (d) Any code, guidance or conditions approved by the Audit & Risk Committee and/or the chief Executive and/or the Council to exercise of powers delegated by them.
- (e) Any conditions attached by the Cabinet or the Council to the exercise of powers delegated by them.
- (f) The Corporate Procurement Strategy, Procurement forward plan and Procurement Operating Procedures inclusive of consultancy services.
- (g) Other Council policies and procedures as appropriate.

16.18 In the event of conflict between the above, the EU Rules will take precedence, followed by UK legislation, then (c), (d), (e), (f) and (g) as above.

Authority

- 16.19 All transactions must fall within the powers delegated to the relevant officer must have been approved by a decision (in accordance with the Council's Constitution) of the Executive, the Council or one of its committees or sub-committees.
- 16.20 No contract, agreement or other document shall be signed or sealed unless it gives effect to a decision or resolution (in accordance with the Council's Constitution) of the Cabinet, or one of its committees or sub committees or in accordance with the Scheme of Delegation.

Tendering - Financial Thresholds & Procedures

- The financial values (exclusive of Value Added Tax) at which processes become mandatory are set out in the table below.
- Reference to Public Contracts Regulations 2006 (OJEC) EC Procurement thresholdsⁱⁱⁱ
- Reference to Health Social care and related services to Directive 2014/24/EU of 26th February 2014; public service contracts for social and other specific services listed in Annex XIV; procurement threshold of EUR 750,000 – GBP 591,290
- The Council will use an electronic tendering system as the platform to process its tenders and Request for Quotes.
- The Council will comply with the Scheme of Delegation Part 3.6 2b of the constitution.

ⁱⁱ <http://www.slough.gov.uk/moderngov/ieListDocuments.aspx?CId=563&MIId=5272&Ver=4&Info=1>

ⁱⁱⁱ <http://www.ojec.com/Thresholds.aspx>

Total Value		Procedure to be used	Social value to consider	Governance PRB / Cabinet approval	Governance Scheme of Delegation 3.6 2	Contract Terms and Conditions
Under £50,000		<i>Please refer to the Procurement Operating Procedures (POP) for guidance</i>				
1	Less than £1,000	Obtain at least one verbal quote – must be recorded on a pro-forma	Quote preferably from a local/SME supplier.	N/A	Level 1,2,3,4	Purchase order Terms and conditions
2	£1000 - £5,000	Obtain three formal quotations – must be recorded on a pro-forma	At least 1 or 2 Quotes from a local/SME supplier where possible.	N/A	Level 1,2,3,4	Purchase order Terms and conditions.
3	£5,000 - £49,999	Obtain Three formal quotes using the electronic tendering portal & advice from Corporate Procurement	At least 1 or 2 Quote from a local/SME supplier where possible	N/A	Level 1,2,3,4	Slough standard Terms and Conditions for Goods and Services
Over £50,000		<i>Please refer to the Procurement Operating Procedures (POP) for guidance</i>				
4	£50,000 – EU Threshold £172,514 supplies and services £4,322,012 – works http://www.ojec.com/Thresholds.aspx	Formal tender process using the electronic tendering required. Mandatory for minimum three tenders to be evaluated. Most economically advantageous tender must be selected, achieving Best Value and value for money for Council. Corporate Procurement must be contacted for guidance and support. Use of e-procurement system is mandatory.	Principles of fair access to public contracts must be followed, ensuring that local, SME and other suppliers have opportunity to compete.	Approval to be sought prior to going to the market and post tender report with recommendation to award.	Level 1,2, 3 All Contracts to be sealed	Slough standard Terms and Conditions for Goods and Services OR Alternative approved by Legal e.g. JCT/NEC 3
5	Over EU Threshold £172,514 supplies and services £4,322,012 – works http://www.ojec.com/Thresholds.aspx £591,290.00 for social care and related services (£250,000 –	Formal OJEU tender process required. Advertise in the European Journal and tendered in accordance to the relevant EU procurement directive and procurement regulations. Most economically advantageous tender must be selected, achieving Best Value and value for money for Council. OR Accessing national framework agreements where permitted and running mini competitions or call offs	Principles of fair access to public contracts must be followed, ensuring that local, SME and other suppliers have opportunity to compete.	Approval to be sought prior to going to the market and post tender report with recommendation to award. For contracts over £250,000 - Cabinet approval in April prior to tender. Significant decision to be declared to cabinet on award.	Level 1 Level 2 up to £250,000 All Contracts to be sealed	Slough Standard Terms and conditions to be ratified by Legal. OR Alternative approved by Legal e.g. JCT/NEC 3

Tendering Advertising – Principles of fair competition.

- 16.21 An electronic “Invitation to Tender” shall be issued by the Council through the e-tendering portal for all contracts over £49,999 and tenders shall be submitted electronically in accordance with the requirements of the Invitation to Tender.
- 16.22 When advertising contract opportunities, officers must apply the principles of fair competition. These principles set out the rules of the competition and expectations for fair, equal and transparent treatment of Bidders.
- 16.23 All Bidders will be treated in a fair and equitable manner and are subject to the same competition rules and processes.
- 16.24 All tenders over the EU Thresholds must be advertised in the European Journal by way of a public notice and electronically on the SE (South East) Shared Services Portal which is deemed an appropriate vehicle.
- 16.25 For tenders below the OJEU thresholds, Requests for Quotations and Invitations to Tender must be advertised on the SE (South East) Shared Services Portal which is deemed an appropriate vehicle.
- 16.26 All tenders must be advertised and available for download on the SE Shared Services Portal (www.sesharedservices.org.uk/esourcing) and on the Council’s web site (www.slough.gov.uk).
- 16.27 All contract opportunities, which are:
- above the EU thresholds; and
 - subject to the full application of EU procurement rules must be advertised by notice in the Official Journal of the European Union (“OJEU notice”) prior to such advertisement appearing on any other advertising medium (such as trade journal etc.).
- 16.28 However under the EU Treaty principles where the contract is of potential cross border interest then it must be publicised to ensure that tenderers from other member states have an opportunity to participate and the process is conducted in a fair and transparent manner.
- 16.29 Where contracts are of a type and value that mean the EU Rules apply to them then there are five main types of EU procedures available. These are open, restricted, competitive dialogue and competitive procedure with negotiation and Innovation partnership procedure. Please refer to the Procurement Operating Procedures (POP)⁴ for guidance.

⁴ <http://sbcinsite.ad.slough.gov.uk/831.aspx>

Tendering - Contract Value & Aggregation

- 16.30 The contract value shall be the total cost of the supply, service or work to be procured over the contract term. The starting point for calculating the contract value for the purposes of these Contract Procedure Rules is that the contract value shall be the genuine pre-estimate of the value of the entire contract excluding Value Added Tax. This includes all payments to be made, or potentially to be made, under the entirety of the contract and for the whole of the predicted contract period (including proposed extensions, variations and options).
- 16.31 There shall be no artificial splitting or disaggregation of a contract to avoid the application of the provisions of the EU Rules and/or these Contract Procedure Rules.
- 16.32 The EU Rules can cover contracts, which are below the stated EU threshold, where they constitute repeat purchases and/or purchases of a similar type in a specified period. Officers responsible for the procurement should therefore seek advice on the application of the EU Rules where they envisage that they may be required to make such purchases.
- 16.33 Strategic Directors are responsible for ensuring processes are in place to comply with these regulations within their own service areas.

Tendering - Principles and Evaluation

- 16.34 All tendering procedures (including obtaining quotes), from planning to contract award and execution (seal or signature), shall be undertaken in a manner so as to ensure:
- Sufficient time is given to plan and run the process;
 - Equal opportunity and equal treatment;
 - Openness and transparency;
 - Probity, Integrity
 - Outcomes that deliver sustainability, efficiency and cost savings (Where and as appropriate).
- 16.35 Before undertaking any procurement exercise the Officer responsible for the procurement must complete (in writing) the following:
- Sustainability Impact Assessment (as appropriate).
 - Equality Impact Assessment (as appropriate).
- Please refer to the Procurement Operating Procedures for guidance

Tendering - Submission and Opening of Tenders

- 16.36 An electronic "Invitation to Tender" shall be issued by the Council through the e-tendering portal for all contracts over £49,999 and tenders shall be submitted electronically in accordance with the requirements of the Invitation to Tender.
- 16.37 Where the tender is expected to have a value in excess of £49,999, it is submitted using the Council's e-tendering Portal, the acceptance, opening and

evaluation of formal tenders will be carefully controlled through a secure electronic tendering system and will ensure fairness to all bidders. The opening process is managed within the Contracts, Commissioning & Procurement team.

Tendering – Evaluations of Quotes and Tenders

- 16.38 All quotes and tenders shall be evaluated in accordance with the selection and award criteria notified in advance to those submitting quotes/tenders.
- 16.39 Tenders subject to the EU Rules shall be evaluated in accordance with the EU Rules. Reference to the Procurement Operating Procedure and advice from Corporate Procurement Services should be sought on the selection and award criteria.
- 16.40 Tenders must be accepted and evaluated on the basis of “most economically advantageous” tender.
- 16.41 Where on examination a tender or quotation reveals mathematical errors which affect the tendered or quoted figure in an otherwise successful submission, the sender shall be supplied with the detail of such errors and given the opportunity of confirming or withdrawing the tender or quotation in writing within 7 working days unless otherwise agreed by the Assistant Director, Contracts, Commissioning & Procurement and the Head of Legal Services. If withdrawn, the next submission in competitive order shall be considered and as necessary dealt with in a similar manner.
- 16.42 For clarity, whole-life costs should be assessed when determining the most economically advantageous tender. In the case of capital works this includes taking into account the revenue impact of capital projects over a reasonable life for the asset (for example a slight increase in capital cost, such as energy management features, will reduce running costs).
- 16.43 In the case of PFI projects, financial evaluation and acceptance will be on the basis of the agreed financial model and all other relevant documents used during the process to determine the most economically advantageous tender.
- 16.44 In the event that two or more tenders or quotations provide the same level of quality at the same quoted cost, Best and Final Offers (BAFO) may be sought to determine the successful bid if they are relevant to the contract. Corporate procurement should be contacted prior to issuing a BAFO.
- 16.45 Evaluation of tenders and quotations must be based on whole life costs, or total cost of ownership, including environmental, social and economic benefits where relevant to the contract. This should be undertaken in accordance with the Procurement Operating Procedure and associated toolkits.

Tendering - Exemptions

- 16.46 The following contracts need not be tendered unless required to do so under the: European Union and United Kingdom public procurement legislation,

however an exemption from tendering will need to be sought from the Procurement Review Board quoting the relevant exemption below:

- (a) Contracts valued at less than £50,000 which must follow procedures for quotes set out in these Rules above.
- (b) Contracts formalising the grant funding of voluntary sector bodies, where the purpose of the contract is to establish the general conditions of grants by the Council.
- (c) Contracts for the engagement of Barristers.
- (d) For the extension, addition to or maintenance of existing buildings, works, plant or equipment where this can only be done satisfactorily by the original contractor/supplier.
- (e) When carrying out security works where the publication of documents in the tendering process could prejudice the security of the work to be done.
- (f) When buying land and buildings and interests in land and buildings (Contracts for the sale of land must be disposed of by competitive tender or auction except where the Section 151 Officer and the Head of Legal Services consider that a negotiated agreement will add value to the Council and this is documented and approved by the Cabinet). Officers need to be aware that certain transactions involving the buying of land and buildings may also constitute contracts for works or services subject to EU Rules if such elements are part of the contractual arrangements. Advice should be sought from the Head of Legal Services in such circumstances.
- (g) Where the contract is on behalf of another local authority for which the Council is acting as agent and is so instructed in writing by the principal.
- (h) For the supply of goods required in respect of a contract from another local authority.
- (i) Before the contract is to be completed at auction the limit of authority of the person bidding has been approved in advance.
- (j) Where urgent steps are necessary for the protection of life, property or to comply with statutory requirements subject to the Chief Executive and Head of Legal Services approval.
- (k) For the performance of work or provision of services where effective competition is prevented by the specialist nature of the work subject to written approval from the Strategic Director followed by a business case to be submitted to the Procurement Review Board for approval.
- (l) Where the goods or services are to be procured through a consortium or a procurement organisation which has been approved by the Head of Legal Services e.g. Crown Commercial Services (CCS). Approval to use a

framework agreement should be sought from the Procurement Review Board to ensure robust procurement processes.

- (p) Where goods and services are to be procured by another Local Authority or public body which is acting on behalf of the Council provided the Assistant Director (Commissioning & Procurement) has confirmed that the procurement is in line with public procurement regulations if applicable.
- (q) Where the Procurement Review Board agree that selective or competitive tendering is not appropriate or that an exemption from tendering is required.

The Procurement Review Board consists of the Section 151 Officer, the Head of Legal Services and the Assistant Director Contracts, Commissioning and Procurement.

- 16.47 An “exemption business case” must be completed for every instance where a Strategic Director approves an exemption from these rules. The form must adequately document the reasons for the exception and an electronic copy must be retained by the service concerned. Exemption Business Cases must be submitted to the Procurement Review Board for consideration. The Procurement Review Board has the overall decision to approve or reject a business case. A record of all exceptions is maintained by Corporate Procurement.
- 16.48 Tenders need not be invited in accordance with these Rules where they have been undertaken by or on behalf of any consortium, collaboration or similar body, of which the Council is either a member or is able to access contracts for goods, services or works. Officers should ensure that any contracts let by such a consortium, collaboration or similar body are in accordance with UK and EU procurement directives and regulations.
- 16.49 Where the Council acts as lead body on a consortium or collaborative arrangement, the procedures for tendering contained within these Rules shall be followed unless those provisions are inconsistent with the method by which tenders are dealt with by the consortium, collaboration or other body concerned and are not detrimental to the Council.
- 16.50 Where another body is acting on behalf of the Council, the Council is providing funding to another body to undertake a scheme or project or the Council is provided funding from another organisation, satisfactory processes must be put in place and followed. Advice must be sought from the Strategic Director and Assistant Director Contracts, Commissioning and Procurement and Head of Legal Services.
- 16.51 Nothing contained in the above exceptions exempts officers from using the Council's internal services. Officers must ensure that the best possible balance of value for money and quality is obtained for the Council.

16.52 For contracts subject to the EU Rules, any waiver or exception from the requirement for competition must meet the conditions set out in the EU Rules in addition to the general requirements above.

Engagement of consultants

16.53 An authorised officer may only appoint external consultants or advisors providing professional or consulting services if such services are not available within the Council or if Council officers providing them do not have the resources to meet the needs of the service.

16.54 Appointment of individual consultants and advisors must be procured through the Council's corporate contract for temporary agency resources where appropriate. Subject to the contract not meeting the service needs, the authorised officer shall comply with the following rules.

(a) If the contract value is under £50,000 then 3 quotes need to be sought and provided. Service Managers must ensure that the quotes are recorded and thereafter retained for till the term of the contract.

(b) If the contract value is over £50,000 then the relevant Assistant Director must demonstrate that a competitive tendering exercise has taken place. The nature of the exercise will be determined by the specific contract value and advice should be sought from Corporate Procurement from the outset.

16.55 In exceptional circumstances (e.g. no one else could possibly provide the service because it is so bespoke) then an Authorised Officer may complete and submit an Exemption Business Case to the Procurement Review Board for approval. An Approval to Recruit Form must be completed. The form can be accessed from SBCinsite.⁵

Partnerships

16.56 The Council must comply to these Rules when exploring any proposals for partnership or joint ventures including PFI's

(a) In relation to the Rules, a joint venture or partnership includes any arrangement involving one or more organisations in addition to the Council through which either a specific project or services within any of the functions of the Council is to be provided, and

(b) Provides a role for the Council or any of its members or officers in whatever structure is used to deliver the project or services involved (such structures may include, but are not limited to, companies, trusts and management committees).

16.57 Council authorised officers must refer to the Procurement Operating Procedures for guidance on strategic partnerships and PFI projects.

⁵ <http://sbcinsite.ad.slough.gov.uk/2018.aspx>

Consortium contracts & Framework Agreements

- 16.58 A Framework Agreement is a form of Contract that provides one or more authorities with the opportunity to procure goods, works or services from one or more suppliers either by a call-off procedure or by mini-tender.
- 16.59 It will operate for a prescribed term with defined terms and conditions for its use. The Framework Agreement must name the owning and joining authorities as well as the selected suppliers. Joining authorities will be required to sign an Access Agreement prior to use of the Framework.
- 16.60 An officer responsible for the procurement exercise may use Framework agreements, subject to the following conditions and must seek advice from corporate procurement in advance
- the Council is legally entitled to use the Framework agreement;
 - the purchases to be made fall properly within the scope of the framework;
 - The establishment and operation of the framework agreement is in compliance with the EU Rules (where they apply) and meets the Council's own requirements.
- 16.61 A "framework agreement " may include:
- Contractor prequalification lists/select lists;
 - Framework arrangements (including those set up by the Government Procurement Service);
 - Purchasing arrangements set up by central purchasing bodies and commercial organisations;
 - Consortium purchasing;
 - Collaborative working arrangements;
 - Formal agency arrangements;
 - E-procurement / purchasing schemes and methods;
 - Other similar arrangements.
- 16.62 Where a framework agreement or a consortium contract is used then there shall be a whole or partial exemption from the obligations under these Contract Procedure Rules in respect of the choice and conduct of procedures. Guidance in the Procurement Operating Procedure and advice from corporate procurement should be sought from prior to entering to such arrangements.
- 16.63 Use of framework agreements must be approved in advance by the Procurement Review Board.

Social & Health Care and Children's Care

- 16.64 With the prospective withdrawal of Part A & Part B services within the EU regulations and the introduction of a "light touch regime" a threshold of EUR 750,000 – GBP £591,290 will apply and all social & Health care contracts, including children's services are subject to complying with the Public Contracts Regulations 2006 – amended 2009.

- 16.65 Where the council accesses a framework agreement under which spot purchases are made, the authorised officer should follow rule 15 – Consortium contracts and framework agreements.
- 16.66 The Strategic Director for Wellbeing has the responsibility of monitoring spend against values set within the terms and conditions of the contracts and framework agreements as applicable.
- 16.67 The Strategic Director for Wellbeing has the responsibility for monitoring and addressing deviation or out of line situations specifically where the risk is of exceeding EU thresholds.

Prevention of Corruption

- 16.68 The public is entitled to demand of Local Government Officers conduct of the highest standard. Public confidence in their integrity would be undermined were the least suspicion, however ill-founded, to arise that they could in any way be influenced by improper motives.
- 16.69 All procurement activity must be undertaken with regard to high standards of probity and in accordance with the relevant provisions of the ethical framework contained in Part 5 of the Council's Constitution.

Entering into a Contract

- 16.70 All contracts entered into by the Council must be in writing in a form approved by the Head of Legal Services or their delegated officer. Where a standard form of contract is used, or a standard form is to be amended, the form of contract shall be prepared and/or ratified by Legal Services.
- 16.71 Legal Services shall retain all relevant contract documents.
- 16.72 The relevant Head of Service must formally notify Legal Services (or nominated officer) of the award of all contracts with the relevant data for the purpose of it being recorded on the Council electronic Contracts.
- 16.73 Every contract shall include wherever possible the standard clauses set out in Standard Form of Agreement issued and updated from time to time by the Legal Services.
- 16.74 As a minimum, all contracts shall include clauses which set out:
- the works, supplies (goods), services, material, matters or things to be carried out or supplied;
 - the time within which the contract is to be performed. Quality requirements and/or standards which must be met;
 - requirements on the contractor to hold and maintain appropriate insurance;
 - what happens in the event that the contractor fails to comply with its contractual obligations (in whole or in part);

- requirements on the contractor to comply with all relevant equalities and health and safety legislation;
- That the Council shall be entitled to cancel the contract and recover losses in the event that the contractor does anything improper to influence the Council to give the contractor any contract or commits an offence under the Bribery Act 2010.
- Requirements, as appropriate, relating to Freedom of Information and Environmental Information, Data Protection, Safeguarding of Vulnerable Groups, and the self-employment status of contractors who are individuals.

All contracts shall include relevant specifications and/or briefs/technical requirements which are prepared taking into account the need for effectiveness of delivery, quality, sustainability and efficiency (as appropriate) and the information set out in the Council's Procurement Operating Procedures guidance document.

Limits of councillors' authority in contracts

16.75 Unless specifically authorised by the Cabinet, a Member shall not:-

- (a) Issue any order relating to work done by or for the Council, or
- (b) Claim any rights to enter or inspect property where the Council has the right or duty to enter or inspect.

16.76 A Member shall not enter, either orally or in writing, into any contract on behalf of the Council.

16.77 A Member shall not negotiate personally on behalf of the Council for the purchase of goods or services or sale of any land, property, plant rights, or commodities or for any lease or tenancy. All such negotiations shall be conducted by an employee authorised by the Council except that, at the request of the Leader or Deputy Leader, a Cabinet Commissioner and, at the request of the Scrutiny and Overview Committee, a Scrutiny Member may attend any personal interview in the course of negotiations.

In matters of special importance, the Cabinet may instruct one or more of its Commissioners together with the employees concerned, to conduct negotiations.

Official requisitions and Purchase orders

16.78 Official requisitions and orders shall be in a form approved by the Section 151 Officer in consultation with the Head of Legal Services. Official requisitions shall be raised in accordance with the delegated authority set up in the finance system (as approved by the Section 151 Officer). Where they continue to be used, official orders shall be signed by a Directorate Head of Service or such other person authorised by the Strategic Director as having authority to approve official orders issued from that Directorate.

- 16.79 Official requisitions and orders must be issued for all work, goods or services to be supplied to the Council except for,
- a) The continuous supply of utility services
 - b) Supplies subject to periodical payments
 - c) Petty cash purchases
 - d) Where a formal contract required by these Rules provides for an alternative procedure and
 - e) Such other exceptions as the Strategic Director, Regeneration, Housing and Resources may approve.
- 16.80 Requisitions and orders shall be placed only where there is adequate financial provision within the approved revenue budget or capital programme. Cost Centre Managers must maintain a record of expenditure throughout the year and must ensure that orders and/or contracts are not placed which would cause the any budget head to be exceeded. Any special conditions shall be clearly recorded on the requisition and order form.
- 16.81 Each requisition and order shall indicate clearly the nature and quantity of the work, goods or services required and any contract or agreed prices. Computer hardware and software and other such IT related goods must only be ordered through the IT Service Desk.
- 16.82 Purchasing cards can be used as an alternative to placing an order and any such purchases must comply with the detailed guidelines set out in the Council's "P-Card Policy".
- 16.83 Requisitions and orders should only be used for goods and services provided to the Council. Individuals must not use official requisitions or orders to obtain goods or services for their private use.

Legal Consideration

- (a) **Indemnities** - No relaxation of full indemnities releasing the Council from all liability whether provided by public liability insurance or other instrument should be allowed unless authorised in writing by the Head of Legal Services and the Section 151 officer or nominated Officer.
- (b) **Risk Assessment & Performance Bond**
Where a contract is estimated to exceed £49,999 in value or amount and is for the execution of works (or for the supply of goods or materials or services by a particular date or series of dates) the relevant Head of Service should consider requiring a performance bond (for an amount equal to 10% of the value of the contract) from the contractor. This is to provide sufficient security for the due performance of the contract. If a performance bond is considered not necessary then the relevant Head of Service must:
 - Register a risk in the Council Corporate risk register.

- Include within the business case for approval from the Procurement Review Board.
- (c) **Sealing** - All contracts above the value of £49,999 shall be sealed subject to Legal services discretion. The affixing of the seal shall be attested and witnessed in writing by the Head of Legal Services, or an Officer duly designated by them in accordance with the delegated powers conferred by the Council. An entry of every sealing of a document shall be made and consecutively numbered in a book to be provided for the purpose and shall be signed by the person attesting the sealing.
- (d) **Signature of Documents:**
- All contracts must be signed by council officers that have authority to sign under the Council's scheme of Delegation to officers within the constitution Part 3.6 section 2.b- procurement delegations⁶.
 - Where any document will be a necessary step in legal proceedings on behalf of the Council it shall, unless any enactment otherwise requires or authorises or the Council shall have given the necessary authority to some other person for the purpose of such proceedings, be signed by the Head of Legal Services.
 - All signed contracts will be uploaded on the electronic contracts database.

⁶ <http://www.slough.gov.uk/moderngov/ieListDocuments.aspx?CId=563&MId=5272&Ver=4&Info>

CORPORATE PARENTING PANEL - Terms of Reference

Our Commitment to Children and Young People in Care and Leaving Care Slough Borough Council is committed to raising the quality of life of everyone living within the Borough.

Slough Borough Council leads on the corporate parenting agenda and ensures that Slough Borough Council and its partner agencies fulfil their statutory duties and responsibilities in relation to looked after children and care leavers.

In meeting with their responsibilities, the council has a Corporate Parenting Panel (CPP) to ensure that it fulfils its corporate parenting responsibilities and to monitor performance in terms of improving outcomes for looked after children and care leavers.

Members of the CPP should constantly ask: "Would this be good enough for my child?" If it is not good enough then the panel needs to act to make it so.

The Chair of the Corporate Parenting Panel will provide an annual report on its activities to Cabinet. This will usually be provided in March each year.

Legislation and guidance that guides these Terms of Reference:

1. Section 27 of the Children's Act 1989, amended 2006, places a duty on Housing, Education and Health Authorities to assist with Corporate Parenting;
2. Children (Leaving Care) Act 2000 To increase support to young people leaving care;
3. Promoting the Health Care needs of Looked After Children, Nov 2002;
4. Adoption and Children's Act 2002;
5. Guidance on the Education of Children and Young People in Public Care 2000.
6. Statutory guidance on the duty on local authorities to promote the educational achievement of looked after children under section 52 of the Children Act 2004
7. Children and Young persons Act 2008
8. Statutory guidance securing sufficient accommodation for looked after children (March 2010)
9. Promoting the Educational Achievement of Looked After Children: Statutory Guidance for Local Authorities 2010

10. The Children Act 1989 Guidance and Regulations Volume 2: Care Planning, Placement and Case Review (England) Regulations 2010 and statutory guidance

11. Volume 3: Planning Transitions to Adulthood for Care Leavers: Statutory Guidance on the Care Leavers (England) Regulations 2010

Purpose of the Corporate Parenting Panel in scrutinising and developing services for Looked After Children and care leavers

- To work together, acting on behalf of the Council to ensure all of Slough Borough Council's services and those of partner agencies to children and young people in care and leaving care are of a high standard.
- To improve the life chances of children and young people in care in line with their peers. We need to encourage, protect and support this vulnerable group of children and young people in order that they can grow up and contribute and participate as good citizens in their community.
- Ensure that the profile of the corporate parenting agenda is incorporated into key plans, policies and strategies throughout the Council overseeing interagency working arrangements. Ensure feedback on complaints and quality assurance in respect of children and young people in care and care leavers is fully utilised.
- Raise awareness of our corporate parenting responsibilities by promoting the role of elected Members as corporate parents and Slough Borough Council as a large corporate family with key responsibilities.
- Celebrate the achievements of children and young people in care and care leavers by organising celebratory events including an annual achievement awards ceremony.
- Ensure children and young people in care and leaving care are clear about Slough Borough Council's commitment to them as a corporate parent.
- Develop and review the Council's Pledge to children and young people in care and leaving care with children and young people on an annual basis.
- Promote the development of participation and ensure that the views of children and young people are regularly heard through the CPP.
- Members of the panel are encouraged to meet regularly with children and young people, foster carers and front line staff at SBC to keep in touch with views of service users and emerging issues in the Children and Families team.
- Monitor the ongoing commitment to providing support, training and clarity of expectations to foster carers.

- The Panel may make recommendations to Cabinet on any matters within the Panel's remit.

~~• The Work Programme of the Panel~~

~~The Corporate Parenting Panel will meet 6 times a year with one additional meeting being held for the purpose of a hosting event or to visit a relevant external organisation.~~

Key Responsibilities

During the Panel's 6_4 standard meetings it shall undertake the following key responsibilities:

~~1) Performance Monitoring~~

~~The Corporate Parenting Panel will scrutinise Performance Indicators and monitor outcomes for Children and Young People in Care and Care Leavers and compare them with national data.~~

~~• The report will be provided by the Performance team. In addition the following monitoring reports will be presented to the panel:~~

~~• Reports on Family Placements Service activity- Bi monthly,~~

~~• Annual Family Placement Service Report- May~~

~~• Member visits to services~~

~~• Regulation 33 visits to Mallards~~

~~• Ofsted reports as published~~

~~• Report from the Education and Wellbeing team- Bi monthly~~

~~• Annual Corporate Parenting Managers Report to July panel for previous year April to end March~~

~~2) Feedback and Response to Children & Young People~~

~~The panel will receive feedback by :~~

~~• CiC through The Big Up newsletter twice each year.~~

~~• Children and Young People can make direct presentations to the panel through a standing invitation on the agenda of every meeting~~

~~• Regular reports from the Children in Care Council presented by the Participation officer- Bi monthly~~

- To agree and monitor the Corporate Parenting Strategy and associated plans, to ensure outcomes fulfil the council's responsibilities towards children in care and care leavers.
- To monitor the development of, and the adherence to, the Pledge to Slough Children in Care and to establish an effective partnership with the Children in Care Council.
- To receive information about comments, compliments and complaints made by children in care. In respect of complaints to monitor the nature, number and how complaints were resolved.
- To ensure children in care are able to participate in plans for their care and developments for service planning and delivery, with progress being reported on a quarterly basis.
- To receive reports from and monitor and scrutinise the work of the following groups:
 - Berkshire (East) Healthy Care Partnership
 - The Slough 'Virtual School' Body (not yet established)
 - Independent Reviewing Officers
 - Relevant services within the Council
 - Other groups as relevant
- To ensure that Members and officers undertake a programme of visits to front line services and children's homes (in accordance with Children's Home Regulations) and receive reports on the findings of the visits.
- To receive regular reports on relevant key performance areas showing trends, performance against targets and comparisons with other local authorities.
- To consult with children in care, young people and their carers and celebrate their achievements.
- To celebrate the achievement of the Council, partner agencies and their staff in the provision of quality services and challenge when this is not the case.

Membership of the Panel

- Commissioner for Education & Children (Chair)
- Commissioner for Community & Leisure (Vice Chair)

- Five Councillors (The seven Members of the Panel will be appointed on a politically proportionate basis)

~~Involvement of partners and foster carers~~

- ~~• In addition to regular presentations from Officers and Young People, the panel will invite presentations from partners and foster carers on relevant topics~~

~~Observers~~

- ~~• The panel will always welcome up to two members of the CiCC as participant observers at their meetings.~~

~~Advisors to the Corporate Parenting Panel~~

~~The CPP will be supported by key officers:~~

- ~~• Strategic Director of Education & Children's Services;~~
- ~~• Group Manager, Services for Looked After Children, Children & Families~~
- ~~• The Corporate Parenting Manager~~
- ~~• Young People's Participation Officer~~
- ~~• All Officers across the Council who have responsibility for Looked After Children as and when required.~~

1. Children's Services representation at the panel

- Strategic Director of Wellbeing
- Assistant Director, Children, Young people and Families

2. The work of the Panel to be supported by the regular attendance of the following officers:

- Head of Service Child Protection and Looked After Children and Care Leavers
- Head of Service Placements and Resources
- Virtual Head Teacher
- IRO Manager

3. Representation from other council services at Assistant Director Level

- Young People's Services
- Skills and Employment
- Housing

4. Senior manager representation from partner agencies.

- The Clinical Commissioning Group

- Schools
- FE providers
- Cambridge Education

5. Representation from Children in Care Council

2 or 3 regular attendees (to include looked after children and care leavers), supported by the Participation Officer

Frequency of meetings:

~~The Panel's standard meetings will take place 6 times a year in January, March, May/June, July, September, and November and will be held in private.~~

Frequency of Meetings

To be held 4 times a year

Reporting Mechanisms:

~~The CPP chair will report to Cabinet on an annual basis in March.~~

~~Training for Members of the Corporate parenting panel.~~

~~Induction and refresher training will be provided to Panel Annually in May~~

Reporting

To report annually to Education and Children's Services Scrutiny and Cabinet (dates to be determined)

Review of the Terms of Reference:

Where the CPP recommends any necessary amendments to the TOR, the Monitoring Officer has delegated authority to make any necessary amendments to the TOR, following consultation with the Portfolio holder for Children's Services, the Strategic Director of Education and Children's Services and the Chair of the CPP.

Section 2 – General Delegations

ADD:

	Function	Level 1	Level 2	Level 3	Level 4
	Delegation of function to Officers by the Council and the Executive				
E20	The Council and the Executive delegate as follows:				
E20/1	Implement decisions of the Council, the Executive, the Council's Committees and Sub Committees in the discharge of the Council's functions within their area of responsibility, including policy, strategy, executive, regulatory and operational decisions	√	√	√	√
E20/2	Take all routine decisions including those of a professional, managerial, operational or regulatory nature in relation to the discharge of the Council's and the Executive's functions within their area of responsibility	√	√	√	√
E20/3	Take decisions in relation to the discharge of the Council's executive functions within their area of responsibility after consultation with the Leader of the Council appropriate executive member with portfolio	√	√	√	
E20/4	In relation to matters not falling within E20/1 to E20/4 above, submit a report and make recommendations as appropriate to the Council, the Executive, a committee or sub committee	√	√	√	√
E20/5	Take decisions in relation to the discharge of any of the Council's functions or the Executive functions in cases of emergency*	√			

*For definition of 'Emergency' see section 1.4

Section 3 - Proper Officer Functions

ADD:

NATIONAL HEALTH SERVICE ACT 2006

PO61	Section 2B –exercise by the Authority of its duty to take steps as it considers appropriate for improving the health of people in its area	Director of Public Health
PO62	Section 111- the exercise by the Authority of any functions prescribed by the Secretary of State in relation to dental public health	Director of Public Health
PO63	Section 249 – the exercise by the Authority of its duty to cooperate with the prison service with a view to improving the exercise of their respective	Director of Public Health
PO64	Schedule 1 – the exercise by the Authority of any of its functions as set out in Schedule 1	Director of Public Health
PO65	Section 6C(1) – the exercise by the Authority of any of the Secretary of State’s public health functions, which it is required to carry out by regulations issued by the Secretary of State	Director of Public Health
PO66	Section 7A – the exercise by the Authority of any of the Secretary of State’s public health functions, which are delegated to it by the Secretary of State	Director of Public Health

PO67	Section 73A(1)(d) – the exercise by the Authority of its functions that relate to planning for, or responding to, emergencies involving a risk to public health	Director of Public Health
PO68	Section 73A(1)(e) – the exercise by the Authority of its functions under Section 325 Criminal Justice Act 2003 (cooperating with “responsible bodies” in relation to the assessment of risks posed by certain offenders)	Director of Public Health
PO69	Section 73A(1)(f) – the exercise by the Authority of such other functions relating to public health as may be prescribed ¹	Director of Public Health

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2b: Procurement Delegations

These should be read in conjunction with the Council's Contract Standing Orders and the Council's procurement guidance.

2b: Procurement Delegations					
No.	Function	Level 1	Level 2	Level 3	Level 4
B.1	Authorising of Purchase Orders	£500,000	£100,000	£20,000	£5000
B.2	Authorise Invoices (and credit notes) for previously approved expenditure	£500,000	£100,000	£20,000	
B.13	Termination of Contract	√		None	
B.24	Management of Approved list of Contractors/vendor database/list of framework contractors and suppliers	√		None	
B.35	Purchasing from within a Framework Contract (Registered by Slough Borough Council) Procurement Centre)	√		£5,000	
B.46	Authorise Invoices (and debit notes) for previously approved expenditure, for Capital Projects	£500,000	£100,000	£20,000	£5,000
B.57	Issue procedural instructions on matters concerning contracts and procurements	√	√	Prepare draft only	Prepare draft only
B.68	Maintain list of suppliers for small work contracts/specialist works and advise on prospective suppliers and select list of tenders	√	√	√	√

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SLOUGH BOROUGH COUNCIL

REPORT TO: Council

DATE: 27th January 2015

CONTACT OFFICER: Teresa Clark
(For all enquiries) Senior Democratic Services Officer
 01753 875018

WARD(S): All

PART I
FOR DECISION**APPOINTMENT OF MEMBER TO THE SLOUGH INDEPENDENT ADMISSION APPEALS AND EXCLUSIONS PANEL****1. Purpose of Report**

To seek the approval of the Council to the appointment of an additional Member, to the Slough Independent School Appeals and Exclusions Panel.

2. Recommendation

The Council is requested to resolve that Mrs Fabia Doran be appointed to the Independent Appeals and Exclusions Panel as an Education Member.

3. Legal, Financial and Other Implications

None arising from this administrative report. The recommendation set out meets the legal requirements of Code of Practice on School Admission Appeals and the Regulations governing the independence of Panel members.

4. Supporting Information

- 4.1 The Admission Authority and the Appeal Panel must act in accordance with the School Admissions (Appeal Arrangements) (England) Regulations 2012, and the School Admissions and Appeals Codes. The Appeals Panels hears and determines appeals from parents who have not been allocated a place at their preferred school.
- 4.2 Appeal Panels perform a judicial function and must be transparent, accessible, independent and impartial, and operate according to principles of natural justice.
- 4.3 Panel Members serve on a voluntary basis and are not paid for their services other than a reimbursement for any mileage/ travel necessarily incurred in travelling to Appeal hearings or training sessions.
- 4.3 The Independent Appeals Panel of Slough Borough Council hears and determines appeals for a number of community schools and Academies who have bought in to the service. A Panel of three members is selected from a pool of Members and each Panel must have at least one lay member and one education representative.

4.4 An application has been received from Mrs Fabia Doran to serve on the Slough Independent School Admission Appeals and Exclusions Panel. Mrs Doran meets the necessary requirements to serve as an Education Panel Member and will attend the necessary training prior to participating in a School Admission/ Exclusion Appeal hearing.

4.5 The Council is asked to approve the appointment.

5. Background Papers

Appeal Panel Member Application Form- contact Democratic Services for information.

School Admissions (Appeal Arrangements) (England) Regulations 2012.

School Admissions and Appeal Codes (Feb 2012)

SLOUGH BOROUGH COUNCIL**REPORT TO:** Council**DATE:** 27th January 2015

CONTACT OFFICER: Shabana Kauser
(For all enquiries) Senior Democratic Services Officer
 (01753) 787503

WARD(S): All

PART I
FOR DECISION

CALENDAR OF MEETINGS 2015/ 20161. **Purpose of Report**

To seek approval to the calendar of meetings for the 2015/16 municipal year.

2. **Recommendations**

The Council is requested to resolve:-

- (a) That the calendar of meetings for the 2015/16 municipal year attached as Appendix A be approved.
- (b) That the Head of Democratic Services be authorised to make amendments to the calendar resulting from any constitutional changes that may be agreed, in accordance with the provisions of the Constitution.

3. **Community Strategy Priorities and Other Implications**

3.1 None arising from this report which is administrative in nature.

4. **Supporting Information**

- 4.1 A draft timetable of meetings for the next municipal year has been drawn up and is appended to this report.
- 4.2 If alterations to the calendar are required as a result of any changes to the Constitution, it is proposed that the Head of Democratic Services be authorised to make changes following appropriate consultation in accordance with the Constitution.
- 4.3 All Council meetings, with the exception of February 2016 Budget Council meeting, are scheduled to take place on a Tuesday. It has been necessary to arrange the Budget Council meeting for Thursday 24th February 2016, to ensure that the meeting takes place after Royal Berkshire Fire Authority has met and agreed its precept levels.

- 4.4 The Terms of Reference for the Corporate Parenting Panel have recently been revised and within these changes it was proposed that the Panel meet quarterly rather than have six meetings in a municipal year. The calendar has been amended to reflect these changes.

5. **Appendices**

Appendix A – Draft Calendar of Meetings 2015/16

Background Papers

None.

CALENDAR OF MEETINGS 2015/16

MAY 2015

Fri	1 st May		
Mon	4 th May		BANK HOLIDAY
Tues	5 th May	7.00 pm 7.30 pm	Conservative Group (tbc) <i>Colnbrook with Poyle Parish Council</i>
Wed	6 th May		
Thurs	7 th May		BOROUGH COUNCIL AND PARLIAMENTARY ELECTIONS
Fri	8 th May		
Mon	11 th May	7.00pm	Conservative Group
Tues	12 th May	7.30 pm	<i>Wexham Court Parish Council</i>
Wed	13 th May	5.00 pm	Slough Wellbeing Board
Thurs	14 th May	6.30 pm	'Welcome on Board' – Members' Induction / Declarations of Interest Standards & Conduct <i>(Mandatory Session for all Members)</i>
Fri	15 th May		
Mon	18 th May	5.00pm	Group Leaders
Tues	19 th May	6.30pm 7.00 pm	Labour Group ANNUAL COUNCIL
Wed	20 th May		
Thurs	21 st May	6.30pm	Member Development : Planning - the role of Members in development management (<i>Annual Mandatory Session for Planning Committee Members</i>)
Fri	22 nd May		
Mon	25 th May		BANK HOLIDAY
Tues	26 th May		
Wed	27 th May	7.30 pm	<i>Britwell Parish Council</i>
Thurs	28 th May	6.30pm	Member Development: Licensing - the importance of decision making (<i>Annual Mandatory Session for Licensing Committee Members</i>)
Fri	29 th May		

JUNE 2015

Mon	1 st June	6.30pm	PLANNING COMMITTEE
Tues	2 nd June	7.30 pm	<i>Colnbrook with Poyle Parish Council</i>

Wed	3 rd June		
Thurs	4 th June	6.30pm	LICENSING COMMITTEE
Fri	5 th June		
Mon	8 th June	6.30 pm	Commissioners
Tues	9 th June	6.30 pm 7.30 pm	Commissioners and Directors <i>Wexham Court Parish Council</i>
Wed	10 th June		
Thurs	11 th June	6.30 pm	Corporate Parenting Panel
Fri	12 th June		
Mon	15 th June	6.30 pm	Member Development: Safeguarding Adults—Every Members responsibility (<i>Mandatory Session for newly elected Members - **</i>)
Tues	16 th June	6.30 pm 8.00 pm	Member Development-The Overview and Scrutiny Process (<i>Mandatory Session for Overview and Scrutiny Committee and Scrutiny Panel Members- **</i>) OVERVIEW AND SCRUTINY COMMITTEE
Wed	17 th June	6.30 pm	STANDARDS ADVISORY COMMITTEE
Thurs	18 th June		
Fri	19 th June		
Mon	22 nd June	6.30 pm	CABINET
Tues	23 rd June	6.30 pm	EMPLOYMENT AND APPEALS COMMITTEE
Wed	24 th June	6.30 pm 7.30 pm	Member Development: Safeguarding Children and Corporate Parenting for newly elected Members (<i>Mandatory Session for newly elected Members- **</i>) <i>Britwell Parish Council</i>
Thurs	25 th June		
Fri	26 th June		
* NOTE:	The starting times of certain meetings may be adjusted during Ramadan (approx 18th June to 17th July)		
Mon	29 th June	6.30 pm 6.30 pm	NEIGHBOURHOODS AND COMMUNITY SERVICES SCRUTINY PANEL Commissioners
Tues	30 th June	6.30 pm 7.30 pm	Commissioners and Directors <i>Colnbrook with Poyle Parish Council</i>

JULY 2015

Wed	1 st July	6.30 pm	PLANNING COMMITTEE
Thurs	2 nd July	6.30 pm	HEALTH SCRUTINY PANEL
Fri	3 rd July		
Mon	6 th July	7.00 pm	Conservative Group (tbc)
Tues	7 th July		
Wed	8 th July	6.30 pm	AUDIT AND RISK COMMITTEE
Thurs	9 th July	6.30 pm	OVERVIEW AND SCRUTINY COMMITTEE
Fri	10 th July		
Mon	13 th July	6.30 pm	CABINET
Tues	14 th July	6.30 pm	EDUCATION AND CHILDREN'S SERVICES SCRUTINY PANEL
		7.30 pm	<i>Wexham Court Parish Council</i>
Wed	15 th July	5.00 pm	Slough Wellbeing Board
Thurs	16 th July	4.00 pm	Berkshire Local Transport Body
		6.30 pm	Member Development: Equality, Human Rights, and Cohesion
Fri	17 th July		EID-UL-FITR
Mon	20 th July	6.30 pm	Labour Group
		7.00 pm	Conservative Group
Tues	21 st July	7.00 pm	COUNCIL
Wed	22 nd July	2.30 pm	Corporate Consultative Forum tbc
		6.30 pm	LICENSING COMMITTEE
Thurs	23 rd July	7.30 pm	<i>Britwell Parish Council</i>
Fri	24 th July		
Mon	27 th July		
Tues	28 th July	6.30 pm	HEALTH SCRUTINY PANEL
Wed	29 th July		
Thurs	30 th July		
Fri	31 st July		

AUGUST 2015

Mon 3rd August
Tues 4th August 6.30pm **PLANNING COMMITTEE**
Wed 5th August
Thurs 6th August
Fri 7th August

Mon 10th August
Tues 11th August
Wed 12th August
Thurs 13th August
Fri 14th August

Mon 17th August
Tues 18th August
Wed 19th August
Thurs 20th August
Fri 21st August

Mon 24th August
Tues 25th August
Wed 26th August
Thurs 27th August
Fri 28th August

Mon 31st August **BANK HOLIDAY**

SEPTEMBER 2015

Tues 1st September 6.30 pm Commissioners
7.30 pm *Colnbrook with Poyle Parish Council*

Wed 2nd September 6.30 pm Commissioners and Directors

Thurs 3rd September 6.00 pm Member Development: Crime and Disorder (*All Members are invited to attend*)
7.00 pm NEIGHBOURHOODS AND COMMUNITY SERVICES
SCRUTINY PANEL

Fri 4th September

Mon 7th September 6.30 pm Corporate Parenting Panel

Tues 8th September 6.30pm **STANDARDS ADVISORY COMMITTEE**
7.30 pm *Wexham Court Parish Council*

Wed 9th September 6.30 pm **PLANNING COMMITTEE**

Thurs	10 th September	6.30 pm	OVERVIEW AND SCRUTINY COMMITTEE
Fri	11 th September		
Mon	14 th September	6.30 pm	CABINET
Tues	15 th September	6.30 pm	Member Development: Understanding the Accounts and Governance (<i>Mandatory Session for Audit and Risk Committee/ Overview and Scrutiny Committee and Standards Advisory Committee Members-**</i>)
Wed	16 th September	6.30 pm	Labour Group
Thurs	17 th September		
Fri	18 th September		
Mon	21 st September	7.00 pm	Conservative Group
Tues	22 nd September	7.00 pm	COUNCIL
Wed	23 rd September	5.00 pm	Slough Wellbeing Board
Thurs	24 th September	7.00 pm	AUDIT AND RISK COMMITTEE
Fri	25 th September	7.30 pm	<i>Britwell Parish Council</i>
Mon	28 th September		
Tues	29 th September		
Wed	30 th September	6.30 pm	LICENSING COMMITTEE
OCTOBER 2015			
Thurs	1 st October	6.30 pm	HEALTH SCRUTINY PANEL
Fri	2 nd October		
Mon	5 th October	6.30 pm	Commissioners
		7.00 pm	Conservative Group
Tues	6 th October	6.30 pm	Commissioners and Directors
		7.30 pm	<i>Colnbrook with Poyle Parish Council</i>
Wed	7 th October	6.30 pm	Member Development: Safeguarding Adults - Every Members responsibility (<i>Refresher session</i>)
Thurs	8 th October	6.30 pm	Labour Group
Fri	9 th October		
Mon	12 th October		
Tues	13 th October	7.30 pm	<i>Wexham Court Parish Council</i>
Wed	14 th October	6.30 pm	Member Development: Safeguarding Children Update (<i>Refresher session</i>)
Thurs	15 th October	6.30 pm	PLANNING COMMITTEE

Fri	16 th October		
Mon	19 th October	6.30 pm	CABINET
Tues	20 th October	6.30pm	EMPLOYMENT AND APPEALS COMMITTEE
Wed	21 st October	6.30pm	EDUCATION AND CHILDREN'S SERVICES SCRUTINY PANEL
Thurs	22 nd October	7.30 pm	<i>Britwell Parish Council</i>
Fri	23 rd October		
Mon	26 th October	2.30 pm	Corporate Consultative Forum tbc
Tues	27 th October		
Wed	28 th October	6.30 pm	NEIGHBOURHOODS AND COMMUNITY SERVICES SCRUTINY PANEL
Thurs	29 th October		
Fri	30 th October		

NOVEMBER 2015

Mon	2 nd November	6.30 pm	Commissioners
Tues	3 rd November	6.30 pm	Commissioners and Directors
		7.30 pm	<i>Colnbrook with Poyle Parish Council</i>
Wed	4 th November		
Thurs	5 th November		
Fri	6 th November		
Mon	9 th November	6.30 pm	Labour Group
		7.00 pm	Conservative Group
Tues	10 th November	7.30 pm	<i>Wexham Court Parish Council</i>
Wed	11 th November	5.00 pm	Slough Wellbeing Board
Thurs	12 th November	6.30 pm	OVERVIEW AND SCRUTINY COMMITTEE
Fri	13 th November		
Mon	16 th November	6.30 pm	CABINET
Tues	17 th November	6.30 pm	LICENSING COMMITTEE
Wed	18 th November	6.30 pm	HEALTH SCRUTINY PANEL
Thurs	19 th November	4.00 pm	Berkshire Local Transport Body
Fri	20 th November		
Mon	23 rd November	6.30 pm	Labour Group
		7.00 pm	Conservative Group
Tues	24 th November	7.00 pm	COUNCIL

Wed	25 th November	6.30 pm	Member Development: Safeguarding Children Corporate Parenting Update (<i>Refresher session</i>)
Thurs	26 th November	6.30 pm	PLANNING COMMITTEE <i>Britwell Parish Council</i>
Fri	27 th November	7.30 pm	
Mon	30 th November	6.30 pm	Commissioners

DECEMBER 2015

Tues	1 st December	6.30 pm	Commissioners and Directors
Wed	2 nd December		
Thurs	3 rd December	6.30 pm	EDUCATION AND CHILDREN'S SERVICES SCRUTINY PANEL
Fri	4 th December		
Mon	7 th December	2.30 pm	Corporate Consultative Forum tbc
Tues	8 th December	7.30 pm	<i>Wexham Court Parish Council</i>
Wed	9 th December	6.30pm	Corporate Parenting Panel
Thurs	10 th December	6.30 pm	AUDIT AND RISK COMMITTEE
Fri	11 th December		
Mon	14 th December	6.30 pm	CABINET
Tues	15 th December		
Wed	16 th December		
Thurs	17 th December		
Fri	18 th December		
Mon	21 st December		
Tues	22 nd December		
Wed	23 rd December		
Thurs	24 th December		
Fri	25 th December		BANK HOLIDAY
Mon	28 th December		BANK HOLIDAY
Tues	29 th December		
Wed	30 th December		
Thurs	31 st December		

JANUARY 2016

Fri	1 st January		BANK HOLIDAY
Mon	4 th January	6.30 pm	Commissioners

Tues	5 th January	6.30 pm 7.30 pm	Commissioners and Directors <i>Colnbrook with Poyle Parish Council</i>
Wed	6 th January	6.30 pm	NEIGHBOURHOODS AND COMMUNITY SERVICES SCRUTINY PANEL
Thurs	7 th January		
Fri	8 th January		
Mon	11 th January	6.30 pm	STANDARDS ADVISORY COMMITTEE
Tues	12 th January	6.30 pm	OVERVIEW AND SCRUTINY COMMITTEE
Wed	13 th January	6.30 pm	PLANNING COMMITTEE
Thurs	14 th January	6.30 pm	HEALTH SCRUTINY PANEL
Fri	15 th January		
Mon	18 th January	6.30 pm	CABINET
Tues	19 th January	6.30 pm	Commissioners
		6.30 pm	LICENSING COMMITTEE
Wed	20 th January	6.30 pm	Commissioners and Directors
Thurs	21 st January	5.00pm	Slough Wellbeing Board
		6.30 pm	EMPLOYMENT AND APPEALS COMMITTEE
Fri	22 nd January		
Mon	25 th January	6.30 pm 7.00 pm	Labour Group Conservative Group
Tues	26 th January	7.00 pm	COUNCIL
Wed	27 th January	6.30 pm	Member Development: Understanding the Budget <i>(Mandatory Session for Audit and Risk Committee and Overview and Scrutiny Committee Members- **)</i>
		7.30 pm	<i>Britwell Parish Council</i>
Thurs	28 th January	6.30 pm	EDUCATION AND CHILDREN'S SERVICES SCRUTINY PANEL
Fri	29 th January		

FEBRUARY 2016

Mon	1 st February		
Tues	2 nd February	7.30 pm	<i>Colnbrook with Poyle Parish Council</i>
Wed	3 rd February		
Thurs	4 th February	6.30 pm	OVERVIEW AND SCRUTINY COMMITTEE
Fri	5 th February		
Mon	8 th February	6.30 pm	CABINET (BUDGET)
Tues	9 th February	7.30 pm	<i>Wexham Court Parish Council</i>

Wed	10 th February	6.30 pm	Labour Group
		7.00 pm	Conservative Group
Thurs	11 th February	2.30 pm	Corporate Consultative Forum tbc
Fri	12 th February		
Mon	15 th February		
Tues	16 th February	6.30 pm	LICENSING COMMITTEE
Wed	17 th February		
Thurs	18 th February	6.30 pm	PLANNING COMMITTEE
Fri	19 th February		
Mon	22 nd February		
Tue	23 rd February	6.30 pm	NEIGHBOURHOODS AND COMMUNITY SERVICES SCRUTINY PANEL
Wed	24 th February	7.30 pm	<i>Britwell Parish Council</i>
Thu	25 th February	7.00 pm	COUNCIL (BUDGET)
Fri	26 th February		
Mon	29 th February	6.30 pm	Commissioners

MARCH 2016

Tues	1 st March	6.30 pm	Commissioners and Directors
		7.30 pm	<i>Colnbrook with Poyle Parish</i>
Wed	2 nd March	7.00 pm	Conservative Group
Thurs	3 rd March	6.30 pm	OVERVIEW AND SCRUTINY COMMITTEE
Fri	4 th March		
Mon	7 th March		
Tues	8 th March	7.30 pm	<i>Wexham Court Parish Council</i>
Wed	9 th March	6.30 pm	EDUCATION AND CHILDREN'S SERVICES SCRUTINY PANEL
Thurs	10 th March	6.30 pm	AUDIT AND RISK COMMITTEE
Fri	11 th March		
Mon	14 th March	6.30 pm	CABINET
Tues	15 th March	6.30 pm	STANDARDS ADVISORY COMMITTEE
Wed	16 th March	6.30 pm	Labour Group
Thurs	17 th March	4.00 pm	Berkshire Local Transport Body
Fri	18 th March		

Mon	21 st March	6.30 pm	HEALTH SCRUTINY PANEL
Tues	22 nd March	6.30 pm	Corporate Parenting Panel
Wed	23 rd March	5.00 pm 6.30 pm 7.30 pm	Slough Wellbeing Board LICENSING COMMITTEE <i>Britwell Parish Council</i>
Thurs	24 th March	7.00 pm	Conservative Group
Fri	25 th March		BANK HOLIDAY
Mon	28 th March		BANK HOLIDAY
Tues	29 th March	6.30 pm 6.30pm	NEIGHBOURHOODS AND COMMUNITY SERVICES SCRUTINY PANEL Commissioners
Wed	30 th March	6.30 pm	Commissioners and Directors
Thurs	31 st March	6.30pm	PLANNING COMMITTEE

APRIL 2016

Fri	1 st April		
Mon	4 th April		
Tues	5 th April	7.30 pm	<i>Colnbrook with Poyle Parish Council</i>
Wed	6 th April	6.30 pm	EMPLOYMENT AND APPEALS COMMITTEE
Thurs	7 th April	2.30 pm 6.30 pm 7.00 pm	Corporate Consultative Forum tbc OVERVIEW AND SCRUTINY COMMITTEE Conservative Group
Fri	8 th April		
Mon	11 th April	6.30 pm	CABINET
Tues	12 th April	6.30 pm	<i>Wexham Court Parish Council</i>
Wed	13 th April	6.30 pm	EDUCATION AND CHILDREN'S SERVICES SCRUTINY PANEL
Thurs	14 th April		VAISAKHI
Fri	15 th April		
Mon	18 th April		
Tues	19 th April	6.30 pm 7.00 pm	Labour Group COUNCIL
Wed	20 th April	7.30 pm	<i>Britwell Parish Council</i>
Thurs	21 st April		
Fri	22 nd April		

Mon	25 th April		
Tue	26 th April		
Wed	27 th April	6.30 pm	PLANNING COMMITTEE
Thurs	28 th April		
Fri	29 th April		

MAY 2016

Mon	2 nd May		BANK HOLIDAY
Tues	3 rd May	7.30 pm	<i>Colnbrook with Poyle Parish Council</i>
Wed	4 th May		
Thurs	5 th May		BOROUGH COUNCIL ELECTION
Fri	6 th May		
Mon	9 th May	7.00 pm	Conservative Group (tbc)
Tues	10 th May	7.30 pm	<i>Wexham Court Parish Council</i>
Wed	11 th May	5.00 pm	Slough Wellbeing Board
Thurs	12 th May		
Fri	13 th May		
Mon	16 th May		
Tues	17 th May	7.00pm	ANNUAL COUNCIL
Wed	18 th May		
Thurs	19 th May		
Fri	20 th May		
Mon	23 rd May		
Tues	24 th May		
Wed	25 th May	7.30 pm	<i>Britwell Parish Council</i>
Thurs	26 th May		
Fri	27 th May		
Mon	30 th May		BANK HOLIDAY
Tues	31 st May		

* The dates given for Muslim festivals are approximate and may be subject to some alteration

** All Members are welcome to attend this training as a 'refresher' session.

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SLOUGH BOROUGH COUNCIL

REPORT TO: Council **DATE:** 27th January, 2015

CONTACT OFFICER: Shabana Kauser
(For all enquiries) Senior Democratic Services Officer
(01753) 787503

WARD(S): All

PART I
FOR DECISION

MOTIONS SUBMITTED TO COUNCIL UNDER PROCEDURE RULE 14

The following motions have been received in accordance with Council Procedure Rule 14:-

1) Slough Council for Voluntary Services - Community Database

(Moved by Councillor Coad, seconded by Councillor Strutton)

“This Council resolves:

To acknowledge that Slough Council for Voluntary Services has a comprehensive listing of disability services on the Slough Community Database, however hard copies are not available for disabled residents and their families. We thereby call for the printed publication of disability services, for those residents who do not have access to computers or possess high levels of computer literacy, to provide clear and concise information on where to go to find disability products and services which are required to maintain a high quality of living.”

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