

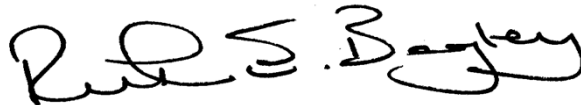
Date of despatch: Monday, 11 April 2016

**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, 19th April, 2016 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 Chair 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.*

- |    |                                                                                                          |        |
|----|----------------------------------------------------------------------------------------------------------|--------|
| 2. | To approve as a correct record the Minutes of the Council held on 26 January 2016 and 25th February 2016 | 1 - 18 |
| 3. | To receive the Mayor's Communications.                                                                   |        |

**Public Questions**

- |    |                                                 |  |
|----|-------------------------------------------------|--|
| 4. | Questions from Electors under Procedure Rule 9. |  |
|----|-------------------------------------------------|--|

**Recommendations of Cabinet and Committees**

*[Notification of Amendments required by 10 a.m. on Monday 18<sup>th</sup> April 2016]*

- |    |                                                                                                                                                                                   |           |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 5. | Recommendations of the Audit and Corporate Governance Committee from its meeting held on 10th March 2016                                                                          | 19 - 26   |
|    | <ul style="list-style-type: none"><li>• Localism Act 2011 – Dispensations</li></ul>                                                                                               |           |
| 6. | Recommendations of the Cabinet from its meetings held on 14th March and 11th April 2016                                                                                           | To Follow |
|    | <ul style="list-style-type: none"><li>• Pledge to Slough's Looked After Children</li></ul>                                                                                        |           |
| 7. | Recommendations of the Licensing Committee from its meeting held on 23 March 2016                                                                                                 | 27 - 104  |
|    | <ul style="list-style-type: none"><li>• Street Collections and House to House Collections</li><li>• Review of Standard Terms and Conditions for Street Trading Consents</li></ul> |           |
| 8. | Recommendation of the Slough Wellbeing Board from its meeting held on 23 March 2016                                                                                               | 105 - 124 |
|    | <ul style="list-style-type: none"><li>• Annual Report 2015/16</li></ul>                                                                                                           |           |
| 9. | Recommendation of the Overview and Scrutiny Committee from its meeting held on 7 April 2016                                                                                       | 125 - 138 |
|    | <ul style="list-style-type: none"><li>• Annual Scrutiny Report 2015/16</li></ul>                                                                                                  |           |

**Motions**

- |     |                                                        |           |
|-----|--------------------------------------------------------|-----------|
| 10. | To consider Motions submitted under procedure Rule 14. | 139 - 140 |
|-----|--------------------------------------------------------|-----------|

**Member Questions**

- |     |                                                                     |  |
|-----|---------------------------------------------------------------------|--|
| 11. | To note Questions from Members under Procedure Rule 10 (as tabled). |  |
|-----|---------------------------------------------------------------------|--|

## 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, 26th January, 2016 at 7.00 pm

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

**Apologies for Absence:-** Councillors Bal, Coad, Hussain and Pantelic.

### 43. Declarations of Interest

Councillors Malik, Morris and Shah declared that they were Slough Borough Council Tenants.

Agenda Item 5: Cabinet Recommendation 2016/17 Housing Rents and Service Charges. Councillor Shah withdrew from the meeting during consideration of this item.

### 44. To approve as a correct record the Minutes of the Council held on 24th November 2015

**Resolved** - That the minutes of the proceedings of the Council meeting held on 24<sup>th</sup> November 2015 be approved as a correct record.

### 45. To receive the Mayor's Communications.

There were no Mayor Communications.

### 46. Questions from Electors under Procedure Rule 9.

No questions were received within the relevant time period.

### 47. Recommendations of the Cabinet from its meeting held on 18th January 2016

(Councillor Shah withdrew from the meeting)

#### A. 2016/17 HOUSING RENTS AND SERVICE CHARGES

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

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- (a) "That Council house dwelling rents for 2016/17 **decrease by 1%** over the 2015/16 rent with effect from Monday 4<sup>th</sup> April 2016. This is in line with current government guidelines and legislation.
- (b) That garage rents, heating, utility and ancillary charges **increase by 0.8%** with effect from Monday 4<sup>th</sup> April 2016. This is based upon the September RPI figure.
- (c) That service charges **increase by 0.8%** with effect from Monday 4<sup>th</sup> April 2016. This is based upon the September RPI figure.
- (d) That 'Other committee' property rents increase by an average of 0.8% from Monday 4<sup>th</sup> April 2016 in line with the September RPI figure."

The recommendations were put to the vote and carried unanimously.

### Resolved -

- (a) That Council house dwelling rents for 2016/17 **decrease by 1%** over the 2015/16 rent with effect from Monday 4<sup>th</sup> April 2016. This is in line with current government guidelines and legislation.
- (b) That garage rents, heating, utility and ancillary charges **increase by 0.8%** with effect from Monday 4<sup>th</sup> April 2016. This is based upon the September RPI figure.
- (c) That service charges **increase by 0.8%** with effect from Monday 4<sup>th</sup> April 2016. This is based upon the September RPI figure.
- (d) That 'Other committee' property rents increase by an average of 0.8% from Monday 4<sup>th</sup> April 2016 in line with the September RPI figure.

(Councillor Shah re-joined the meeting)

## B. LEISURE STRATEGY – CAPITAL DEVELOPMENT PROGRAMME

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

"That the development of Phase 2 of the community sports facility (CSF) and commencement of the development of the leisure centre and Slough Ice Arena be approved in line with the following recommendations from the Cabinet.

- (a) Arbour Park community sports facility
  - i. That the phased development of the CSF and funding for Phase 2, detailed in Appendix 1 of the report be agreed.
  - ii. That the operating recommendations for the CSF set out in Appendix 1 of the report be noted; taking account of the need to put in place temporary management arrangements up to June 2017.

(b) New Leisure Centre, Farnham Road (Centre site)

- i. That the design, facility mix and timescales for delivery of the new leisure centre, detailed in Appendix 2 to the report, be agreed in principle and that the Strategic Director of Customer & Community Services be given delegated authority to finalise the design and facilities mix following consultation with the Leader & Commissioner for Finance & Strategy; Commissioner for Community & Leisure and Commissioner for Neighbourhoods & Renewal.
- ii. That the funding detailed in Appendix 2 to the report, for the development of the new leisure centre is agreed.
- iii. That options for the future operation and management of the new leisure centre detailed in Appendix 2 to the report be noted.

(c) Ice Arena

- i. That the design, facility mix, funding and timescales for the refurbishment works for the ice arena development be agreed in principle, as detailed in Appendix 3 to the report, and that the Strategic Director of Customer & Community Services be given delegated authority to finalise the design and facilities mix following consultation with the Leader & Commissioner for Finance & Strategy; Commissioner for Community & Leisure and Commissioner for Neighbourhoods & Renewal.”

The recommendations were put and a prior request having been made for a record of the voting:

There voted for the recommendations:-

Councillors Ajaib, Anderson, Bains, Brooker, Carter, Chahal, Chaudhry, Cheema, Chohan, Dar, Davis, Amarpreet Dhaliwal, Arvind Dhaliwal, Dhillon, M.Holledge, N.Holledge, Malik, Mann, Mansoor, Matloob, Morris, Munawar, Nazir, Parmar, Plenty, Rana, Sandhu, Shah, Sharif, Sohal, Strutton, Swindlehurst, Usmani and Zarait.....34

There voted against the recommendations:-

Councillors Smith and Wright.....2

There abstained from voting:

Councillors Abe and Rasib.....2

**Resolved** - That the development of Phase 2 of the community sports facility (CSF) and commencement of the development of the leisure centre and Slough Ice Arena be approved in line with the following recommendations from the Cabinet.

(a) Arbour Park community sports facility

## Council - 26.01.16

- i. That the phased development of the CSF and funding for Phase 2, detailed in Appendix 1 of the report be agreed.
- ii. That the operating recommendations for the CSF set out in Appendix 1 of the report be noted; taking account of the need to put in place temporary management arrangements up to June 2017.

### (b) New Leisure Centre, Farnham Road (Centre site)

- i. That the design, facility mix and timescales for delivery of the new leisure centre, detailed in Appendix 2 to the report, be agreed in principle and that the Strategic Director of Customer & Community Services be given delegated authority to finalise the design and facilities mix following consultation with the Leader & Commissioner for Finance & Strategy; Commissioner for Community & Leisure and Commissioner for Neighbourhoods & Renewal.
- ii. That the funding detailed in Appendix 2 to the report, for the development of the new leisure centre is agreed.
- iii. That options for the future operation and management of the new leisure centre detailed in Appendix 2 to the report be noted.

### (c) Ice Arena

- i. That the design, facility mix, funding and timescales for the refurbishment works for the ice arena development be agreed in principle, as detailed in Appendix 3 to the report, and that the Strategic Director of Customer & Community Services be given delegated authority to finalise the design and facilities mix following consultation with the Leader & Commissioner for Finance & Strategy; Commissioner for Community & Leisure and Commissioner for Neighbourhoods & Renewal.

## C. FIVE YEAR PLAN 2016-2020

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

“That the refresh of the Five Year Plan, attached as Appendix ‘C1’ to the report, be agreed.”

The recommendation was put to the vote and agreed unanimously.

**Resolved** - That the refresh of the Five Year Plan, attached as Appendix ‘C1’ to the report, be agreed.

## 48. **Calendar of Meetings 2016/17**

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

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- (a) "That the calendar of meetings for the period May 2016 to December 2017 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."

The recommendations were put and carried unanimously.

### **Resolved -**

- (a) That the calendar of meetings for the period May 2016 to December 2017 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.

## **49. To consider Motions submitted under procedure Rule 14.**

### **Housing Strategy**

In light of the discussion relating to members interests and dispensations, it was agreed that the motion be deferred to the next ordinary meeting of the Council. This would be in addition to the Conservative Group's right to submit a motion under Council Procedure Rule 14.

**Resolved** – That consideration of the Motion be deferred to the next ordinary meeting of the Council.

## **50. To note Questions from Members under Procedure Rule 10 (as tabled).**

A copy of the question from Councillor Chahal and the reply received was tabled.

Chair

(Note: The Meeting opened at 7.00 pm and closed at 8.02 pm)

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## 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 Thursday, 25th February, 2016 at 7.00 pm

**Present:-** The Worshipful the Mayor (Councillor Rasib), in the chair; Councillors Abe, Ajaib, Anderson, Bains, Bal, Brooker, Carter, Chahal, Chaudhry, Cheema, Chohan (from 7.21pm), Coad (until 8.43pm), Dar, Davis, Amarpreet Dhaliwal, Dhillon, N Holledge, Hussain, Mann, Matloob, Munawar, Nazir, Parmar, Plenty, Rana, Sandhu, Shah, Sharif, Smith, Sohal, Strutton, Swindlehurst, Usmani and Wright.

**Apologies for Absence:-** Councillors Arvind Dhaliwal, M Holledge, Malik, Mansoor, Morris and Pantelic

### 51. Declarations of Interest

Councillor Anderson declared that he was a Member on Britwell Parish Council.

Councillor Bal declared that his daughter was employed by Slough Borough Council.

Councillor Carter declared that he was a Member on Britwell Parish Council.

Councillor Plenty declared that he was the Council's appointed representative as an Independent Director on the Slough Children's Services Trust.

Councillor Sohal declared that he was a Member on Wexham Court Parish Council.

Councillor Smith declared that he was a Member of Colnbrook Parish Council.

### 52. Meeting Procedure

A suggested procedure for debating the item on the Medium Term Financial Strategy had been circulated to all Members of the Council.

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

"That in accordance with procedure rule 27.1, rule 16.5 on rules of debate be suspended insofar as is necessary to enable the procedure as circulated to be adopted and that the Council consent to:

- Members of the Leadership speaking for up to 50 minutes in total on the Medium Term Financial Strategy 2016-20.
- Members of the Opposition speaking for up to 25 minutes in total on the same item, and

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- All subsequent speeches in the debate being limited to 3 minutes, other than the winding up speech by the Leader of the Council which shall not exceed 10 minutes.”

The procedural motion was put and carried.

**Resolved** – That the proposed procedure for the debate on the Medium Term Financial Strategy 2015-19 be approved and adopted.

**53. Medium Term Financial Strategy 2016-20**

The Leader of the Council and the Commissioners for Community & Leisure; Health & Wellbeing; Performance & Accountability; Social & Economic Inclusion; Education & Children; Environment & Open Spaces and Neighbourhoods and Renewal presented the Leadership Proposals for the Medium Term Financial Strategy 2016-20. On completion of the presentation:

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

“That the MTFFS 2016 – 20 as set out at Appendix A of the report be approved”.

No amendments were put and the recommendation was opened up to debate.

The recommendation was put and carried and in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 a record of the vote was taken as follows:-

There voted for the recommendation:-

Councillors Ajaib, Anderson, Bal, Brooker, Carter, Chaudhry, Cheema, Chohan, Dar, Davis, Dhillon, M Holledge, Hussain, P K Mann, Matloob, Munawar, Nazir, Parmar, Plenty, Rana, Shah, Sharif, Sohal, Swindlehurst and Usmani  
 ..... 25

There voted against the recommendation:-

Councillors Abe, Bains, Chahal, Amarpreet Dhaliwal, Sandhu, Smith, Strutton and Wright ..... 8

There abstained from voting:-

The Worshipful the Mayor ..... 1

**Resolved** - That that the Medium Term Financial Strategy 2016 – 20 as set out at Appendix A of the report be approved.

**54. Treasury Management Strategy 2016-17**

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

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“That the Treasury Management Strategy for 2016/17 be approved as set out at Appendix A of the report”.

No amendments were put and the recommendation was opened up to debate.

The recommendation was put and carried and in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 a record of the vote was taken as follows:-

There voted for the recommendation:-

Councillors Ajaib, Anderson, Bal, Carter, Chaudhry, Cheema, Chohan, Dar, Davis, Dhillon, M Holledge, Hussain, P K Mann, Matloob, Munawar, Nazir, Parmar, Plenty, Rana, Shah, Sharif, Sohal, Swindlehurst and Usmani ..... 24

There voted against the recommendation:-

Councillors Bains, Chahal, Amarpreet Dhaliwal, Sandhu, Smith and Wright ..... 6

There abstained from voting:-

The Worshipful the Mayor, Councillors Abe and Strutton ..... 3

**Resolved** - That the Treasury Management Strategy for 2016/17, attached as Appendix A of the report be approved.

**55. Capital Strategy 2016-22**

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

- “(a) That the capital strategy of **£235m** and the Minimum Revenue Provision be approved.
- (b) That the Council notes the notional costs of borrowing for the capital programme to the revenue budget will be an increase of up to **£2.5m** per annum commencing during the period of the capital strategy to fund borrowing and / or the reduction of investments of £40m.
- (c) That the principles underpinning the capital programme in paragraph 5.1.2 and Minimum Revenue Provision principles be approved.
- (d) That appendices A to C detailing the capital programmes be approved (subject to these having approved Final Business Cases by the Capital Strategy Board)”.

No amendments were put and the recommendations were opened up to debate.

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The recommendations were put and carried and in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 a record of the vote was taken as follows:-

There voted for the recommendations:-

Councillors Ajaib, Anderson, Bal, Brooker, Carter, Chaudhry, Cheema, Chohan, Dar, Davis, Dhillon, M Holledge, Hussain, P K Mann, Matloob, Munawar, Nazir, Parmar, Plenty, Rana, Shah, Sharif, Sohal, Strutton, Swindlehurst and Usmani ..... 26

There voted against the recommendations:-

Councillors Bains, Chahal, Amarpreet Dhaliwal, Sandhu, Smith and Wright ...6

There abstained from voting:-

The Worshipful the Mayor and Councillor Abe ..... 2

**Resolved –**

- (a) That the capital strategy of **£235m** and the Minimum Revenue Provision be approved.
- (b) That the Council notes the notional costs of borrowing for the capital programme to the revenue budget will be an increase of up to **£2.5m** per annum commencing during the period of the capital strategy to fund borrowing and / or the reduction of investments of £40m.
- (c) That the principles underpinning the capital programme in paragraph 5.1.2 and Minimum Revenue Provision principles be approved.
- (d) That appendices A to C detailing the capital programmes be approved (subject to these having approved Final Business Cases by the Capital Strategy Board).

**56. Revenue Budget 2016-17**

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

“That the budget as set out be approved, and

**Council Tax Resolution – In relation to the Council Tax for 2016/17**

- (a) That in pursuance of the powers conferred on the Council as the billing authority for its area by the Local Government Finance Acts (the Acts), the Council Tax for the Slough area for the year ending 31 March 2017 be as specified below and that the Council Tax be levied accordingly.
- (b) That it be noted that at its meeting on 14 December 2015 Cabinet calculated the following Tax Base amounts for the financial year 2016/17 in accordance with Regulations made under sections 31B (3) and 34(4) of the Act:

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- (i) 40,001.8 being the amount calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 2012 (the Regulations) as the Council Tax Base for the whole of the Slough area for the year 2016/17; and
- (ii) The sums below being the amounts of Council Tax Base for the Parishes within Slough for 2016/17:
  - a) Parish of Britwell 753.4
  - b) Parish of Colnbrook with Poyle 1,840.2
  - c) Parish of Wexham 1,315.8
- (c) That the following amounts be now calculated for the year 2016/17 in accordance with sections 31A to 36 of the Act:
  - (i) £420,671,409 being the aggregate of the amounts which the Council estimates for the items set out in section 31A (2)(a) to (f) of the Act. (Gross Expenditure);
  - (ii) £ 371,765,208 being the aggregate of the amounts which the Council estimates for the items set out in section 31A (3) (a) to (d) of the Act. (Gross Income);
  - (iii) £48,906,201 being the amount by which the aggregate at paragraph c (i) above exceeds the aggregate at paragraph c (ii) above calculated by the Council as its council tax requirement for the year as set out in section 31A(4) of the Act. (Council Tax Requirement);
  - (iv) £1,222.60 being the amount at paragraph c(iii) above divided by the amount at paragraph b(i) above, calculated by the Council, in accordance with section 31B(1) of the Act, as the basic amount of its Council Tax for the year, including the requirements for Parish precepts.
  - (v) That for the year 2016/17 the Council determines in accordance with section 34 (1) of the Act, Total Special Items of £215,778 representing the total of Parish Precepts for that year.
  - (vi) £1,217.21 being the amount at paragraph c (iv) above less the result given by dividing the amount at paragraph c (v) above by the relevant amounts at paragraph b (i) above, calculated by the Council, in accordance with section 34 (2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates.

(vii) Valuation Bands

<b>Band</b>	<b>Slough Area</b> <b>£</b>	<b>Parish of Britwell</b> <b>£</b>	<b>Parish of Colnbrook with Poyle</b> <b>£</b>	<b>Parish of Wexham Court</b> <b>£</b>
A	811.47	44.06	32.93	24.48
B	946.72	51.41	38.42	28.56
C	1,081.97	58.75	43.91	32.64
D	1,217.21	66.10	49.40	36.72
E	1,487.70	80.79	60.38	44.89
F	1,758.19	95.47	71.36	53.05
G	2,028.68	110.16	82.33	61.21
H	2,434.42	132.19	98.80	73.45

Being the amounts given by multiplying the amounts at paragraph c (iv) and c (vi) above by the number which, in the proportion set out in section 5 (1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with section 36 (1) of the Act, as the amount to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- (viii) That it be noted that for the year 2016/17 the Thames Valley Police Authority precept has been increased by 1.99%. The following amounts are stated in accordance with section 40 of the Act, for each of the categories of dwellings shown below:

<b>Band</b>	<b>Office of the Police and Crime Commissioner (OPCC) for Thames Valley</b> <b>£</b>
A	111.31
B	129.86
C	148.41
D	166.96
E	204.06
F	241.16
G	278.27
H	333.92

- (ix) That it be noted that for the year 2016/17 the Royal Berkshire Fire Authority has been increased by 1% as the following amount in precept issued to the Council, in accordance with section 40 of the Act, for each of the categories of dwellings shown below:

<b>Band</b>	<b>Royal Berkshire Fire Authority</b> <b>£</b>
A	40.84
B	47.65
C	54.46

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D	61.27
E	74.88
F	88.50
G	102.11
H	122.53

- (x) Note that arising from these recommendations, and assuming the major precepts are agreed, the overall Council Tax for Slough Borough Council including the precepting authorities will be as follows:

Band	Slough £	Office of the Police and Crime Commissioner (OPCC) for Thames Valley £	Royal Berkshire Fire Authority £	TOTAL £
A	811.47	111.31	40.84	963.62
B	946.72	129.86	47.65	1,124.23
C	1,081.97	148.41	54.46	1,284.83
D	1,217.21	166.96	61.27	1,445.44
E	1,487.70	204.06	74.88	1,766.64
F	1,758.19	241.16	88.50	2,087.85
G	2,028.68	278.27	102.11	2,409.06
H	2,434.42	333.92	122.53	2,890.87

- (xi) That the Section 151 Officer be and is hereby authorised to give due notice of the said Council Tax in the manner provided by Section 38(2) of the 2012 Act.
- (xii) That the Section 151 Officer be and is hereby authorised when necessary to apply for a summons against any Council Tax payer or non-domestic ratepayer on whom an account for the said tax or rate and arrears has been duly served and who has failed to pay the amounts due to take all subsequent necessary action to recover them promptly.
- (xiii) That the Section 151 Officer be authorised to collect (and disperse from the relevant accounts) the Council Tax and National Non-Domestic Rate and that whenever the office of the Section 151 Officer is vacant or the holder thereof is for any reason unable to act, the Chief Executive or such other authorised post-holder be authorised to act as before said in his or her stead.

### Fees and Charges –

- (e) That the increase to Fees and charges as outlined in Appendix F for 2016/17 be as follows:
- (i) An increase to the court costs figures from **£129 to £152**
  - (ii) Charge VAT on local land searches
  - (iii) Further changes as highlighted in appendix F

**Pay Policy –**

- (f) That the Pay Policy outlined in Appendix O be approved.”

No amendments were put and the recommendations were opened up to debate.

The recommendations were put and carried and in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 a record of the vote was taken as follows:-

There voted for the recommendations:-

Councillors Ajaib, Anderson, Bal, Brooker, Carter, Chaudhry, Cheema, Chohan, Dar, Davis, Dhillon, M Holledge, Hussain, P K Mann, Matloob, Munawar, Nazir, Parmar, Plenty, Rana, Shah, Sharif, Sohal, Swindlehurst and Usmani ..... 25

There voted against the recommendations:-

Councillors Abe, Bains, Chahal, Amarpreet Dhaliwal, Sandhu, Smith, Strutton and Wright ..... 8

There abstained from voting:-

The Worshipful the Mayor ..... 1

**Resolved –** That the budget be approved, and

**Council Tax Resolution –** In relation to the Council Tax for 2016/17

- (a) That in pursuance of the powers conferred on the Council as the billing authority for its area by the Local Government Finance Acts (the Acts), the Council Tax for the Slough area for the year ending 31 March 2017 be as specified below and that the Council Tax be levied accordingly.
- (b) That it be noted that at its meeting on 14 December 2015 Cabinet calculated the following Tax Base amounts for the financial year 2016/17 in accordance with Regulations made under sections 31B (3) and 34(4) of the Act:
  - (i) 40,001.8 being the amount calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 2012 (the Regulations) as the Council Tax Base for the whole of the Slough area for the year 2016/17; and
  - (ii) The sums below being the amounts of Council Tax Base for the Parishes within Slough for 2016/17:

a)	Parish of Britwell	753.4
b)	Parish of Colnbrook with Poyle	1,840.2
c)	Parish of Wexham	1,315.8



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- (c) That the following amounts be now calculated for the year 2016/17 in accordance with sections 31A to 36 of the Act:
- (i) £420,671,409 being the aggregate of the amounts which the Council estimates for the items set out in section 31A (2)(a) to (f) of the Act. (Gross Expenditure);
  - (ii) £ 371,765,208 being the aggregate of the amounts which the Council estimates for the items set out in section 31A (3) (a) to (d) of the Act. (Gross Income);
  - (iii) £48,906,201 being the amount by which the aggregate at paragraph c (i) above exceeds the aggregate at paragraph c (ii) above calculated by the Council as its council tax requirement for the year as set out in section 31A(4) of the Act. (Council Tax Requirement);
  - (iv) £1,222.60 being the amount at paragraph c(iii) above divided by the amount at paragraph b(i) above, calculated by the Council, in accordance with section 31B(1) of the Act, as the basic amount of its Council Tax for the year, including the requirements for Parish precepts.
  - (v) That for the year 2016/17 the Council determines in accordance with section 34 (1) of the Act, Total Special Items of £215,778 representing the total of Parish Precepts for that year.
  - (vi) £1,217.21 being the amount at paragraph c (iv) above less the result given by dividing the amount at paragraph c (v) above by the relevant amounts at paragraph b (i) above, calculated by the Council, in accordance with section 34 (2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates.
  - (vii) Valuation Bands

<b>Band</b>	<b>Slough Area</b>	<b>Parish of Britwell</b>	<b>Parish of Colnbrook with Poyle</b>	<b>Parish of Wexham Court</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
A	811.47	44.06	32.93	24.48
B	946.72	51.41	38.42	28.56
C	1,081.97	58.75	43.91	32.64
D	1,217.21	66.10	49.40	36.72
E	1,487.70	80.79	60.38	44.89
F	1,758.19	95.47	71.36	53.05
G	2,028.68	110.16	82.33	61.21
H	2,434.42	132.19	98.80	73.45

Being the amounts given by multiplying the amounts at paragraph c (iv) and c (vi) above by the number which, in the proportion set out in section 5 (1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D,

**Council - 25.02.16**

calculated by the Council, in accordance with section 36 (1) of the Act, as the amount to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- (viii) That it be noted that for the year 2016/17 the Thames Valley Police Authority precept has been increased by 1.99%. The following amounts are stated in accordance with section 40 of the Act, for each of the categories of dwellings shown below:

<b>Band</b>	<b>Office of the Police and Crime Commissioner (OPCC) for Thames Valley £</b>
A	111.31
B	129.86
C	148.41
D	166.96
E	204.06
F	241.16
G	278.27
H	333.92

- (ix) That it be noted that for the year 2016/17 the Royal Berkshire Fire Authority has been increased by 1% as the following amount in precept issued to the Council, in accordance with section 40 of the Act, for each of the categories of dwellings shown below:

<b>Band</b>	<b>Royal Berkshire Fire Authority £</b>
A	40.84
B	47.65
C	54.46
D	61.27
E	74.88
F	88.50
G	102.11
H	122.53

- (x) Note that arising from these recommendations, and assuming the major precepts are agreed, the overall Council Tax for Slough Borough Council including the precepting authorities will be as follows:

<b>Band</b>	<b>Slough £</b>	<b>Office of the Police and Crime Commissioner (OPCC) for Thames Valley £</b>	<b>Royal Berkshire Fire Authority £</b>	<b>TOTAL £</b>
A	811.47	111.31	40.84	963.62
B	946.72	129.86	47.65	1,124.23
C	1,081.97	148.41	54.46	1,284.83
D	1,217.21	166.96	61.27	1,445.44
E	1,487.70	204.06	74.88	1,766.64

## Council - 25.02.16

F	1,758.19	241.16	88.50	2,087.85
G	2,028.68	278.27	102.11	2,409.06
H	2,434.42	333.92	122.53	2,890.87

- (xi) That the Section 151 Officer be and is hereby authorised to give due notice of the said Council Tax in the manner provided by Section 38(2) of the 2012 Act.
- (xii) That the Section 151 Officer be and is hereby authorised when necessary to apply for a summons against any Council Tax payer or non-domestic ratepayer on whom an account for the said tax or rate and arrears has been duly served and who has failed to pay the amounts due to take all subsequent necessary action to recover them promptly.
- (xiii) That the Section 151 Officer be authorised to collect (and disperse from the relevant accounts) the Council Tax and National Non-Domestic Rate and that whenever the office of the Section 151 Officer is vacant or the holder thereof is for any reason unable to act, the Chief Executive or such other authorised post-holder be authorised to act as before said in his or her stead.

### Fees and Charges –

- (e) That the increase to Fees and charges as outlined in Appendix F for 2016/17 be as follows:
  - (i) An increase to the court costs figures from **£129 to £152**
  - (ii) Charge VAT on local land searches
  - (iii) Further changes as highlighted in appendix F

### Pay Policy –

- (f) That the Pay Policy outlined in Appendix O be approved.

Chair

(Note: The Meeting opened at 7.00 pm and closed at 9.21 pm)

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**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Council **DATE:** 19<sup>th</sup> April 2016

**CONTACT OFFICER:** Shabana Kauser, Senior Democratic Services Officer  
(For All Enquiries) (01753) 787503

**WARD(S):** All

**PART I  
FOR DECISION****RECOMMENDATIONS OF THE AUDIT AND CORPORATE GOVERNANCE COMMITTEE  
FROM ITS MEETING HELD ON 10<sup>TH</sup> MARCH 2016: LOCALISM ACT 2011 –  
DISPENSATIONS****1. Purpose of Report**

To advise the Council of the recommendations of the Audit and Corporate Governance Committee that a general dispensation be granted to all members on certain matters to enable them to be present, speak and vote at a meeting where they would otherwise have a Disclosable Pecuniary Interest (DPI) on the grounds that it is appropriate to grant a general dispensation to allow all Members to participate fully. Further information about Member Interests and in particular DPIS can be obtained by reference to the Council's Constitution at Part 5.1, Appendix 3.

**2. Recommendations**

The Council is requested to resolve:

- (a) That a general dispensation be granted to all members and co-opted members of the Council as set out in paragraph 5.7 of the report;
- (b) That the general dispensation be effective up until the next Council elections (May 2016);
- (c) That the grant of general dispensations be considered annually at the annual council meeting;
- (d) That the Monitoring officer be authorised to make any consequent changes to the Code of Conduct to reflect the Council's decision.

**3. Five Year Plan Outcomes**

The Code of Conduct forms the bedrock of the conduct regime for Members and aims to ensure that ethical behaviour and governance of the highest order is maintained as this contributes to open, transparent and fair decision making.

**4. Other Implications****(a) Financial**

There are no financial implications of this report.

## (b) Human Rights Act and Other Legal Implications

The Act places the Council under a statutory duty to establish a newly ordered ethical framework:

- Under section 27(2) it must adopt a code of conduct dealing with the conduct that is expected of members and co-opted members when they are acting in that capacity,
- Under section 29 (1) the Monitoring Officer must establish and maintain a register of members' interests.

## **5. Supporting Information**

### **Code of Conduct**

- 5.1 The Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 introduced Disclosable Pecuniary Interests (DPIs) and new rules on dispensations as part of the new conduct arrangements.
- 5.2 It is a criminal offence for members to fail to register a DPI or to speak and/or vote where they have a DPI unless they have obtained a dispensation.

### **General Dispensations**

- 5.3 Section 31(4) of the Localism Act provides that a member who has a DPI in any matter to be considered at a meeting may not participate in any discussion, or vote on the matter and that if they do so they will effectively be both breaching the Code of Conduct and also committing an offence.
- 5.4 However, by virtue of section 33, an authority may, on a written request by a member, grant a dispensation relieving the member from either or both of the restrictions in Section 31(4). Section 33(2) provides that a dispensation may be granted where the authority:
- (a) considers that without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,
  - (b) considers that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,
  - (c) considers that granting the dispensation is in the interests of persons living in the authority's areas, or
  - (d) considers that it is otherwise appropriate to grant a dispensation.
- 5.5 The Council has delegated the power to grant dispensations to members and co-opted members in accordance with section 33 of the Localism Act 2011 to the Monitoring Officer with a requirement to report any dispensations granted to the next meeting of the

Council. A dispensation allows members and co-opted members to be present, take part in debate and vote on any item in which they have a DPI.

5.6 In order to protect Members it is recommended that a general dispensation is granted to all Members to be present, speak and vote where they would otherwise have a DPI on the grounds that it is appropriate to grant a dispensation to allow all Members to participate fully in the following matters:

- (a) Housing: where the member (or spouse or partner) holds a tenancy or lease with the Council as long as the matter does not only relate to the member's particular tenancy or lease\*.
- (b) school meals or school transport and travelling expenses where the member is a parent or guardian of a child in full time education, or is a parent governor of a school, provided that the matter does not only relate to the particular school which the child attends;
- (c) Housing Benefit: where the member (or spouse or partner) directly receives housing benefit in relation to their own circumstances
- (d) Allowances, travelling expenses, payments or indemnity for members; [looked as though it could be one payment to one]
- (e) Setting the Council Tax or a Precept; and
- (f) Decisions in relation to Council Tax Benefit.

\*Any general housing related dispensations afforded to members will not negate the need for members to declare a personal or prejudicial interest; particularly where the member or spouse holds a tenancy or lease with the Council and a matter requiring a decision may/will impact their own Council tenancy.

For example in cases where the matter particularly affected their local neighbourhood and was considered to affect their own tenancy more than other people in the Authority's area, the Member should consider whether it is appropriate to participate in the decision making process.

For the avoidance of doubt and to ensure adherence to the member code of conduct, members should seek guidance from the Council's Monitoring Officer.

5.7 Members' allowances are included in this general dispensation for the avoidance of doubt and for completeness even though they are not a DPI.

5.8 It is recommended that the general dispensation applies until the next election (May 2016) and that the Council considers granting general dispensations annually at its annual meeting.

5.9 Dispensations for Council Tax relate to Members' DPIs, and do not affect a Member's obligation under Section 106 of the Local Government Finance Act 1992 to declare and not vote if they are two months or more in arrears with their Council Tax when voting on setting the Council's budget.

## **Specific dispensation to stay, speak and vote on any matter**

- 5.10 The Monitoring Officer has been authorised under section 33 of the Localism Act 2011, to grant a dispensation in the following circumstances:
- 1 Where so many members of the decision-making body have Disclosable Pecuniary interests in a matter that it would “impede the transaction of the business”. In practice this means that the decision-making body would be inquorate as a result;
  - 2 Where, without the dispensation, the proportion of different political groups on the body transacting the business would be so upset as to alter the outcome of any vote on the matter;
  - 3 Where the authority considers that the dispensation is in the interests of persons living in the authority’s area;
  - 4 Where, without a dispensation, no member of the Cabinet would be able to participate on this matter; or
  - 5 Where the authority considers that it is otherwise appropriate to grant a dispensation.
- 5.11 Any grant of a dispensation must specify how long it lasts and only be in effect up to a maximum of 4 years.
- 5.12 The Monitoring Officer is required to report any dispensations granted to the next meeting of the Council.
- 5.13 The Council has agreed a form for members to request a dispensation. The form is incorporated into the Code of Conduct and is attached for ease of reference as Appendix A to this report.

## **Comments of Audit and Corporate Governance Committee.**

- 5.14 The Audit and Corporate Governance Committee considered details of the report at it’s meeting on 10<sup>th</sup> March 2016.
- 5.15 Members sought clarity regarding the requirement of a notice period (if any) when seeking a dispensation and whether it could be issued at meetings. It was also queried whether a database would be maintained recording dispensations granted so as to remind Members of dispensations in place and once granted, how long the dispensation(s) remained in effect.
- 5.16 In relation to 5.15 the Monitoring Officer has confirmed that dispensations will not be issued at meetings. The minimum notice period for seeking a dispensation will be 2 clear working days prior to the date of the meeting. In the event of a supplementary agenda/late report being issued, a minimum notice period of 1 clear working day’s notice before the meeting will be required.
- 5.17 The Monitoring Officer has also confirmed that it is the responsibility of Members to maintain a record of dispensations granted to them and act accordingly in line with the Member’s Code of Conduct.



- 5.18 The Monitoring Officer also confirmed that as per 5.11 the maximum duration for a dispensation is 4 years but that the Monitoring Officer will review each request for dispensation on individual merit and accordingly set an appropriate timeframe.
- 5.19 It was also confirmed that a database of dispensations granted would be maintained by Democratic Services, details of which will also be published on the Council's website.
- 5.20 The Committee agreed that the recommendations be referred to Council for agreement.

### **Conclusion**

- 5.15 The Council is requested to approve the dispensations as recommended in Paragraph 2 (a) to (d) of the report.

### **6. Appendices Attached**

Appendix A Request for a Dispensation

## REQUEST FOR A DISPENSATION

Request to Monitoring Officer

Please complete the following details and give as much information as possible (you can attach additional sheets of paper, if required).

- 1. Please summarise the matter to which your interest relates**
- 2. What is the nature of your interest?**
- 3. For which meeting(s) or period are you seeking a dispensation?**
- 4. Please set out in detail the reason(s) why you consider you should be granted a dispensation.**

	<b>Name</b>	<b>Signature</b>	<b>Date</b>

**When completed, this form should be sent to the Monitoring Officer**

### **Section 33(2) of the Localism Act**

The Monitoring Officer has been authorised under section 33 of the Localism Act 2011, to grant a dispensation in the following circumstances:

- 1 Where so many members of the decision-making body have Disclosable Pecuniary interests in a matter that it would “impede the transaction of the business”. In practice this means that the decision-making body would be inquorate as a result;
- 2 Where, without the dispensation, the proportion of different political groups on the body transacting the business would be so upset as to alter the outcome of any vote on the matter;
- 3 Where the authority considers that the dispensation is in the interests of persons living in the authority’s area;
- 4 Where, without a dispensation, no member of the Cabinet would be able to participate on this matter; or
- 5 Where the authority considers that it is otherwise appropriate to grant a dispensation.

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**SLOUGH BOROUGH COUNCIL****REPORT TO:** Council**DATE:** 19<sup>th</sup> April 2016**CONTACT OFFICER:** Teresa Clark, Senior Democratic Services Officer  
(01753 875018)**WARD(S):** All**PART I****FOR DECISION****RECOMMENDATIONS OF THE LICENSING COMMITTEE FROM ITS MEETING HELD ON 23<sup>rd</sup> MARCH 2016****1. Purpose of Report**

To advise Council of the recommendations of the Licensing Committee from its meeting held on 23<sup>rd</sup> March 2016:

- A.** Street Collections and House to House Collections.
- B.** Review of Standard Terms and Conditions for Street Trading Consents.

**'A'- STREET COLLECTIONS AND HOUSE TO HOUSE COLLECTIONS****2. Recommendation**

Council is requested to resolve that the draft policies for Street Collections and House to House Collections as set out in the report be approved.

**3. The Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan**

The Council is responsible for processing and determining applications in respect of organisations/ people wishing to undertake charitable collections by way of a Street Collection or House-to-house Collection within the Borough of Slough. The Council does not currently have in place specific policies for Street Collections or House to House Collections. The Licensing Team reviewed the current processes and procedures, which resulted in new draft policies being prepared for both types of collections, which have now been subject to a full public consultation . As part of the original review and as a matter of transparency with the new draft policies being prepared on 30<sup>th</sup> September 2015 the Licensing Committee recommended that the Home Office Model Street Collection Regulation (previously adopted in June 1974) be re-adopted.

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

As the report outlines the new specific policies for Street Collections and House to House Collections have been subject to a full public consultation. The new draft policies have been prepared with the intention that proceeds (other than holders of Home Office Exemption Orders) will wherever possible be used for the benefit of Slough's community.

The recommendations within the report will contribute the following wellbeing themes.

- Health and Wellbeing
- Safer Communities

Cross-Cutting themes:

Approving the recommendations will promote the benefits of living and working in Slough and will contribute to the cross cutting theme of **Improving the image of the town.**

3b. **Five Year Plan Outcomes**

The report outlines fully the reason for the recommendation to ensure that the Council has in place robust policies, and that all charitable collections are conducted legally ensuring that there is no risk to the public which will therefore contribute to the Five Year Plan with the specific outcome of:

- Slough will be one of the safest places in the Thames Valley

4. **Other Implications**

a) Financial

There are no financial implications involved in the recommendation.

Risk Management

Recommendation	Risk/Threat/Opportunity	Mitigation(s)
As detailed in Point 2.	None	The new Street Collection and House to House Collection polices will ensure that only bona fide and genuine collections will take place and where possible, for the benefit of Slough's community.

b) Human Rights Act and Other Legal Implications

Section 1 and Schedule 1 Parts I & II of The Human Rights Act 1998 apply:

Article 1 – Every person is entitled to the peaceful enjoyment of his or her possessions including the possession of licence and shall not be deprived of the possession except in the public interest

Article 6 – That in the determination of civil rights and obligations everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law.

c) Equalities Impact Assessment

An EIA has been completed which indicates that there is a neutral impact on charitable organisations and equality groups.

## 5. **Supporting Information**

- 5.1 The Council does not currently have in place specific policies in relation to Street Collections and House to House Collections and currently deal with such applications using Slough Borough Council (SBC) House to House Model Guidance for Public Charitable Collections, House to House Regulations, SBC Street Collections Guidance and the SBC Model Street Collection Regulations.
- 5.2 In light of this and to address some concerns over the legitimacy of previous collections made and as to the recipient of the proceeds of the collection the Licensing Team conducted a review of the processes and procedures for 'Street Collections' and 'House to House Collections' with new draft policies and application form being prepared.
- 5.3 On 17<sup>th</sup> November 2015 the Licensing Committee resolved to approve the policies and that Officers commence a full consultation exercise.
- 5.4 A full public consultation on the draft policies was conducted between 4<sup>th</sup> December 2015 and 14<sup>th</sup> January 2016, with all national and local charitable organisations, the Charities Commission and all previous applicants for charitable collections in Slough, as well as through the SBC website. A full list of the consultees, the responses and the Council reply and action is contained at Appendix E.
- 5.5 The final draft Street Collection Policy and application form, House to House Collection policy and application form for approval are attached at **Appendices A, B, C and D respectively.**

## 6. **Comments of Other Committees**

The Committee welcomed the new policies at its meeting on 23<sup>rd</sup> March 2016, and resolved that Council be recommended to approve the Street Collection Policy and House to House Collection Policy.

## 7. **Conclusion**

Council is requested to approve the policy for Street Collections and House to House Collections as set out in the report.

## 8. **Appendices Attached**

- 'A' - Draft Street Collection Policy
- 'B' - New Street Collection Application Form
- 'C' - Draft House to House Collection Policy
- 'D' - New House to House Collection Application form
- 'E' - List of consultees, responses and Council reply and action.

## 9. **Background Papers**

Section 5 of the Police, factories and c. (Miscellaneous Provisions Act 1916  
As amended by the Local Government Act 1972  
Charitable Collections (Transitional Provisions) Order 1974  
House to House Collections Act 1939  
House to House Collections Regulations 1947, as amended.

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**STREET COLLECTION POLICY**

Document Number	01
Version Number	03
Date approved	
Effective	
Contact Officer	Licensing Manager

<b>Change History</b>		
<b>Version No</b>	<b>Date</b>	<b>Change Details</b>
1.00	01/04/2015	Initial Draft
2.00	07/09/2015	Amendment by Legal Services
3.00	17/11/2015	Approved by Licensing Committee
4.00		

<b>Related Documents</b>	
<b>Document Title</b>	<b>Location</b>
Section 5 of the Police, Factories and c. (Miscellaneous Provisions) Act 1916, as amended by Section 251 and Schedule 29 of the Local Government Act 1972.	Statute
Street collection permit application form	
Street collection permit	
Blank statement of return form	

If you have any further questions about this policy or for further information, including applications forms, please contact:

Licensing Manager,  
Slough Borough Council,  
Landmark Place,  
High Street,  
Slough  
Berkshire  
SL1 1JL

# **STREET COLLECTIONS POLICY**

## **Contents**

1. Background information
2. The aims of this policy
3. Eligible applicants/organisations
4. Definition of street collection
5. Scope of this policy
6. Collection dates for local organisations
7. Application deadlines
8. Collection times
9. Application process
10. Decisions
11. Exceptional circumstances
12. Successful applications
13. Collection principles
14. Refusal/revocation
15. Returns
16. Enforcement
17. Sharing of information
18. Appeals
19. Fee structure
20. Review of this policy
21. Contacts
- Appendix A – Definitions
- Appendix B – Excluded collections areas
- Appendix C – Decision making process flow chart
- Appendix D – Regulations

## STREET COLLECTIONS POLICY

### 1. BACKGROUND INFORMATION

It is unlawful in the United Kingdom to hold a street collection on any street or public place without first obtaining a Street Collection Permit from a local authority.

Slough Borough Council regulates<sup>1</sup> charitable collections in accordance with Section 5 of the Police, Factories and (Miscellaneous Provisions) Act 1916, as amended by the Local Government Act 1972 and the Charitable Collections (Transitional Provisions) Order 1974.

A Pedlars Licence, issued by the Police cannot be used for the purpose of street collections.

Some issues relating to street collections are at the discretion of Slough Borough Council and it is important that the Council, as licensing authority, has a policy regarding these issues.

From [xx 2016], the Council as licensing authority will only issue street collection permits to **local organisations** (and their authorised collection agents) whose collection proceeds will be used for the benefit of Slough's communities.

**This policy should be read in conjunction with the Regulations set out at Appendix D adopted by the Council and approved by the Secretary of State on [            ].**

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<sup>1</sup> See appendix D regulations

## **2. THE AIMS OF THIS POLICY**

2.1 This policy is designed to:

- Ensure that members of the public are safeguarded so that they are not subject to unauthorised donation requests.
- Ensure that applications are considered in a timely way.
- Ensure impartiality and fairness in determining applications. Accommodate all eligible requests, subject to capacity, bearing in mind that certain days are especially sought after.
- Reduce nuisance to residents and visitors.
- Safeguard the interests of the public, donors and beneficiaries.
- Facilitate well organised collections by bona fide charitable institutions and ensure that good standards are met.
- Prevent unauthorised collections.
- Prevent collections in specified locations.
- Ensure that wherever possible, no more than one organisation will be permitted to collect in the same area on the same day.
- Ensure money is collected securely and proceeds properly accounted for.
- Achieve a fair balance between local and national charitable causes.

## **3. SCOPE OF THIS POLICY**

This policy covers the whole of the borough of Slough.

## **4. ELIGIBLE APPLICANTS**

4.1 Organisations whose purposes/intentions are charitable within the meaning of Section 1 of the Charities Act 2011 set out at appendix A.

4.2 Before allowing any collection, the Council must be satisfied that the organisation:

(i) is a bona fide charity; and

(ii) is providing a public benefit which serves the needs of persons resident in the borough (see appendix A).

## **5. DEFINITION OF STREET COLLECTION**

5.1 Street collections for charitable, benevolent or philanthropic purposes usually involve the collection of cash in the street or any public place.

5.2 The definition also includes the sale of articles in the street or any public place the proceeds of which are for charitable, benevolent or philanthropic purpose.

## **6. COLLECTION DATES**

6.1 Street collection permits are in great demand and as such the numbers issued by the licensing authority need to be carefully controlled.

6.2 To provide as many different organisations (and their authorised collection agents) with the opportunity to fundraise, the licensing authority maintains a list of available dates.

6.3 Wherever possible, no more than one eligible organisation will be permitted to collect in the same area on the same day.

6.4 Where more than one applicant applies for a street collection permit on the same date, the allocation of that date will be determined on a first come first served basis.

6.5 No guarantee can be given that an applicant's preferred day will be allocated.

6.6 If the licensing authority is unable to allocate the preferred date, alternatives will be offered, wherever possible.

- 6.7 The licensing authority will not grant licences for periods in excess of 14 days.
- 6.8 A calendar year runs from 1st January to 31st December each year.
- 6.9 Collection dates will not be confirmed until the licensing authority has received a fully completed street collection permit application form (see Appendix B) and supporting information from the applicant.

## **7. COLLECTION TIMES AND LOCATIONS**

- 7.1 Street collections may only take place between the hours set out in the licence but no earlier than 10:00 and no later than 18:00 hours.
- 7.2 Street collections may only take place in the location set out in the licence.
- 7.3 There are a number of specified locations in the borough where an application for a street collection permit will **not** be granted. These are listed in Appendix B to this policy.
- 7.4 Street collections in the permitted areas of Slough High Street are restricted to Wednesdays, Saturdays and Sundays only.

## **8. APPLICATION PROCESS**

- 8.1 All applications for a street collection permit must be made using a street collection licence application form. This form can be downloaded from the Council's website at [www.slough.gov.uk/business/licences-and-permits/street-collection-permits.aspx](http://www.slough.gov.uk/business/licences-and-permits/street-collection-permits.aspx).
- 8.2 This form must be made accompanied by the following supporting information:
- Literature about the organisation.
  - A copy of the published accounts for the collecting organisation for the previous financial year; an electronic copy is acceptable.

- If the applicant is not an official of the organisation, a letter from the organisation authorising the applicant to undertake a collection on their behalf.
  - Any agreement or contract details between the applicant and the organisation benefiting from the collection; an electronic copy is acceptable.
- 8.3 Failure to provide this information in support of an application will render the application incomplete and will result in it automatically being rejected.
- 8.4 The licensing authority reserves the right to make more detailed enquiries about an application in certain circumstances. This could include consulting with the Police.
- 8.5 If additional information is requested from the applicant, it must be provided no later than 10 working days before the first proposed collection date. Failure to do so, could result in the licensing authority refusing the application.
- 8.6 Where an applicant refuses to provide the licensing authority with such requested information that the licensing authority reasonably requires, it will reject the application.
- 8.7 No promoter, collector or person who is otherwise connected with a collection shall permit a person under the age of sixteen years to act as a collector.
- 8.8 The use of stalls, trailers, vehicles, animals or other displays or advertising in connection with a street collection will be permitted at the discretion of the licensing authority.
- 8.9 There is no fee for making an application for a street collection permit.

## **9. APPLICATION DEADLINES**

- 9.1 An application for a street collection permit may be submitted to the Council a minimum of 30 days before the first proposed collection date but no earlier than six months in advance of the proposed start date of the collection.
- 9.2 Applications will be dealt with on a first come first served basis.

## **10. DECISIONS**

- 10.1 The licensing authority, in exercising its discretion in carrying out its regulatory functions, will have regard to this policy and the principles set out herein.
- 10.2 Each application for a street collection permit will be considered on its own merits based on the licensing principles detailed in this policy and using the decision making process illustrated at appendix C to this policy.
- 10.3 The licensing authority may authorise a departure from this policy only if it considers it necessary and/or in exceptional circumstances.
- 10.4 Where it is necessary for the licensing authority to depart substantially from this policy, clear and compelling reasons for doing so will be given in writing.

## **11. EXCEPTIONAL CIRCUMSTANCES**

- 11.1 The licensing authority operates a policy of allowing one eligible organisation to collect in an area on any given day. Exceptions to this will be for national charities whose collections are linked to specific



dates in the year and to whom preference will be given, for example The Royal British Legion Poppy Appeal.

- 11.2 The licensing authority may also, at its discretion, make an exception to this policy in respect of proposed street collections in response to a national or international disaster; including but not limited to urgent appeals by individuals or groups collecting on behalf of the Disaster Emergency Committee (DEC). Further information on DEC is available at [www.dec.org.uk/](http://www.dec.org.uk/)

## **12. SUCCESSFUL APPLICATIONS**

- 12.1 If an application for a street collection permit is granted the applicant will receive the following documents from the licensing authority:
- A street collection permit made out in the name of the applicant.
  - A blank statement of return form.<sup>2</sup>

## **13. COLLECTION PRINCIPLES**

- 13.1 The licensing authority requires that all eligible organisations undertaking street collections in the borough adhere to:
- the Institute of Fundraising's Code of Fundraising Practice.<sup>3</sup>
  - The Licensing Authority expects all collectors to follow the advice provided by the Public Fundraising Regulatory Association.<sup>4</sup>
  - The Regulations set out at Appendix D.

## **14. REFUSAL/REVOCAION**

- 14.1 The licensing authority can refuse or revoke a street collection permit for a number of reasons:

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<sup>2</sup> This form can be downloaded from the council's website at [www.slough.gov.uk/business/licences-and-permits/street-collection-permits.aspx](http://www.slough.gov.uk/business/licences-and-permits/street-collection-permits.aspx)

<sup>3</sup> <http://www.institute-of-fundraising.org.uk/guidance/code-of-fundraising-practice/>

<sup>4</sup> [http://www.pfra.org.uk/professional\\_standards/code\\_rules#Street Rule Book](http://www.pfra.org.uk/professional_standards/code_rules#Street Rule Book)

- If the applicant is found not to be a bona fide charity providing a public benefit which serves the needs of persons residents in the borough.
- If the applicant is found to have:
  - previous convictions
  - been in breach of previous licence conditions
  - been observed conducting collections in an aggressive or otherwise inappropriate manner

## **15. RETURNS**

- 15.1 Within **one month** of the date of the street collection having taken place, the permit holder must send a completed statement of return form to the licensing authority in accordance with section 17 in the Regulations at Appendix D.
- 15.2 Failure to comply with section 17 in the Regulations within the specified deadline is an offence and will result in any future applications for a street collection permit being automatically refused by the licensing authority for a period of 6 months.
- 15.5 No further permits will be considered if there are any outstanding financial returns due to the licensing authority from a charity or organisation's previous street collection.
- 15.6 A letter from the benefiting organisation confirming the donation amount received from the collection must also accompany the returns form.

## **16. ENFORCEMENT**

- 16.1 The licensing authority operates a proportionate enforcement regime in accordance with the Council's relevant enforcement policies.
- 16.2 The general enforcement aims of the Council are to:

- Safeguard the interests of the public, donors and beneficiaries.
- Facilitate well organised collections by bona fide charitable organisations and to ensure good standards are met.
- Prevent unlicensed collections from taking place.

16.3 A copy of the Council's Consumer Protection and Business Compliance Enforcement Policy can be found at <http://www.slough.gov.uk/council/strategies-plans-and-policies/consumer-protection-and-business-compliance-enforcement-policy.aspx>

## **17. SHARING OF INFORMATION**

17.1 The licensing authority may share with other enforcement bodies (including the Police) any information supplied by applicants, or required in the course of exercising its licensing functions, where it is lawful to do so.

17.2 Personal information will only be disclosed in accordance with the Data Protection Act 1998. This may include requests from the Audit Commission or other regulatory agencies where this is necessary for the detection or prevention of a crime or where it is required by law, or in connection with legal proceedings.

17.3 Where applicable, it will be disclosed under the relevant Information Sharing Protocol.

## **18. APPEALS**

There is no formal right of appeal against any decision made by the licensing authority to grant or refuse an application for a street collection permit.

## **19. CONTACTS**

**Licensing team**  
**Slough Borough Council**  
Email: [Licensing@slough.gov.uk](mailto:Licensing@slough.gov.uk)  
Tel: 01753 875664  
Web: [www.slough.gov.uk/business/licences-and-permits](http://www.slough.gov.uk/business/licences-and-permits)

**Charity Commission for England and Wales**  
[www.gov.uk/government/organisations/charity-commission](http://www.gov.uk/government/organisations/charity-commission)

**Companies House**  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

**Institute of Fundraising**  
[www.institute-of-fundraising.org.uk/home](http://www.institute-of-fundraising.org.uk/home)

**Public Fundraising Regulatory Association**  
[www.pfra.org.uk](http://www.pfra.org.uk)

## Appendix A: Definitions

### 1. Definition of charitable purpose

The Council will use Section 1 of the Charities Act 2011, which defines charitable purpose as:

1. the prevention or relief of poverty
2. the advancement of education
3. the advancement of religion
4. the advancement of health or the saving of lives
5. the advancement of citizenship or community development
6. the advancement of the arts, culture, heritage or science
7. the advancement of amateur sport
8. the advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity
9. the advancement of environmental protection or improvement
10. the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage
11. the advancement of animal welfare
12. the promotion of the efficiency of the armed forces of the Crown or of the police, fire and rescue services or ambulance services
13. other purposes currently recognised as charitable and any new charitable purposes which are similar to another charitable purpose.

## 2. Definition of charity

Most organisations that are charities are required to register with the appropriate regulator, but significant exceptions apply so that many organisations that are bona fide charities do not appear on a public register maintained by the Charity Commission.

In order to determine whether an applicant is a charity the council will refer to Section 1 Charities Act 2011, which provides the following definition:

*“(1) For the purposes of the law of England and Wales, “charity” means an institution which —*

*(a) is established for charitable purposes (see definition 1 above) only, and*

*(b) falls to be subject to the control of the High Court in the exercise of its jurisdiction with respect to charities.”*

This means that the following types of legal entity may be eligible to apply for a street collections licence under this policy:

- 1) **Charitable Companies** - these are formed and registered under the Companies Act 2006; they also include a companies already registered under the Companies Act 1985, or one which was already in existence at that time; and which is established for **exclusively** charitable purposes.
- 2) **Charitable Incorporated Organisations** – these have powers similar to a company but without the need to register as a company. CIOs have a legal personality, the ability to conduct business in their own name, and limited liability so that its members and trustees do not have to contribute in the event of financial loss. From March 2013 all CIOs have to register with the Charity Commission.
- 3) **Charities incorporated by Royal Charter** – these tend to be organisations with a legal personality (or, in some instances, transforms a charity incorporated as a company into a charity incorporated by Royal Charter). The Charter must be approved by the Privy Council before receiving Royal Assent. Although the nature of these charities will vary depending on the clauses enacted, these generally have the same limited liability as a company and the ability to enter into contracts.
- 4) **Common Deposit Funds** – these are charities established by Scheme under s.100 of the 2011 Act. Test = question in the form / copy of governing document
- 5) **Common Investment Funds** – these are established by scheme under s.96 of the 2011 Act. But the definition for the purposes of the Charities (Accounts and Reports) Regulations 1995, and the Financial Services and Markets Act 2000 (Exemption) Order 2001, and clause 38 of the Trustee Bill excludes such funds whose trusts provide for participation only by charities which have the same charity trustees as the fund (i.e., pool charities). In a CIF a participating charity has a "share" or a number of the "units" in a portfolio of the CIF rather than

an individual list of stock holdings of its own. CIFs are established as separate charities in themselves (i.e. aside from the individual participating charities), with trustees appointed in accordance with the Scheme.

- 6) **Community Trusts or Community Foundation** - these are fund-raising and grant making charities established to raise new resources for local charities in a specific geographic area (or "community") and to promote the effective use of these resources. Community Trusts are most commonly constituted as charitable companies limited by guarantee. Test = question in the form / copy of governing document.
- 7) **Companies limited by guarantee** - these are private limited companies where the liability of members is limited. They do not have a share capital, but instead have members who are guarantors instead of shareholders. In the event of the company being wound up the members agree to pay a nominal sum which can be as little as £1.
- 8) **Excepted charity** - these are charities that do not have to register with the Charity Commission, but, in most other respects, are fully within their jurisdiction (either due to a Charity Commission ruling, legislation or because their income is considered as too small). They tend to include churches and chapels of some Christian denominations and the funds associated with them, charitable funds of the armed forces, scout and guide groups.
- 9) **Exempt charity** - these charities do not have to register with the Charity Commission, as they are covered by other statutory instruments. Examples of exempt charities are listed in Schedule 3 to the 2011 Act (although it should be noted that not every institution listed in this schedule is not necessarily a charity; the Act grants exempt status only "so far as they are charities).
- 10) **Non-company charities** – these are non exempt charities other than those which are formed and registered under the Companies Act 1985 and the Companies Act 2006, or to which the provisions of those Acts apply.
- 11) **Trusts** – these are essentially a relationship between three parties, the donor of some assets, the trustees who hold the assets and the beneficiaries (those people who are eligible to benefit from the charity). When the trust has charitable purposes, and is a charity, the trust is known as a charitable trust. They will have Trust Deed or Declaration of Trust, which comes into operation once it is signed by all the trustees.
- 12) **Unincorporated associations** - these is the most common form of organisation within the voluntary sector in England. An unincorporated association is essentially a contractual arrangement between individuals who have agreed to come together to form an organisation for a particular purpose. They normally have a governing document and a constitution or set of rules, which will deal with such matters as the appointment of office bearers, and the rules governing membership.

### **3. Definition of public benefit**

It is a legal requirement in the Charities Act that, to be a 'charitable purpose', the purpose must be 'for the public benefit'. There are two aspects of public benefit:

- 1) The 'benefit aspect' – this is about whether the purpose is beneficial. In order to satisfy the 'benefit aspect' of the legal requirement:
  - the purpose must be beneficial
  - any detriment or harm that results from the purpose must not outweigh the benefit
- 2) The 'public aspect' – this is about who the purpose benefits. In order to satisfy the 'public aspect' legal of the legal requirement:
  - it must benefit the public in general, or a sufficient section of the public
  - and not give rise to more than incidental personal benefit

The Council will use the flow diagram at Appendix B to determine whether the purpose of the applicant's collection satisfies both the 'benefit' and 'public' aspect requirements of the Act.

### **4. Definition of borough**

The area covered by Slough Borough Council.



## **Appendix B: Excluded Areas**

Street collection permits will **not** be granted in the following locations:

### **Stoke Poges Lane and the immediate vicinity**

- Stoke Poges Lane – Elliman Avenue to Belgrave Road
- Elliman Avenue – Stoke Poges Lane to Shackleton Road
- Carrington Road
- Oakley Crescent
- Leeds Road
- Carmarthen Road
- Belgrave Road – Carrington Road to Stoke Poges Lane
- Shackleton Road – Elliman Avenue to Carrington Road

### **Diamond Road and the Immediate Vicinity**

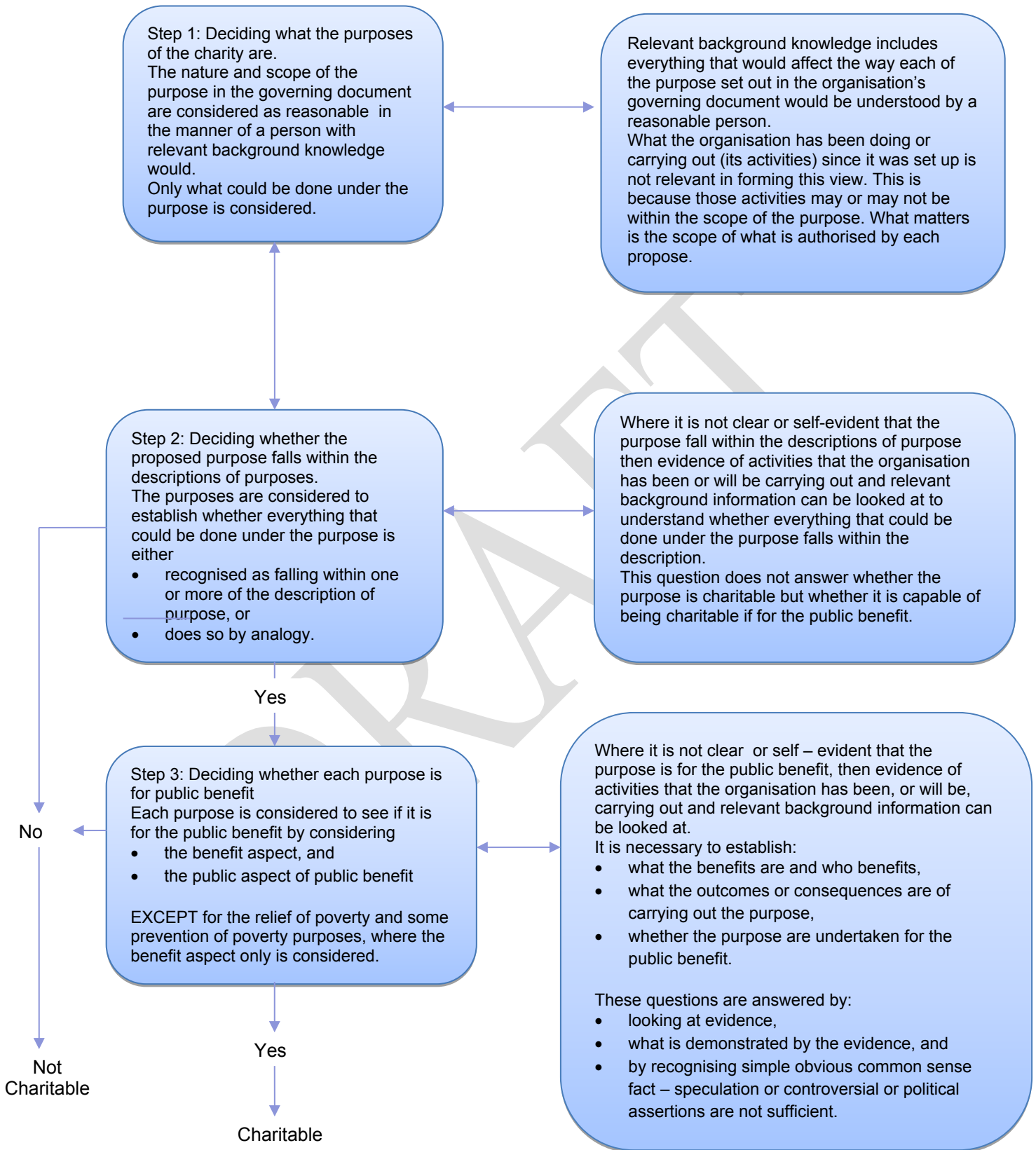
- Diamond Road
- Atkin Avenue
- Princes Street
- Wexham Road – A4 Wellington Street to the railway bridge
- A4 Wellington Street – Wexham Road to A412 Uxbridge Road
- A412 Uxbridge Road – Wellington Street to Victoria Road

### **Montem Lane and the Immediate Vicinity**

- Montem Lane – A4 Bath Road to Ledgers Road
- Henry Road
- Arthur Road
- King Edward Road
- Oban Court

### **Town Square, Slough High Street**

## Appendix C: Decision making process flow chart



## Appendix D: Regulations

[Insert once confirmed by Secretary of State]

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**APPENDIX B**

**Police, Factories etc (Miscellaneous Provisions) Act 1916**

Application for permission to hold a Street Collection public charitable collection

<b>Section A: Applicant details</b>	
Title (Mr/Mrs/Ms etc):	
Full Name:	
Home Address:	
Email Address:	
Contact Telephone Number:	
Date of Birth:	
Place of Birth:	
<b>Section B: Collecting organisation details</b>	
Company Name:	Charity name:
Company Address (head office):	Charity address (head office):
Registered company number:	Registered charity number:
Legal Status (Sole trader/partnership/limited company/charity etc):	
Your position in the business:	
<b>Section C: Details of organisation to benefit from the collection</b>	
Organisation name:	Organisation address:
Registered company number:	Registered charity number:
Legal Status (Sole trader/partnership/limited company/charity etc):	
Organisation contact name:	
<b>Section D: Supporting information</b>	
Have all documents detailed in point 9.2 of the policy been submitted with this application?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes please tick all that apply.	
Literature about the organisation	<input type="checkbox"/>
A copy of the published accounts	<input type="checkbox"/>
	<input type="checkbox"/>

Authorisation letter	<input type="checkbox"/>
A copy of any agreement or contract	
<b>Section E: Definition of Charity.</b> Please tick all that apply.	
Charitable Company	<input type="checkbox"/>
Charitable Incorporated Organisation	<input type="checkbox"/>
Charities Incorporated by Royal Charter	<input type="checkbox"/>
Common Deposit Funds	<input type="checkbox"/>
Common Investment Funds	<input type="checkbox"/>
Community Trusts or Community Foundation	<input type="checkbox"/>
Companies limited by guarantee	<input type="checkbox"/>
Excepted charity	<input type="checkbox"/>
Exempt charity	<input type="checkbox"/>
	<input type="checkbox"/>
Non-company charities	
Trusts	<input type="checkbox"/>
	<input type="checkbox"/>
Unincorporated associations	
<b>Section F: Purpose of collection.</b> Please tick all that apply.	
the prevention or relief of poverty	<input type="checkbox"/>
	<input type="checkbox"/>
the advancement of education	
the advancement of religion	<input type="checkbox"/>
the advancement of health or the saving of lives	<input type="checkbox"/>
the advancement of citizenship or community development	<input type="checkbox"/>
the advancement of the arts, culture, heritage or science	<input type="checkbox"/>
the advancement of amateur sport	<input type="checkbox"/>
the advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity	<input type="checkbox"/>
the advancement of environmental protection or improvement	<input type="checkbox"/>
the relief of those in need, by reason of youth, age, ill-health, disability,	<input type="checkbox"/>

financial hardship or other disadvantage	<input type="checkbox"/>
the advancement of animal welfare	<input type="checkbox"/>
the promotion of the efficiency of the armed forces of the Crown or of the police, fire and rescue services or ambulance services	<input type="checkbox"/>
other purposes currently recognised as charitable and any new charitable purposes which are similar to another charitable purpose.	

**Please provide further information supporting each purpose ticked above and how the collection proceeds will be used for the benefit of Slough's community. Continue on a separate sheet if required:**

**Please note: no payments shall be made to any collector and no payment shall be made out of the proceeds of a collection either directly or indirectly to any other person connected with the promotion of a collection, unless approved by the Licensing Authority.**

**Section G: Street collection**

**Please note: any permit granted for Slough High Street will only allow a charitable collection to take place on a Wednesday or Saturday. Collections are only permitted to take place between the hours of 10:00 and 18:00**

Please state where you propose to collect:

Preferred dates for the collection:

How many people do you propose to authorise as collectors (maximum 6 collectors)?

**Please provide name, address & date of birth for all authorised collectors on a separate sheet**

Please provide samples of collector identification i.e. badge, certificate of authority etc.

**Section H: Type of collection. Please tick all that apply**

Cash	<input type="checkbox"/>
Items (for sale)	<input type="checkbox"/> please provide details on a separate sheet
Other	<input type="checkbox"/> please provide details on a separate sheet

Do you propose to hold the collection in conjunction with a carnival, procession or other event?	
Yes	<input type="checkbox"/> please provide details on a separate sheet
No	<input type="checkbox"/>

<b>Section I: Method of collection. Please tick all that apply</b>		
Sealed box	<input type="checkbox"/>	
Envelope	<input type="checkbox"/>	
Other	<input type="checkbox"/> please provide details on a separate sheet	
<b>Section J: Disposal of collection proceeds. Please tick all that apply</b>		
Out of the collection proceeds to you propose to pay:		
The organisers	<input type="checkbox"/>	
Collectors	<input type="checkbox"/>	
Expenses	<input type="checkbox"/>	
Other	<input type="checkbox"/>	
Please provide details of all the payments you propose to make out of the proceeds of the collection. Continue on a separate sheet if required.	<b>Payment type:</b>	<b>Amount to be paid:</b>
<b>Section K: Other applications</b>		
Have you, or anybody associated with the collection, previously applied for permission to hold a charitable collection with this or any other local authority?		
No	<input type="checkbox"/>	
Yes – application granted	<input type="checkbox"/>	
Yes – granted and revoked or suspended	<input type="checkbox"/> please provide details on a separate sheet	
Yes – application refused	<input type="checkbox"/> please prove details on a separate sheet	
<b>Section L: Convictions; subject to the Rehabilitation of Offenders Act 1974.</b>		
Have you, or anyone connected with the collection, been convicted of any criminal offence?		
Yes	<input type="checkbox"/> all relevant unspent convictions must be declared below	
No	<input type="checkbox"/>	
Court:		
Offence:		
Penalty:		
Date of conviction:		
Please continue on a separate sheet if required.		
<b>Section M: Bank account details</b>		
<b>Please provide details of the bank account into which the collection proceeds will be paid:</b>		
Bank account name:		
Bank account number:		
Bank sort code:		

**Please note the following:**

- You may be requested to supply other information:
  - Particulars of any contract you may have with the organisation that is to benefit from the collection.



- The most recent accounts of the organisation that is to benefit.
- Literature about the organisation that is to benefit.

**Section N: Applicant declaration and signature**

- I have read fully and understood the contents of this form and any supporting information and agree to the terms and/or conditions set out within;
- I understand that by submitting this application, I consent to Slough Borough Council passing on the data within this application and its supporting documents to any authority or person that will assist its determination of this application, or as required by law;
- I declare that the information provided is true to the best of my knowledge and belief;
- I understand that if any false information is provided I may be guilty of an offence and liable to prosecution;
- I understand that if the application is authorised I must inform the authority about any changes to circumstances that mean I no longer meet the conditions for the authorisation;

Applicant Signature: .....

Print Name: .....

Date: .....

Completed applications should be sent to:      **Licensing  
Slough Borough Council  
Landmark Place  
High Street  
Slough  
SL1 1JL**

If you need further information, please contact the Licensing Department on:

Telephone No: 01753 875664                      e-mail: [licensing@slough.gov.uk](mailto:licensing@slough.gov.uk)

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# HOUSE TO HOUSE COLLECTION POLICY

Document Number	01
Version Number	03
Date approved	
Effective	
Contact Officer	Licensing Manager

<b>Change History</b>		
<b>Version No</b>	<b>Date</b>	<b>Change Details</b>
1.00	01/04/2015	Initial Draft
2.00	07/09/2015	Approved by Legal Services
3.00	17/11/2015	Approved by Licensing Committee
4.00		

<b>Related Documents</b>	
<b>Document Title</b>	<b>Location</b>
House to House Collections Act 1939	Statute
House to House Collections Regulations 1947, as amended,	
House to house collection licence application form	
House to house collection licence	
House to house collection statement return form	
Consumer Protection and Business Compliance Enforcement Policy	
Relevant Information Sharing Protocol?	

If you have any further questions about this policy or for further information, including applications forms, please contact:

Licensing Manager,  
Slough Borough Council,  
Landmark Place,  
High Street,  
Slough  
Berkshire

# HOUSE TO HOUSE COLLECTION POLICY

## Contents

1. Background information
  2. The aims of the policy
  3. Scope of this policy
  4. Eligible applicants/organisations
  5. Definition of house to house collection
  6. Collection dates
  7. Application
  8. Collection Principles
  9. Refusal/revocation
  10. Returns
  11. Enforcement
  12. Sharing of information
  13. Appeals
  14. Contacts
- Appendix A – Definitions  
Appendix B – Decision making process flow chart  
Appendix C – Collection Areas

# HOUSE TO HOUSE COLLECTION POLICY

## 1. BACKGROUND INFORMATION

Public charitable collections that are carried out house-to-house are controlled by the House to House Collections Act 1939 (1939 Act) and the House to House Collections Regulations 1947 (1947 Regulations), as amended, which established a central licensing regime for such collections.

The 1939 Act states that a licence from a local authority is required in order to carry out any collection. Section 11 defines 'collection' as "*an appeal to the public, made by means of visits from house to house, to give, whether for consideration or not, money or other property.*"

A **collection for charitable purposes** cannot be made unless the provisions of the 1939 Act and the 1947 Regulations are complied with - otherwise an offence may be committed. You must have a licence before you carry out a collection.

Offences are punishable by penalties ranging from a fine of up to £200.00 or in some cases, up to six months imprisonment and a fine of up to £1,000.00.

The only exemptions to this general rule are organisations that have been granted a 'National Exemption Order' by the Cabinet Office under the provisions of the 1939 Act.

The exemption allows such organisations to fundraise in an area without the need to apply for a licence, although they do have to notify the local authority of the dates and areas of any planned fundraising activities. Details of this scheme can be found at [www.gov.uk/government/publications/national-exemption-order-scheme](http://www.gov.uk/government/publications/national-exemption-order-scheme)

From [xx 2016], the Council as licensing authority will give preference in granting house to house collections licences to **local organisations** (and their authorised collection agents) whose collection proceeds will be used for the benefit of Slough's communities and this policy should be read accordingly.

## 2. THE AIMS OF THE POLICY

- 2.1 This policy is designed to:
- Ensure that members of the public are safeguarded so that they are not subject to unauthorised donation requests.
  - Ensure that applications are considered in a timely way.
  - Ensure impartiality and fairness in determining applications.
  - Accommodate all eligible requests, subject to capacity, bearing in mind that certain days are especially sought after.
  - Reduce nuisance to residents and visitors.
  - Safeguard the interests of the public, donors and beneficiaries.
  - Facilitate well organised collections by bona fide charitable institutions and ensure that good standards are met.
  - Prevent collections in specified locations.
  - Ensure that wherever possible, no more than one organisation will be permitted to collect in the same collection area on the same day. Details of the 7 collection areas can be found at Appendix C.
  - Ensure money is collected securely and proceeds properly accounted for.
  - Achieve a fair balance between local and national causes.

## 3. SCOPE OF THIS POLICY

3.1 This policy covers the whole of the borough of Slough.

#### **4. ELIGIBLE APPLICANTS/ORGANISATIONS**

4.1 Organisations wishing to make collections should note that only those organisations whose purposes/intentions are charitable (see Appendix A for a definition of 'charitable purpose') within the meaning of Section 1 of the Charities Act 2011 will be eligible for the grant of such a licence, unless there are exceptional circumstances to allow otherwise.

4.2 Before allowing any collection, the Council must be satisfied that the organisation is a bona fide charity (see Appendix A for a definition of 'Charity').

#### **5. DEFINITION OF HOUSE TO HOUSE COLLECTION**

5.1 House to house collections for charitable, benevolent or philanthropic purposes usually involve the collection of either cash or goods directly from a person's property.

5.2 The definition also includes requests for unwanted clothing and household items, where any part of the collection proceeds may go to a charitable, benevolent or philanthropic purpose.

#### **6. COLLECTION DATES**

6.1 Where ever possible, no more than one eligible organisation will be permitted to collect in the same area on the same day.

6.2 In general, eligible organisations will not be permitted to hold more than two collections in the borough or part thereof during one calendar year.

6.3 A calendar year runs from 1st January to 31st December each year.

6.4 The licensing authority will not grant licences for periods in excess of 14 days.

6.5 This requirement will only be waived in *exceptional circumstances* and at the discretion of the licensing authority (see section 9 below).

6.6 Collection dates will not be confirmed until the licensing authority has received a fully completed house to house collection licence application form and supporting information (see section 7 and 8 below) from the applicant.

#### **7. APPLICATION**

7.1 An application for a house to house collection license may be submitted to the Council a minimum of 30 days before the first proposed collection date.

7.2 This requirement will only be waived in *exceptional circumstances* and at the discretion of the licensing authority (see section 9 below).

7.3 In order to avoid multiple collections being made on the same day applications for house to house collection licences will not be considered more than 6 months in advance of the proposed start date of the collection.

7.4 Applications will be dealt with on a first come first served basis.

## **Application Process**

- 7.5 All applications for a house to house collection licence must be made using a house to house collection licence application form which can be downloaded from the council's website at [www.slough.gov.uk/business/licences-and-permits/house-to-house-collections.aspx](http://www.slough.gov.uk/business/licences-and-permits/house-to-house-collections.aspx).
- 7.6 All applications must be made accompanied by the following supporting information:
- Literature about the organisation
  - A copy of the published accounts for the collecting organisation for the previous financial year; an electronic copy is acceptable.
  - If the applicant is not an official of the organisation, a letter from the organisation authorising the applicant to undertake a collection on their behalf.
  - Any agreement or contract details between the applicant and the organisation benefiting from the collection; an electronic copy is acceptable.
- 7.7 Failure to provide this information in support of an application will render the application incomplete and will result in it being rejected.
- 7.8 The licensing authority reserves the right to make more detailed enquiries about all applications in certain circumstances. This could include consulting with the Police.
- 7.9 If additional information is requested from the applicant it must be provided no later than 10 working days before the 1<sup>st</sup> proposed collection date.
- 7.10 Failure to do so could result in the licensing authority refusing the application (see section 14).
- 7.11 Where an applicant refuses to provide the licensing authority with such requested information that the licensing authority reasonably requires, it will reject the application (see section 14).
- 7.12 The legislation does not allow the Council to make a charge for the licence.

## **Decisions**

- 7.13 The licensing authority, in exercising its discretion in carrying out its regulatory functions, will have regard to this policy and the principles set out herein.
- 7.14 Each application for a house to house collection licence will be considered on its own merits based on the licensing principles detailed in this policy and using the decision making process illustrated at appendix B to this policy.
- 7.15 Where it is necessary for the licensing authority to depart substantially from this policy, clear and compelling reasons for doing will be given in writing.
- 7.16 The licensing authority may authorise a departure from this policy if it considers it necessary and/or in exceptional circumstances.

## **Exceptional Circumstances**

- 7.18 The licensing authority operates a policy of allowing one eligible organisation to collect in an area on any given day.
- 7.19 The Council may, at its discretion, may make an exception to this policy in respect of proposed house to house collections in response to a national or international disaster; including, but not limited to, urgent appeals by individuals or groups collecting on behalf of the Disaster Emergency Committee (DEC). Further information on DEC is available at <http://www.dec.org.uk/>

### **Successful Applications**

- 7.20 If an application for a house to house collection licence is granted the applicant will receive the following documents from the licensing authority:
- A house to house collection licence made out in the name of the applicant.
  - A blank statement of return form

## **8. COLLECTION PRINCIPLES**

- 8.1 The licensing authority requires that all eligible organisations undertaking house to house collections in the borough adhere to:
- the Institute of Fundraising's Code of Fundraising Practise. A copy of this code of practise can be found at [www.institute-of-fundraising.org.uk](http://www.institute-of-fundraising.org.uk).
  - It should be noted that while the collection of direct debit details during house to house collections are outside the scope of the 1939 Act, the licensing authority expects all collectors to follow the advice provided by the Public Fundraising Regulatory Association. A copy of this advise can be found at [www.pfra.org.uk/control\\_and\\_regulation/doorstep/doorstep\\_f2f\\_best\\_practice](http://www.pfra.org.uk/control_and_regulation/doorstep/doorstep_f2f_best_practice)

## **9. REFUSAL/REVOCAATION**

- 9.1 The licensing authority may refuse or revoke a house to house collection licence for a number of reasons:
- If the applicant is not (i) a bona fide charity providing public benefit; or (ii) a local charity providing public benefit which serves the needs of persons residents in the borough.
  - If the applicant has been refused a licence to carry out a house to house collection by another local authority.
  - If the applicant is found to have carried out an unlicensed collection previously anywhere in England and Wales. In this instance, no licences will be granted to that applicant until at least 3 years have passed without further contraventions.
  - If a high a proportion of the proceeds are to be spent on expenses.
  - If not enough of the proceeds are to be given to the charity (see section 13 below).
  - If incorrect or incomplete (see section 7 above) information was provided on the application form.



- If additional information is requested and the applicants refuse or neglects to provide it.
- If the applicant, promoter or any other person involved in the collection has been convicted of certain criminal offences. These offences include:
  - Any offences involving burglary, blackmail or fraud.
  - Any offence of a violent or sexual nature.
  - Any offence which necessarily involved a finding that the applicant acted fraudulently or dishonestly.
  - Offences committed in Scotland involving personal violence or lewd, indecent, or libidinous conduct, or the dishonest appropriation of property.
  - Offences committed under this Street Collections Regulation (Scotland) Act 1915.
  - Offences committed under section 5 of the Police, Factories etc) Miscellaneous Provisions) Act 1916.
- If the granting of a licence would be likely to facilitate the commission of an offence under section 3 of the Vagrancy Act 1824.
- If the applicant or licence holder has failed to exercise due diligence to ensure that the collectors are fit and proper, to ensure compliance with the provisions of the [House to House Collection Regulations Act 1939](#) or to prevent prescribed badges or certificates of authority being obtained by authorised persons.

9.2 Where an application for a licence is refused or revoked by the licensing authority the applicants have the right to appeal to the Minister for the Cabinet Office (see section 17 below).

## **10. RETURNS**

- 10.1 Within **one month** of the date of the house to house collection having taken place, the licence holder must send a completed statement of return form to the licensing authority.
- 10.2 This form must record the amount received and the expenses and payments incurred in connection with the house to house collection.
- 10.3 A letter from the benefiting organisation confirming the donation amount received from the collection must also accompany the returns form.
- 10.4 Failure to comply with this requirement within the specified deadline is an offence and will result in any future applications for a house to house collection license being refused by the licensing authority for a period of 6 months.
- 10.5 No further licences will be considered if there are any outstanding financial returns due to the licensing authority from a charity's previous house to house collection.

## **11. ENFORCEMENT**

- 11.1 The licensing authority operates a proportionate enforcement regime in accordance with the council's relevant enforcement policies.

- 11.2 The general enforcement aims of the council are to:
- Safeguard the interests of the public, donors and beneficiaries.
  - Facilitate well organised collections by bona fide charitable organisations and to ensure good standards are met.
  - Prevent unlicensed collections from taking place.
- 11.3 A copy of the Council's Consumer Protection and Business Compliance Enforcement Policy can be found at [www.slough.gov.uk/business/licences-and-permits/house-to-house-collections.aspx](http://www.slough.gov.uk/business/licences-and-permits/house-to-house-collections.aspx)

## **12. SHARING OF INFORMATION**

- 12.1 The licensing authority may share with other enforcement bodies (including the Police) any information supplied by applicants, or required in the course of exercising its licensing functions, where it is lawful to do so.
- 12.2 Personal information will only be disclosed in accordance with the Data Protection Act 1998. This may include requests from the Audit Commission or other regulatory agencies where this is necessary for the detection or prevention of a crime or where it is required by law, or in connection with legal proceedings.
- 12.3 Where applicable, it will be disclosed under the relevant Information Sharing Protocol.

## **13. APPEALS**

- 13.1 There is a statutory right of appeal to the Minister for the Cabinet Office against the decision of the licensing authority to refuse a licence to hold a house to house collection or to revoke such a licence.
- 13.2 Appeals should be made in writing to:

Office of Civil Society  
2<sup>nd</sup> Floor, Admiralty Arch  
South Side  
The Mall  
London  
SW1A 2WH

- 13.3 An appeal must be lodged within 14 days of the date on which the Notice of refusal or revocation was given to the applicant or licence holder.

## **14. CONTACTS**

**Licensing team**  
**Slough Borough Council**  
Email: [Licensing@slough.gov.uk](mailto:Licensing@slough.gov.uk)  
Tel: 01753 875664  
Web: [www.slough.gov.uk/business/licences-and-permits](http://www.slough.gov.uk/business/licences-and-permits)

**Charity Commission for England and Wales**

House to House collection Policy 2015

[www.gov.uk/government/organisations/charity-commission](http://www.gov.uk/government/organisations/charity-commission)

**Companies House**

[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

**Institute of Fundraising**

[www.institute-of-fundraising.org.uk](http://www.institute-of-fundraising.org.uk)

**Public Fundraising Regulatory Association**

[www.pfra.org.uk](http://www.pfra.org.uk)

## Appendix A: Definitions

### 1. Definition of charitable purpose

The Council will use Section 1 of the Charities Act 2011, which defines charitable purpose as:

1. the prevention or relief of poverty
2. the advancement of education
3. the advancement of religion
4. the advancement of health or the saving of lives
5. the advancement of citizenship or community development
6. the advancement of the arts, culture, heritage or science
7. the advancement of amateur sport
8. the advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity
9. the advancement of environmental protection or improvement
10. the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage
11. the advancement of animal welfare
12. the promotion of the efficiency of the armed forces of the Crown or of the police, fire and rescue services or ambulance services
13. other purposes currently recognised as charitable and any new charitable purposes which are similar to another charitable purpose.

### 2. Definition of charity

Most organisations that are charities are required to register with the appropriate regulator, but significant exceptions apply so that many organisations that are bona fide charities do not appear on a public register maintained by the Charity Commission.

In order to determine whether an applicant is a charity the council will refer to Section 1 Charities Act 2011, which provides the following definition:

*“(1) For the purposes of the law of England and Wales, “charity” means an institution which —*

*(a) is established for charitable purposes (see definition 1 above) only, and  
(b) falls to be subject to the control of the High Court in the exercise of its jurisdiction with respect to charities.”*

This means that the following types of legal entity may be eligible to apply for a house to house collections licence under this policy:

- 1) **Charitable Companies** - **these are** formed and registered under the Companies Act 2006; they also include a companies already registered under the Companies Act 1985, or one which was already in existence at that time; and which is established for **exclusively** charitable purposes.
- 2) **Charitable Incorporated Organisations** – these have powers similar to a company but without the need to register as a company. CIOs have a legal personality, the ability to conduct business in their own name, and limited liability so that its members and trustees do not have to contribute in the event of financial loss. From March 2013 all CIOs have to register with the Charity Commission.
- 3) **Charities incorporated by Royal Charter** – these tend to be organisations with a legal personality (or, in some instances, transforms a charity incorporated as a company into a charity incorporated by Royal Charter). The Charter must be approved by the Privy Council before receiving Royal Assent. Although the nature of these charities will vary depending on the

- clauses enacted, these generally have the same limited liability as a company and the ability to enter into contracts.
- 4) **Common Deposit Funds** – these are charities established by Scheme under s.100 of the 2011 Act. Test = question in the form / copy of governing document
  - 5) **Common Investment Funds** – these are established by scheme under s.96 of the 2011 Act. But the definition for the purposes of the Charities (Accounts and Reports) Regulations 1995, and the Financial Services and Markets Act 2000 (Exemption) Order 2001, and clause 38 of the Trustee Bill excludes such funds whose trusts provide for participation only by charities which have the same charity trustees as the fund (i.e., pool charities). In a CIF a participating charity has a "share" or a number of the "units" in a portfolio of the CIF rather than an individual list of stock holdings of its own. CIFs are established as separate charities in themselves (i.e. aside from the individual participating charities), with trustees appointed in accordance with the Scheme.
  - 6) **Community Trusts or Community Foundation** - these are fund-raising and grant making charities established to raise new resources for local charities in a specific geographic area (or "community") and to promote the effective use of these resources. Community Trusts are most commonly constituted as charitable companies limited by guarantee. Test = question in the form / copy of governing document.
  - 7) **Companies limited by guarantee** - these are private limited companies where the liability of members is limited. They do not have a share capital, but instead have members who are guarantors instead of shareholders. In the event of the company being wound up the members agree to pay a nominal sum which can be as little as £1.
  - 8) **Excepted charity** - these are charities that do not have to register with the Charity Commission, but, in most other respects, are fully within their jurisdiction (either due to a Charity Commission ruling, legislation or because their income is considered as too small). They tend to include churches and chapels of some Christian denominations and the funds associated with them, charitable funds of the armed forces, scout and guide groups.
  - 9) **Exempt charity** - these charities do not have to register with the Charity Commission, as they are covered by other statutory instruments. Examples of exempt charities are listed in Schedule 3 to the 2011 Act (although it should be noted that not every institution listed in this schedule is not necessarily a charity; the Act grants exempt status only "so far as they are charities).
  - 10) **Non-company charities** – these are non exempt charities other than those which are formed and registered under the Companies Act 1985 and the Companies Act 2006, or to which the provisions of those Acts apply.
  - 11) **Trusts** – these are essentially a relationship between three parties, the donor of some assets, the trustees who hold the assets and the beneficiaries (those people who are eligible to benefit from the charity). When the trust has charitable purposes, and is a charity, the trust is known as a charitable trust. They will have Trust Deed or Declaration of Trust, which comes into operation once it is signed by all the trustees.
  - 12) **Unincorporated associations** - these is the most common form of organisation within the voluntary sector in England. An unincorporated association is essentially a contractual arrangement between individuals who have agreed to come together to form an organisation for a particular purpose. They normally have a governing document and a constitution or set of rules, which will deal with such matters as the appointment of office bearers, and the rules governing membership.

### **3. Definition of public benefit**

It is a legal requirement in the Charities Act 2011 that, to be a 'charitable purpose', the purpose must be 'for the public benefit'. There are two aspects of public benefit:

- 1) The 'benefit aspect' – this is about whether the purpose is beneficial. In order to satisfy the 'benefit aspect' of the legal requirement:
  - the purpose must be beneficial
  - any detriment or harm that results from the purpose must not outweigh the benefit
- 2) The 'public aspect' – this is about who the purpose benefits. In order to satisfy the 'public aspect' legal of the legal requirement:
  - it must benefit the public in general, or a sufficient section of the public
  - and not give rise to more than incidental personal benefit

The Council will use the flow diagram at appendix B to determine whether the purpose of the applicant's collection satisfies both the 'benefit' and 'public' aspect requirements of the Act.

### **4. Definition of local charity**

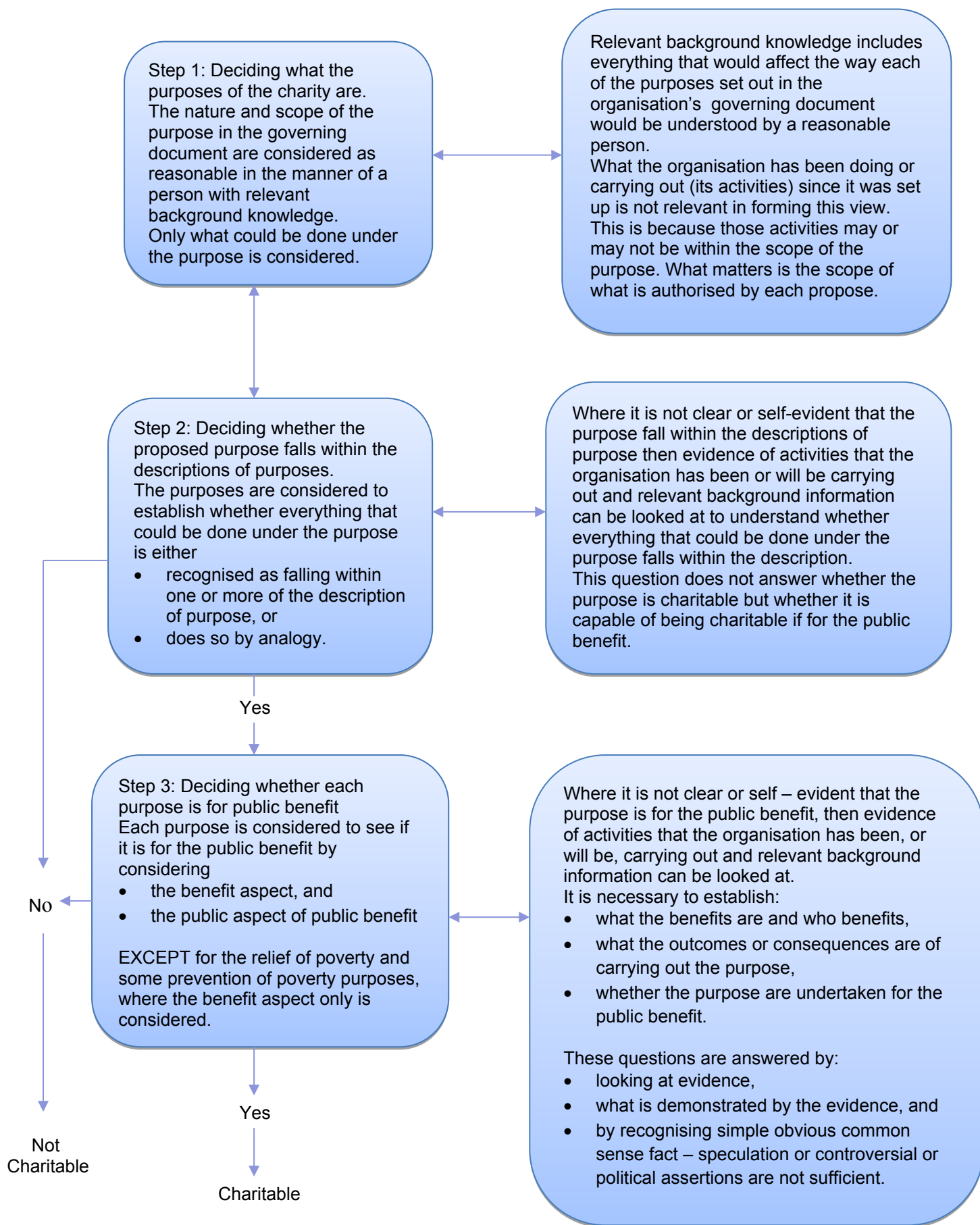
S.293 of the Charities Act 2011 defines local charity as:

*"....being established for purposes which are directed wholly or mainly to the benefit of a particular area (whether stated in the trusts of the charity or implicit in its purposes)".*

### **5. Definition of borough**

The area covered by the unitary authority of Slough.

## Appendix B: Decision making process flow chart



## **Appendix C**

### **Collections Areas**

Slough Borough Council is split into 7 collection areas, by ward(s), as follows:

- 1) Britwell/Haymill/Cippenham Green
- 2) Cippenham Meadows/Farnham
- 3) Baylis & Stoke/Chalvey
- 4) Wexham Lea/Central
- 5) Langley St Marys/Foxborough
- 6) Upton/Kederminster
- 7) Colnbrook with Poyle

Maps showing each ward and its boundary can be viewed at  
<http://www.slough.gov.uk/business/licences-and-permits/house-to-house-collections.aspx>



**House to House Collections Act 1939, House to House Collections Regulations 1947 and the Charities Act 1992**

**APPENDIX D**

Application for permission to hold a House to House public charitable collection

<b>Section A: Applicant details</b>	
Title (Mr/Mrs/Ms etc):	
Full Name:	
Home Address:	
Email Address:	
Contact Telephone Number:	
Date of Birth:	
Place of Birth:	
<b>Section B: Collecting organisation details</b>	
Company Name:	Charity name:
Company Address (head office):	Charity address (head office):
Registered company number:	Registered charity number:
Legal Status (Sole trader/partnership/limited company/charity etc):	
Your position in the business:	
<b>Section C: Details of organisation to benefit from the collection</b>	
Organisation name:	Organisation address:
Registered company number:	Registered charity number:
Legal Status (Sole trader/partnership/limited company/charity etc):	
Organisation contact name:	
Email address:	Telephone number:
<b>Section D: Supporting information</b>	
Have all documents detailed in point 8.2 of the policy been submitted with this application?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes please tick all that apply.	

Literature about the organisation	<input type="checkbox"/>
A copy of the published accounts	<input type="checkbox"/>
Authorisation letter	<input type="checkbox"/>
A copy of any agreement or contract	<input type="checkbox"/>

**Section E: Definition of Charity.** Please tick all that apply.

Charitable Company	<input type="checkbox"/>
Charitable Incorporated Organisation	<input type="checkbox"/>
Charities Incorporated by Royal Charter	<input type="checkbox"/>
Common Deposit Funds	<input type="checkbox"/>
Common Investment Funds	<input type="checkbox"/>
Community Trusts or Community Foundation	<input type="checkbox"/>
Companies limited by guarantee	<input type="checkbox"/>
Excepted charity	<input type="checkbox"/>
Exempt charity	<input type="checkbox"/>
Non-company charities	<input type="checkbox"/>
Trusts	<input type="checkbox"/>
Unincorporated associations	<input type="checkbox"/>

**Section F: Purpose of collection.** Please tick all that apply.

the prevention or relief of poverty	<input type="checkbox"/>
the advancement of education	<input type="checkbox"/>
the advancement of religion	<input type="checkbox"/>
the advancement of health or the saving of lives	<input type="checkbox"/>
the advancement of citizenship or community development	<input type="checkbox"/>
the advancement of the arts, culture, heritage or science	<input type="checkbox"/>
the advancement of amateur sport	<input type="checkbox"/>
the advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity	<input type="checkbox"/>
the advancement of environmental	<input type="checkbox"/>

<p>protection or improvement</p> <p>the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage</p> <p>the advancement of animal welfare</p> <p>the promotion of the efficiency of the armed forces of the Crown or of the police, fire and rescue services or ambulance services</p> <p>other purposes currently recognised as charitable and any new charitable purposes which are similar to another charitable purpose.</p>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------

**Please provide further information supporting each purpose ticked above and how the collection proceeds will be used for the benefit of Slough's community. Continue on a separate sheet if required:**

**Please note, no payments shall be made to any collector and no payment shall be made out of the proceeds of a collection either directly or indirectly to any other person connected with the promotion of a collection, unless approved by the Licensing Authority.**

**Section E: House-to-House collection**

Preferred dates for the collection:

<p>How many people do you propose to authorise as collectors (maximum 15 collectors)? <input type="text"/></p>	<p><b>Please provide name, address &amp; date of birth for all authorised collectors on a separate sheet</b></p>
----------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------

Please provide samples of collector identification i.e. badge, certificate of authority etc

**Section F: Type of collection.** Please tick all that apply

Cash	<input type="checkbox"/>
Goods (for re-sale)	<input type="checkbox"/> please provide a sample of your collection leaflet
Goods (for sale)	<input type="checkbox"/> please provide details on a separate sheet
Goods (give away)	<input type="checkbox"/>
Goods (use)	<input type="checkbox"/>
Other	<input type="checkbox"/> please provide details on a separate sheet

**Section G: Method of collection.** Please tick all that apply

Sealed box	<input type="checkbox"/>
Envelope	<input type="checkbox"/>
Collection bag	<input type="checkbox"/> please provide a sample of your collection bag
Other	<input type="checkbox"/> please provide details on a separate sheet

**Section H: Disposal of collection proceeds.** Please tick all that apply.

Out of the collection proceeds do you propose to pay:	
The organiser	<input type="checkbox"/>
Collectors	<input type="checkbox"/>
Expenses	<input type="checkbox"/>
Other	<input type="checkbox"/>

Please provide details of all the payments you propose to make out of the proceeds of the collection. Continue on a separate sheet if required.	<b>Payment type:</b>	<b>Amount to be paid:</b>

**Section I: Other applications.** Please tick all that apply.

Have you, or anybody associated with the collection, previously applied for permission to hold a charitable collection with this or any other local authority?	
No	<input type="checkbox"/>
Yes – application granted	<input type="checkbox"/>
Yes – granted and revoked or suspended	<input type="checkbox"/> please provide details on a separate sheet
Yes – application refused	<input type="checkbox"/> please prove details on a separate sheet

**Section J: Convictions;** subject to the Rehabilitation of Offenders Act 1974.

Have you, or anyone connected with the collection, been convicted of any criminal offence?	
Yes	<input type="checkbox"/> all relevant unspent convictions must be declared below
No	<input type="checkbox"/>

Date of conviction:	
Court:	
Offence:	
Penalty:	

Please continue on a separate sheet if required.

**Section K: Bank account details**

**Please provide details of the bank account into which the collection proceeds will be paid:**

Bank account name:	
Bank account number:	
Bank sort code:	

**Please note the following:**

- You may be requested to supply other information:
  - Particulars of any contract you may have with the organisation that is to benefit from the collection.

- The most recent accounts of the organisation that is to benefit.
- Literature about the organisation that is to benefit.
- If the collection is taking place on private property you also need the written permission of the landowner and will need to submit this with the application.

**Section L: Applicant declaration and signature**

- I have read fully and understood the contents of this form and any supporting information and agree to the terms and/or conditions set out within;
- I understand that by submitting this application, I consent to Slough Borough Council passing on the data within this application and its supporting documents to any authority or person that will assist its determination of this application, or as required by law;
- I declare that the information provided is true to the best of my knowledge and belief;
- I understand that if any false information is provided I may be guilty of an offence and liable to prosecution;
- I understand that if the application is authorised I must inform the authority about any changes to circumstances that mean I no longer meet the conditions for the authorisation;

Applicant Signature: .....

Print Name: .....

Date: .....

Completed applications should be sent to:      **Licensing  
Slough Borough Council  
Landmark Place  
Slough  
SL1 1JL**

If you need further information, please contact the Licensing Department on:

Telephone No: 01753 875664      e-mail: [licensing@slough.gov.uk](mailto:licensing@slough.gov.uk)

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Public Consultation - Website	Responses	SBC Reply and Action
<p>1. Transparency</p> <p>The policies have completely omitted to have a specific section on transparency in these policies. The people of Slough should be easily able to see who is collecting money from the public, for whom, and how much is collected and when, for public transparency but also to prevent crime and fraud.</p> <p>The council should publish this information on their website as open data in a CSV file containing the following :-</p> <p>Organisation collecting Charity (if different) Registered Charity number Collection type - street or house Collection date start Collection date finish Collection location Amount Collected Amount received by charity</p> <p>It is totally unacceptable for the policy to make a mention of FOI as if this helps - why should the public have to go through a very lengthy process to find something out the council already records and could publish on the Internet with a click of a button ? What's it hiding ? What's wrong with true transparency ?</p>	<p>This can be looked into as an option for publication on the Slough Borough Council Licensing web pages. Being a procedural change for the Licensing Team it is unnecessary to include it in the policy document.</p>	
<p>2. Collection of Direct debit details in the streets should be explicitly banned. Let's be clear, this is not collecting a bit of loose change, this is preying upon the weak willed in society under duress for thousands of pounds, much of which goes to the collection company rather than the charity. This is exploiting the poor in Slough and should be banned outright.</p>	<p>Charity collection by direct debit is not covered by current legislation and therefore falls outside of the Local Authority remit. In 2011 Slough Borough Council Licensing and the Public Fundraising Association (PFRA) entered into a Site Management Agreement (SMA) which is a co-regulatory voluntary agreement for charity collections on Slough High Street. PFRA are the membership body for charities and agencies carrying out street and doorstep Direct Debit fundraising.</p>	
<p>3. The frequency of collections in the high street should be halved. For those of us that live near the high street to be constantly harassed by street collectors is distressing and unpleasant. Long gone are the days of collectors standing quietly, make no doubt about it there is a new breed of professional chugger on commission designed to make locals that live near the high street lives hell.</p>	<p>The SMA was implemented to reduce the amount of charities collecting on our High Street and offer greater degree of collector regulation with the PFRA provided at no cost to the Council. Since implementation of the SMA in 2011 we have received one complaint against a direct debit collector which was dealt with by the PFRA.</p>	

<p>4. Places of leisure ban. Organised collectors should be banned from entering places of leisure. No one goes out to relax only to be harassed by collectors using subtle forms of social coercion to collect money, again it's preying on the weak. What's wrong with collecting at the door and then leaving people to enjoy their night out without being hassled ?</p>	<p>Collections on private premises are subject to authorisation by the premises owner, not the Local Authority whose regulatory powers are restricted by current legislation to street or house to house collections.</p>	
<p>5. Social enterprises listed as charities should be explicitly banned from collecting. These organisations seem to manage to be limited companies whilst at the same time registered as charities. This is a very shadowy area that to me is being exploited and should therefore be stopped. In Slough we have a volunteering service registered as a charity, but when you check the details about the organisation it says 'no one in our organisation is paid over £60,000 per annum' Are you kidding !!! Why are they paid so much ? Couldn't use a volunteer then ? ;-) To me this looks very wrong.</p>	<p>The concerns you raise in point 5 would need to be addressed by the Charities Commission.</p>	
<p>6. Professional collectors should be banned. If a charity really is a good cause then volunteers will be prepared to collect for it without any personal gain whatsoever. Most collections are now done by people who profit personally from doing it, which is why in recent times the number of collections in Slough high street has spiralled totally out of control. It's not a big deal to people in the council who don't live near Slough high street, don't visit it often, and drive in and out from the motorway to their offices on the edge of town, but it's a very different if you live near the high street and you are harassed all the time !</p>	<p>It is beyond the Local Authority's remit to dictate how any particular charity chooses to conduct their fundraising activities and your concerns in respect of any individual collection agency would need to be addressed by that agency or perhaps, the charity employing them.</p>	<p>It is hoped that the proposed charity collections policies you have commented on will assist the Local Authority to ensure any permits or licenses granted will enable only genuine local charitable causes to reap the greatest benefit from conducting their collections within Slough Borough; although there is a strong argument that any amount donated is better than none however I'm sure we all wish all charities received 100% of donations every time.</p>



## **'B' - REVIEW OF STANDARD TERMS AND CONDITIONS FOR STREET TRADING CONSENTS**

### **1. Purpose of Report**

To update the existing 'Street Trading Consents - General Conditions' which were last reviewed in 2011.

### **2. Recommendation/Proposed Action**

Council is requested to resolve that the revised Standard Terms and Conditions for Street Trading Consents be approved.

### **3. The Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan**

The report outlines that the Licensing Authority is empowered to specify conditions for Street Trading Consents. The existing conditions have been reviewed as they are considered to be outdated with some being no longer fit for purpose particularly with regards to food hygiene. The new 'Terms and Conditions' have been prepared to ensure and promote public safety and wellbeing.

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

The proposed new conditions, particularly with regards to food hygiene, will promote public safety and wellbeing as well as ensuring that all traders conduct their business in a proper and safe manner, this will contribute to the following wellbeing themes.

- Health
- Economy and Skills
- Safer Communities

#### Cross-Cutting themes:

The proposed new 'Terms and Conditions' will promote the benefits of living and working in Slough and will contribute to the cross cutting theme of **Improving the image of the town.**

#### **3b. Five Year Plan Outcomes**

The new 'Terms and Conditions' will contribute to the Five Year Plan with the specific outcome of:

- Slough will be one of the safest places in the Thames Valley

### **4. Other Implications**

#### **a) Financial**

There are no financial implications involved in the recommendation.

## Risk Management

Recommendation	Risk/Threat/Opportunity	Mitigation(s)
As detailed in Point 2.	None	The Licensing Authority is empowered to specify conditions for street trading and in doing so have revised the existing condition to promote public safety and wellbeing as well as ensuring that traders operate their businesses in a proper and safe manner.

### b) Human Rights Act and Other Legal Implications

Section 1 and Schedule 1 Parts I & II of The Human Rights Act 1998 apply:

Article 1 – Every person is entitled to the peaceful enjoyment of his or her possessions including the possession of licence and shall not be deprived of the possession except in the public interest.

Article 6 – That in the determination of civil rights and obligations everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law.

### c) Equalities Impact Assessment

An EIA has been completed which indicates the proposed new terms and condition will have a positive impact on the traders, local consumers and all equality groups.

## 5. Supporting Information

- 5.1 Street Trading is governed by Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 which was adopted by the Council in 1986.
- 5.2 The responsibility of the Licensing Authority is to ensure that those individuals to whom permission to trade is granted are conducting their business in a proper and safe manner. In doing so, the Licensing Authority is empowered to specify conditions that must be complied with. These conditions reflect the need to protect the public and for the avoidance of nuisance.
- 5.3 The existing 'Street Trading Consents - General Conditions' for all street trading consents was last reviewed in 2011, and are contained in **Appendix A**.
- 5.4 In 2015 the Licensing Team conducted a full review of all the existing conditions as they were considered to be outdated with some being no longer fit for purpose particularly with regards to food hygiene.
- 5.5 A new set of 'Street Trading Consents – Standard Terms and Conditions' were prepared and an initial consultation was conducted with list of consultees as

detailed in **Appendix C**. In light of comments and views from the initial consultation some amendments and additions were made and the new terms and conditions recirculated for approval. The final draft terms and conditions for approval are attached at **Appendix B**.

5.6 A formal consultation was conducted with all existing Street Trading Consent holders between 30<sup>th</sup> November 2015 and 4<sup>th</sup> January 2016 to which there were no responses. A copy of the consultation letter is attached at **Appendix D**.

5.7 Condition 2.1 currently states:

**‘No trading will be allowed within 250 metres radius of any school or children’s nursery’.**

It now felt that condition is too arbitrary and it is requested that this particular condition should be amended to read:

**‘No trading will be allowed within a distance of 50 metres from any school or nursery entrance’.**

This will ensure the safety of the public and also that there is no obstruction of the highway or footpath.

5.8 Once approved the new ‘Standard Terms and Conditions’ will be incorporated into the current ‘Street Trading Consent Guidance’ and provided to all current consent holders and all new applicants.

## 6. **Comments of Other Committees**

At its meeting on 23<sup>rd</sup> March 2016, the Licensing Committee welcomed the revised Standard Terms and Conditions and resolved that Council be recommended to approve these.

## 7. **Conclusion**

Council is recommended to approve the Standard Street Trading Conditions 2016.

## 8. **Appendices Attached**

‘A’ - Street Trading Conditions 2011

‘B’ - Proposed Standard Street Trading Conditions 2016

‘C’ - List of initial consultees

‘D’ - Copy of formal consultation letter.

## 9. **Background Papers**

Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982

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**APPENDIX A**

**CURRENT STREET TRADING CONDITIONS**

Slough Borough Council

**STREET TRADING CONSENTS – GENERAL CONDITIONS**

1. **PERMITTED HOURS**

No street trading shall take place at any location except between the hours of 6.00 p.m. and the permitted terminal hour stated on the consent on any evening.

**Or**

Between 7.00 a.m. and 5.00 p.m. on any day.

**Except with the prior permission of the Council**

2. **COMPLIANCE WITH REGULATIONS**

The Consent Holder shall at all times comply with all current and future Statutes, Statutory Instruments, Traffic Regulation Orders, Byelaws and other regulations currently in force.

In particular, the Consent Holder shall comply with the requirements of the Management of Health and Safety at Work Regulations 1999, the Food Safety and Hygiene (England) Regulations 2013, the Motor Vehicle Construction and Use Regulations 1999. For Advice on these requirements contact – [foodsafety@slough.gov.uk](mailto:foodsafety@slough.gov.uk) or [tradingstandards@slough.gov.uk](mailto:tradingstandards@slough.gov.uk) or telephone 01753 875255.

Such compliance shall not only be in respect of his or her, vehicle stall, trolley, stand, but also at or near the location or site used for the trading.

3. **NUISANCE**

The Consent Holder or his or her business shall not be the cause of any nuisance or annoyance to any other user of the highway, the occupier of any land or building. In particular the Consent Holder and or his or her assistant shall on all occasions when carrying on the business, be strictly sober and conduct him or herself in a proper, civil and decorous manner and the business will not be conducted in such a way as to cause annoyance to the occupier or person in charge of any shop or business premises or dwelling.

4. **DISCHARGES**

No water or waste materials, grease, debris of any type shall be discharged onto the highway or onto any adjacent property and must not be disposed of by use of public drains. Should any blockages take place and cleaning be required the Consent Holder will be liable for any cost incurred.

5. **STORAGE OF STOCK**

All stock and other miscellaneous articles shall be stored at all times on the stall, vehicle, stand or trolley and not on the surrounding footway.

6. **MAINTENANCE**

The Consent Holder's vehicle/stall, stand or trolley shall be kept in a clean, hygienic, safe and well maintained condition. (The Consent Holder's vehicle shall be maintained in a roadworthy condition, taxed, insured and with a current M.O.T. Certificate).

7. **REFUSE CONTAINERS**

At least one refuse container shall be provided by the Consent Holder and placed immediately adjacent to his/her stall vehicle/stall etc and be available at all times of trading for use by his/her customers. A notice shall also be displayed requesting customers to deposit litter in a waste container.

8. **CLEANSING**

The Consent Holder shall ensure that the area in the vicinity of his/her vehicle/stall etc is kept clear at all times of all refuse originating from his/her trade and from customers. The Consent Holder shall in particular, leave the site clear of all such refuse at the completion of trading. Should the area require cleaning the Consent Holder will be liable for the cost incurred.

9. **POSITION OF STALL ETC**

The Consent Holder shall ensure that his/her vehicle/stall etc is positioned only in the allocated area of the Consent Street for which he/she holds a Street Trading Consent and as specified in that Consent such a vehicle/stall etc shall be removed from the site after the close of the Trading day, except where permission has been granted by Slough Borough Council.

10. **DISPLAY OF CONSENT**

The Consent Holder shall display conspicuously on his/ vehicle/stall etc, a copy of the consent and or the badge issued with the consent and the person who is in charge and operating the vehicle/stall, stand or trolley when trading must produce the badge and or consent when requested by an Officer of the Council or a Police Officer.

11. **MOVING STALL ETC**

If a Consent Holder (duty holder / employer) or his/her employee is requested to move his/her vehicle/stall and or cease trading etc by an Officer of the Council or a Police Officer he/she shall immediately comply with that request.

12. **DISABLED PERSONS**

Each Consent Holder shall ensure that disabled persons and wheelchair users can be adequately served. This may involve such customers being served from outside the vehicle/stall etc. The Consent Holder's stall shall be of a size, type and design approved by the Council.

13. **STALLS ETC**

The type, colour and dimensions of any vehicle or trailer or cart or similar to be used under the Consent will be subject to approval by Slough Borough Council. No change of any approved such vehicle or similar is permitted without prior consent, in writing from Slough Borough Council. Photographs of the vehicle, stall, stand, trolley etc must be provided to Slough Borough Council.

14. **PARKING ON FOOTWAY**

The Consent Holder shall not park or position his/her vehicle, stall, stand, trolley etc on any part of a footway (except with the prior permission of Slough Borough Council).

15. **INSURANCE**

All Consent Holders as employer / proprietor shall have and maintain a proper insurance policy against public liability and third party risks. The minimum insurance cover shall be £5,000,000 and shall cover the operator's vehicle, or stall, stand, trolley, and any additional equipment under his/her control such as generators, gas containers, etc. If food is sold the insurance shall specifically include cover against food poisoning to the same amount. The insurance certificate or cover note shall be produced to the Council before the Street Trading Consent is issued and on renewal of the Consent. A copy shall also be displayed at all times when trading for inspection by an officer of the council or police officer.

16. **FIRE PRECAUTIONS**

Adequate precautions shall be taken by the Consent Holder to prevent the risk of an outbreak of fire at his/her stall or vehicle etc. Where a power source or heating appliance is present, e.g. a generator or bottled gas container, then a suitable fire extinguisher shall be provided. In addition, a fire blanket shall be provided in vehicles selling hot food.

17. **STORAGE OF EQUIPMENT**

The Consent Holder is responsible for the storage of all equipment associated with his/her trading and is not permitted to leave any vehicle, stall, ancillary equipment etc. on the site of trading at any time when trading is not taking place. (Also **condition 9** – position of stall etc).

18. **SETTING UP AND CLOSING DOWN**

The Consent Holder shall not enter the site of trading other than during the times specified except for the periods of 30 minutes before trading starts and after trading finishes for the purposes of setting up and dismantling the trading operation.

19. **SURRENDER OR REVOCATION OF CONSENT**

Where a street trading consent is surrendered or revoked the Council **may** remit the whole or part of any fee paid. The council shall be entitled to retain at minimum £100 of any fee paid.

**In accordance with the above legislation, there is NO right of appeal in respect of the refusal, revocation or variation of a street trading consent. The Council has a discretion in these matters which is subject only to the principles exercised by the courts in judicial review proceedings**

20. **TRANSFER OF CONSENT**

At the discretion of the Council, one assignment only of a consent may be allowed to an immediate next of kin, subject to satisfactory evidence of proof of identity. Where such a transfer of a consent is allowed, a new food registration form **MUST** be completed **AND** details of the employer reconfirmed. The sub-letting / renting out or sale of the consent is **not permitted**.

21. **BREACH OF HYGIENE AND SAFETY REGULATIONS**

The Council may remove the Consent at any time. Breach of any one or more of the Conditions OR breaches of Food Safety and or Health and Safety Regulations relating to the consent holders trade may make the consent holder liable to enforcement action in line with the Council's enforcement which may result in the street trading consent being revoked and or prosecution.

22. **FOOD HYGIENE TRAINING**

The Consent Holder and all food handlers working on the stall or vehicle must possess the current Food Hygiene Certificate (or equivalent). The Consent Holder and food handlers must attend the relevant course and obtain their certificate prior to the grant or renewal of a street trading consent.

23. **ELECTRICITY SUPPLY**

Consent Holders wishing to install an electricity supply point on the highway or other Council land shall do so only after obtaining the necessary licence from the Council. Contact 01753 875626 for further details.

24. **MOBILE GENERATORS**

Mobile generators will be used only with the permission of the Council and will be specified and sited in such a way as not to cause noise nuisance or other annoyance to the occupier of any other premises or any user of the highway.

25. **ELECTRICAL EQUIPMENT**

All electrical equipment used in connection with the trading consent shall be constructed to a recognised standard, ideally to British Standard, and comply with all of the requirements of the latest edition of the IEE Regulations. In any case, electrical cables trailing across the highway or any part of the footway are **not permitted.**

26. **APPLICATIONS**

All applications for a Street Trading Consent (where applicable) shall be accompanied by a certificate signed by a CORGI registered gas installer to the effect that all gas appliances installed in or on the vehicle or trailer, and all cylinders, pipes and other fittings used for supplying gas to that appliance have been examined and found to be fitted in a safe and satisfactory manner and are suitable for their intended use.

27. **CHAIRS AND TABLES**

The Consent Holder may not, at any time, place tables, chairs, benches or similar articles on the footway, highway or any other land for the use of customers or staff of the trading consent for the consumption of food or drink sold by the Consent Holder.

28. **SIGNS ON PAVEMENT/HIGHWAY**

The Consent Holder shall not place any signs or any object upon the pavement or any other part of the highway or other public place, except within the allocated area of the Consent Street for which the Consent Holder holds a Street Trading Consent (except with the permission of Slough Borough Council). A definitive plan of the allocated area of the consent shall be submitted to the Council before issue of the consent.

29. **BOTTLED GAS**

The use of LPG or bottled gas for cooking or heating purposes in a mobile catering unit can be extremely dangerous unless certain basic safety codes of practice are followed. Under the terms of the Health and Safety at Work etc. Act 1974, the Consent Holder has a responsibility to ensure that all gas appliances and storage arrangements and installations are as safe as is reasonably possible, to protect the health, safety and welfare of staff, customers and any other individual. For copies of guidance notes or for specific advice in this respect, you should contact the L P Gas Association.

30. **DAMAGE TO PAVEMENT/HIGHWAY**

The Consent Holder will be responsible for any damage caused to the pavement, highway, including marks on the surface area where his/her vehicle, stall, etc has been positioned and will be liable for any cost incurred for such repairs.

31. **PLANT AND EQUIPMENT**

All plant and equipment used in connection with this trading consent shall be constructed to comply with a recognised standard, and ideally the relevant British Standard.

32. **SALE OF GOODS OR ARTICLES**

The Consent Holder and/or his/her assistants shall not sell or offer for sale any goods or articles other than those described within the Principle Terms of the Consent. In addition, only the consent holder may carry on a business or trade at the consent location and will be restricted to the sale of goods. **Receipt or exchange of any other goods is totally prohibited.**

33. **PRICE LISTS**

The Consent Holder shall, whilst trading, display an accurate and comprehensive price list of all items for sale from the stall or vehicle.



34. **EMPLOYMENT**

The consent holder shall be the sole employer of any persons employed or working at the vehicle / stall / stand etc. Such employees must be a 'nominated person or assistant' listed on the application form. The council must be notified of any changes of 'nominated persons or assistants'.

35. **SPECIAL CONDITIONS**

The Council may at any time vary or add to the General Conditions with further Special Conditions on the Consent Certificate.

36. **CRIMINAL RECORDS CHECKS**

All consent holders, nominated persons or assistants must produce annually a **Basic Criminal Records Bureau check**.

37. **PREMISES LICENCE**

Where the business of a street trading consent involves the Provision of Late Night Refreshment i.e. the sale or supply of hot food or drink to members of the public between the hours of 23-00 hours and 05-00 hours, a **PREMISES LICENCE** will also be required in accordance with the **Licensing Act 2003**.

38. **MOBILE TRADERS**

All mobile trading (including ice cream vendors) to be restricted to a maximum of **20 minutes time period** in any one particular location.

**GENERAL CONDITIONS DECLARATION**

I (*insert name*).....of (*insert address*).....

.....

having applied for the grant or renewal of a Street Trading Consent issued by Slough Borough Council (Licensing Authority) acknowledge receipt of a copy of the current General Conditions for Street Trading Consents and agree to abide by all the attached conditions.

**Signed:**.....

**Print Name:**.....

**Date:**.....

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PROPOSED STREET TRADING CONDITIONS

**Street Trading Consents Standard Terms and Conditions  
Local Government (Miscellaneous Provisions)  
Act 1982 Schedule 4 Para 7 (4)**

**Standard Conditions attaching to Street Trading Consents**

**1. General**

- 1.1 Slough Borough Council issues annual, six monthly, quarterly, monthly and daily consents.
- 1.2 Under paragraph 7 (6) of the above legislation the council may at any time vary the conditions of a street trading consent. Paragraph 7 (10) of the Act states that a street trading consent may be granted for any period not exceeding 12 months but may be revoked at any time.
- 1.3 Should a consent be granted the consent holder will be required to comply with the following terms and conditions which are attached to the consent and if breached the consent may be revoked.

**2. Day & Times**

- 2.1 Street trading shall not be carried out on any street, place or site on any days or at any time other than those specified in the consent and trading shall take place only from the specified unit. **No trading will be allowed within a distance of 50 metres from any school or nursery entrance**.
- 2.2 All mobile traders (including ice cream vendors) to be restricted to a maximum of **20 minutes trading time** in any one particular location.

**3. Use of Site**

- 3.1 The Consent Holder and any assistants employed by them shall not at any time cause or permit any goods, articles, structures or produce to be stored or displayed at the sides of the unit/stall, around the unit/stall, or in the gangway between any two units/stalls.

**4. Commodities**

- 4.1 No class or classes of articles, commodities or things may be sold or exposed or offered for sale other than those specified in the consent.

- 4.2 The Consent Holder must notify The Council in writing of any changes to items being sold or offered for sale. This must be approved by the Licensing Manager at least 2 weeks prior to the items being offered for sale.
- 4.3 All commodities must comply with current Consumer Protection legislation. Further information is available at [www.slough.gov.uk/business/trading-standards/business-advice.aspx](http://www.slough.gov.uk/business/trading-standards/business-advice.aspx) or telephone 01753 875255.
- 4.4 The minimum standard to which all goods should comply is that they are safe, genuine, and as described. All goods must be accurately priced and any surcharges, of any kind, should be as bold, concise and compelling as the headline price itself. Description of services must be accurate and transparent. The use of harassment, coercion or undue influence in the sale of any goods or services will result in the immediate revocation of the consent.

## **5. Trader's Vehicles**

- 5.1 A Consent Holder shall not leave any vehicle in the street in which trading takes place, apart from in approved parking spaces, except for the purpose of loading and unloading goods. This condition shall not apply when waiting restrictions are in force.
- 5.2 The Consent Holder shall not enter the site of trading other than during the times specified except for the periods of 30 minutes before trading starts and after trading finishes for the purposes of setting up and dismantling the trading operation.
- 5.3 Where any new parking restrictions are implemented at the location where any street trading takes place, this may affect the renewal of the Street Trading Consent.

## **6. Offensive Material**

- 6.1 The Consent Holder and any assistants employed by them shall not offer for sale or display any articles or goods or anything whatsoever which is indecent or is likely to be offensive or in any way promotes or relates to the use of drugs. The Consent Holder must immediately withdraw from sale any such article or goods if required to do so by an authorised officer of the Council.

## **7. Type & Size of Unit / Stall**

- 7.1 The unit/stall used must be of a size specified in the consent and of a design approved by Slough Borough Council. It will be of a temporary

nature and easily removed. Its use must not cause damage to the street or endanger persons using the street.

- 7.2 The Consent Holder shall notify the Licensing Department in writing of any changes to the size or design of the unit/stall, and must be approved by the Licensing Manager before the unit can be used for trading.
- 7.3 The Consent Holder shall not park the unit or place the stall on any part of a footway without prior written consent from the Council.
- 7.4 All tow bars will be removed or collapsed so as not to represent a hazard.
- 7.5 Generators with an output of 3.3KW and above are not permitted except with the express permission of Slough Borough Council.
- 7.6 A legible notice which will be provided by the Council shall be prominently displayed by a street trader in or on the unit/stall to clearly show the Consent Holder's name and such other details as may be prescribed by the Council.

## **8. Consent Holder**

- 8.1 The Consent Holder shall ensure that they have a valid certificate for a minimum **£5 Million** public liability insurance cover.
- 8.2 No person other than the consent holder or a nominated assistant shall be permitted to work on the street trading unit/stall.
- 8.3 The Consent Holder shall not dispose of, transfer or sublet, or attempt to dispose of, transfer or sublet his or her consent to another person without the permission of the Council. In the event of the death of a consent holder the consent may be operated by the next of kin or bequeathed person if a formal application is submitted and approved by the Council within 6 months of the death.
- 8.4 The Consent Holder shall provide full details of all nominated assistants as detailed in the Nominated Assistant Application form.
- 8.5 No nominated assistant shall commence work on a street trading unit/stall until such time as that person has been approved in writing by the Council.
- 8.6 The Consent Holder and any nominated assistants employed by them must wear at all times whilst street trading the identification badge provided by the Council.

- 8.7 The Consent Holder must arrange access to toilet facilities for the Consent Holder and any nominated assistants during trading hours. This must include a written arrangement with other businesses if there are no public toilets nearby.
- 8.8 In an emergency or when requested by a police constable or authorised officer of the Council, the unit/stall shall be temporarily removed for such period as necessary.

## **9. Conduct**

- 9.1 The Consent Holder and any nominated assistants employed by them shall be on all occasions when carrying on the business of street trading strictly sober and conduct him or herself in a proper, civil and decorous manner.
- 9.2 Consent Holders and any nominated assistants employed by them shall ensure the business is not conducted in such a way to cause nuisance, annoyance or danger to persons using the street or otherwise and that the public are treated fairly and with courtesy.
- 9.3 Consent Holders and any nominated assistants employed by them shall not directly or indirectly hawk, tout or solicit custom for or advertise by way of flyer, public address system or otherwise without written approval from the Council.
- 9.4 Consent Holders and any nominated assistants employed by them must not cause or allow to be caused any damage to the street surface, street furniture, lighting and landscaping within the permitted area. Consent Holders will be responsible for the cost for repairing any such damage and repairs are only to be carried out by the Council's term maintenance contractors. (For advice and information please contact Highways by email [Highways@slough.gov.uk](mailto:Highways@slough.gov.uk) or telephone 01753 475111.)
- 9.5 Consent Holders and any nominated assistants employed by them must not cause or allow to be caused any obstruction to any routes that provide access to emergency service vehicles and/or personnel, fire hydrants, manholes or other street furniture etc. resulting from your business. All routes must be kept clear and visible at all times.

## **10. Trailer / Unit / Stall**

- 10.1 Any unit/stall which emits fumes shall comply with the requirements of Slough Borough Council and not present a statutory nuisance to persons using the street or occupying premises in the street.

- 10.2 The unit/stall used for street trading shall be kept in a clean, and, and if applicable, roadworthy condition.
- 10.3 All fire exits must be kept clear and visible at all times.
- 10.4 Any property, building or structure near to and around any site on which trading is carried out shall not be defaced or interfered with.
- 10.5 From time to time, the Statutory Undertakers may wish to undertake works in the execution of their duties, upon or within the vicinity of the trading site, at which time an alternative location **may be** considered by the Licensing Team in the interim period.
- 10.6 The consent holder shall be responsible for complying with any Acts of Parliament, Regulations or bye-laws which affect the occupation and use of the site.
- 10.7 No unreasonable noise shall be made which may cause annoyance to persons using the street or occupying premises in the street in which trading is carried out. If it is intended to use electrical and/or gas equipment you must produce evidence of annual safety inspections of the equipment in use. These inspections should be carried out by a competent person (a Gas Safe Registered operator for gas and LPG equipment and a qualified person for electrical equipment (e.g. – an NICEIC registered contractor)).
- 10.8 The Consent Holder and any nominated assistants employed by them shall be in attendance during the period when street trading is taking place, except when he/she is actively engaged elsewhere on street trading business concerning that consent, or there is other reasonable excuse such as sickness. Notification of absence for any continuous period of more than two days i.e. sickness or holidays, must be made to the Licensing Team as soon as is practicable.
- 10.9 Units/stalls should not be left unattended at any time, except in emergency situations.

## **11. Equality**

- 11.1 The Consent Holder shall ensure that disabled persons, persons with restricted mobility and wheelchair users can be adequately served. This may involve but not limited to such customers being served from outside the unit/stall.

## 12. Food Hygiene

- 12.1 Where the consent is for the sale of food from a stationary unit/stall. The unit/stall must be suitable for the purpose. Management of the unit/stall must comply with all requirements of the relevant food safety laws in particular The Food Safety Act 1990, EC regulation 852/2004 and the Food Safety and Hygiene (England) Regulations 2013.
- 12.2 All food traders shall give details of the local authority with whom they have registered their food business, having regard to the EC regulation 852/2004. (Further information is available at [www.slough.gov.uk/business/environmental-health/food-hygiene-and-safety.aspx](http://www.slough.gov.uk/business/environmental-health/food-hygiene-and-safety.aspx) or telephone 01753 875255. )
- 12.3 If food is prepared, served or sold, the consent holder must have in place a Food Safety Management System (FSMS) that is kept under constant review. A copy of the FSMS must be produced where necessary to any authorised office of the Council.
- 12.4 If there are any significant changes to the menu or equipment used then the FSMS must be reviewed and resubmitted to the council for agreement when renewing the licence.
- 12.5 All persons handling unwrapped high risk food must have a food safety training certificate. The certificate must be accredited by the Qualifications and Curriculum Development Agency (QCDA) to the Level 2 Award. This certificate must also be produced for examination when requested by any authorised officer of the Council, Police Officer or Police Community Support Officer. This training must be renewed at intervals every three years.
- 12.6 The level 2 award food safety training certificate must be displayed conspicuously, adjacent to the Consent, in such a position that it can be easily read by customers.
- 12.7 Any trader failing to achieve a 3 star rating or above following a food hygiene inspection by Slough Borough Council Food and Safety Team shall make the necessary changes to their business and apply for a rating rescore within **3 months**.
- 12.8 Continued failure to achieve a 3 star rating or above will result in the automatic revocation of the Consent and/or refusal to grant further Consents to the individual(s) concerned by the Licensing Manager.



- 12.9 Anybody suffering from food poisoning, diarrhoea or more than one bout of vomiting must not work in any food handling area until they have been completely well for at least 48 hours.
- 12.10 Any open cuts, spots or boils must be covered with a clean, waterproof dressing to avoid contaminating food.
- 12.11 All applications for the grant or renewal of a Consent, where waste is likely to be generated from the product being offered for sale for example, burgers, kebabs, sandwiches and ice creams, shall be accompanied by a copy of a current waste transfer note, which must have been made with a licensed waste operator.

### **13. Age Restrictions**

- 13.1 During the hours that alcohol sales are permitted, a holder of a Personal Licence within the meaning of section 3 Licensing Act 2003 must be present at the point of sale.
- 13.2 The premises shall at all times operate a Challenge 25 policy to prevent any customers who attempt to purchase alcohol and who appear to the staff member to be under the age of 25 years from making such a purchase without having first provided identification. Notices advertising the Challenge 25 policy shall be displayed in prominent positions on the premises;
- 13.3 In conjunction with the 'Challenge 25, proof of age scheme', the consent holder must have a written refusals register, detailing each occasion where a challenge occurs. The log should include the date and time of the challenge and a brief description of the person challenged. The person refusing the sale shall also sign against the record of the refusal. This register is to be made available to any authorised officer of the Council, Police Officers and Police Community Support Officers on request.
- 13.4 For all other age restricted products, all persons who appear under the age of 18 shall be required to provide proof of their age, before a sale is commenced. This proof of age shall include a passport, a photo card driving licence or PASS hologram Card. No other proof of age shall be accepted.
- 13.5 Where proof of age is requested for the purposes of condition 13.4, a record in the same format as outlined at condition 13.3 above must be made.
- 13.6 There shall be no sale of alcoholic drinks in glass containers.
- 13.7 Alcohol shall only be sold in its original and sealed pre-packed container.

13.8 There shall be no facilities or containers for customers to decant alcohol into other containers.

13.9 The consent holder shall not engage in inappropriate discounting of alcohol or irresponsible alcohol promotions for example, sale of alcohol below cost price, discounted sales in the last twenty four hours of trading, large price reductions during the life of the street trading consent.

#### **14. Liquefied Gas**

14.1 Consent Holders shall ensure that they comply with the requirements of the Council's guidance document on the safe use, handling, storage and transportation of Liquefied Petroleum Gas used in mobile catering units or similar units.

14.2 Consent holders shall ensure that they comply with the legal requirements and guidance on the safe use, handling, storage and transportation of liquefied petroleum gas (LPG). Further information can be found at [www.ncass.org.uk/mobile-catering-home/content/get-legal/law-pages/gas-safety](http://www.ncass.org.uk/mobile-catering-home/content/get-legal/law-pages/gas-safety)

#### **15. Generators**

15.1 Consent holders must not use mobile generators without written permission from the Council. Where permission is granted the generators must be positioned so that they do not present a danger to the public, do not present a fire or similar hazard to the unit, goods displayed thereon or adjoining premises and do not give rise to a nuisance by reasons of noise, vibration, smoke or smell.

15.2 Combustible materials must not be stored in the vicinity of a generator and there must be suitable first aid and fire fighting appliance(s) available. Fuel must not be stored in the vicinity of a generator.

15.3 Generators must not be filled up during trading hours. The Consent Holder must ensure the generator is filled up before trading commences.

15.4 The Consent Holder shall ensure that any equipment, such as a generator, is in a safe working condition and suitably cordoned off to ensure that the general public do not have access to the equipment.

15.5 Adequate precautions shall be taken by the Consent Holder to prevent the risk of an outbreak of fire at the unit/stall. Where a power source or heating appliance is present, for example a generator or bottled gas container, a suitable fire extinguisher shall be provided, kept by the unit exit and easily

accessible in an emergency situation. In addition, a fire blanket shall be provided in units selling hot food.

- 15.6 The Consent Holder shall provide the Council with a fire risk assessment detailing the precautions to be taken in the event of a fire.
- 15.7 Where an electrical generator or a connection is made to a permanent electricity supply the Consent holder you must ensure that the electrical installation is safe. A safety certificate from a competent person or body, such as an NICEIC or ECA approved electrician, must be provided annually.
- 15.8 At no time should electric cables be draped across roadway, public footpaths or any other area to which the public have access. If electrical cables are placed on the highway they must be concealed and not cause a trip hazard.

## **16. Refuse & Waste**

- 16.1 The Consent Holder and any nominated assistants employed by them shall keep the site clean and tidy and free from litter at all times and provide adequate facilities for the hygienic storage of refuse in the form of dedicated containers that cannot be used for any other purposes. The trader must ensure that the containers do not become overfilled and at the end of each trading day and/or as often as may be necessary during the trading day, properly dispose of all refuse including cooking oils etc. in an authorised manner. All refuse containers must be clearly marked.
- 16.2 The Consent Holder and any nominated assistants employed by them must not allow any silage water from washing of food equipment or hand washing to discharge into the ground the consent holder, must satisfy the Council that it has been disposed of appropriately.
- 16.3 No water, oils or waste material shall be discharged on to the highway or any adjacent property or into the drains.
- 16.4 Where it is identified that waste has been illegally discharged, the consent holder will be liable for the cost of removal or clearance of the waste, and the Street Trading Consent may be revoked with immediate effect by the Licensing Manager.
- 16.5 The Consent Holder and any nominated assistants employed by them shall comply with all requirements of the Environmental Protection Act 1990 with respect to Duty of Care.
- 16.6 The Consent Holder and any nominated assistants employed by them shall collect and similarly dispose of all wrappings and litter within a 5 meter

radius of the site (and beyond where it is the result of the trader's activities from the site) at the end of each trading day and as often as may be necessary during each trading day to keep and leave the street in a clean and tidy condition.

16.7 The Consent Holder and any nominated assistants employed by them shall take all reasonable steps to prevent the deposit of anything whatsoever on the highway which would cause damage to the highway. This shall include localised street washing in the event of spillage of vegetables, cooking oil, oil from vehicles, ice cream or similar materials. Drip trays should also be placed under any part of the trading unit or equipment used as part of the trading unit to prevent spillage and/or staining on the highway.

16.8 The Consent Holder and any nominated assistants employed by them shall comply with any reasonable directions given by the Council from time to time regarding the handling, storage and removal of the refuse.

## **17. Revocation and Refusal of Consent**

17.1 In the event of any breach or non-compliance with the provisions of the Local government (Miscellaneous Provisions) Act 1982 or the Terms and conditions of a Consent by the Consent Holder (including any persons associated with the Consent Holder) the Council may immediately revoke the Consent without notice and/or refuse to grant further Consents to the individuals concerned.

## **18. Offences**

18.1 Any person who contravenes a condition imposed under the Consent shall be guilty of an offence (Paragraph 7(9) Schedule 4 Local Government (Miscellaneous Provisions) Act 1982.

## **19. Convictions**

19.1 The Consent Holder and any nominated assistants employed by them must notify the Council in writing within 7 days of being convicted or cautioned of a criminal offence, following the grant of the consent or being approved as nominated assistant. This information is subject to the Rehabilitation of Offenders Act 1974.

## **20. Ice Cream Traders**

20.1 The chimes of an ice cream van shall not be used before 12 noon or after 7pm and shall conform to the Code of Practice of Noise from Ice Cream Chimes 1982. Further information can be found at

[www.gov.uk/government/publications/code-of-practice-on-noise-from-ice-cream-van-chimes](http://www.gov.uk/government/publications/code-of-practice-on-noise-from-ice-cream-van-chimes)

20.2 The main points of the Code of Practice are:

Do not sound chimes

1. for longer than 4 seconds at a time;
2. more often than once every 3 minutes;
3. when the vehicle is stationary;
4. except on approach to a selling point;
5. when in sight of another vehicle which is trading;
6. when within 250 metres of schools (during school hours), hospitals, and places of worship (on Sundays and other recognised days of worship);
7. more than once every 2 hours in the same length of street;
8. louder than 80 dB(A) at 7.5 metres;
9. as loudly in quiet areas or narrow streets as elsewhere

20.3 Any person consented to sell ice cream may not sell or offer for sale any goods other than ice cream, frozen confectionery, confectionery, crisps and soft drinks.

## 21. Special Conditions

21.1 When dealing with an application the Council can attach any specific conditions that are considered necessary for the consent because of the type of trading.

Extra conditions will be attached where the Council considers it necessary to:

- Maintain public safety.
- Prevent nuisance and anti-social behaviour.
- Preserve the amenity of the specific locality.

### **Warning**

Paragraph 10 (3) to the Local Government (Miscellaneous Provisions) Act 1982, provides that “**Any person who, in connection with an application for a street trading consent makes a false statement which he knows to be false, in any material respect, or which he does not believe to be true, shall be guilty of an offence**”.

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**List of initial Consultees on Review of Street Trading Conditions 2015**

- Thames Valley Police
- Royal Berkshire Fire and Rescue Service
- SBC Planning
- SBC Highways
- SBC Transport
- SBC Parking and Development
- SBC Trading Standards
- SBC Food and Safety
- SBC Neighbourhood Enforcement
- Environmental Services and Quality.

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30<sup>th</sup> November 2015

**Department:** Customer & Community Services  
**Contact Name:** Mick Sims  
**Contact No:** 01753 477387  
**Fax:** n/a  
**Email:** Michael.sims@slough.gov.uk  
**Our Ref:**  
**Your Ref:**

Dear

**REF: Consultation on Review of Street Trading Conditions**

I am writing to you regarding a recent review of the Council's current street trading conditions.

The conditions for street trading have not been reviewed for some years.

The Licensing Team have recently carried out a full review of the current conditions and in doing so have consulted with Thames Valley Police, Royal Berkshire Fire and Rescue Service and Slough Borough Council departments including Planning, Highways, Transport, Parking and Development, Trading Standards, Food and Safety, neighbourhood Enforcement and Environmental and Quality Services.

In light of the responses back from the initial consultation a new set of proposed conditions have been prepared which are attached together with a copy of the current conditions.

The purpose of this letter is to formally consult with you as a current street trading consent holder, for your views and comments on the new proposed conditions before they are put before the Licensing Committee in February for approval.

I would welcome any views or comments you may have and would ask that these are put in writing by email to [Michael.sims@slough.gov.uk](mailto:Michael.sims@slough.gov.uk) or for my attention to The Licensing Team, Landmark Place, High Street, Slough, SL1 1JL no later than **Monday 4<sup>th</sup> January 2016**.

Yours sincerely,

Mick Sims  
Licensing Manager  
Consumer Protection and Business Compliance Services

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**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Council      **DATE:** 19<sup>th</sup> April 2016

**CONTACT OFFICER:** Dean Tyler (Head of Policy, Partnerships & Programmes)  
(For all Enquiries) (01753) 875847

**WARD(S):** All

**PART I**  
**FOR ENDORSEMENT****RECOMMENDATION OF THE SLOUGH WELLBEING BOARD FROM ITS MEETING HELD ON 23 MARCH 2016: SLOUGH WELLBEING BOARD'S ANNUAL REPORT 2015/16****1. Purpose of Report**

To present Slough Wellbeing Board's Annual Report for 2015/16 to Council for endorsement.

**2. Recommendation**

The Council is requested to resolve that the Slough Wellbeing Board's Annual Report for 2015/16 be endorsed.

**3. The Slough Wellbeing Strategy (SJWS), the Joint Strategic Needs Assessment (JSNA) and the Council's Five Year Plan****3.a Slough Joint Wellbeing Strategy Priorities**

The Annual Report relates to all aspects of the Slough Joint Wellbeing Strategy's five priorities and two cross-cutting themes.

**3.b Five Year Plan Outcomes**

The Annual Report also contributes to the eight Five Year Plan outcomes in particular outcomes 1 to 6.

**4. Other Implications**

(a) Financial - There are no financial implications of proposed action.

(b) Risk Management - There are no identified risks to the proposed action.

(c) Human Rights Act and Other Legal Implications - There are no Human Rights Act implications to the proposed action.

(d) Equalities Impact Assessment - There is no requirement to complete an Equalities Impact Assessment in relation to this report.

## 5. **Supporting Information**

Since its formation as a shadow Health and Wellbeing Board in 2012 the Slough Wellbeing Board has been clear about its role and functions regarding performance and transparency. The Board's vision is to make a real difference to the health, wellbeing and life chances of Slough's population.

The underlying principles of the Board include an undertaking to promote openness and transparency in the way that it carries out its work and in the way that it engages with key stakeholders, service users and the public. It is in this spirit of this openness that the Board has produced its first Annual Report.

The draft Annual Report at Appendix A sets out the origins of the Board, drawing upon national documents including the Health and Social Care Act 2012. It also draws on local work undertaken to develop the Board through its shadow form and more recently during its formal statutory status. Producing an Annual report provides the Board with an opportunity to:

- Publicise and promote its purpose, vision and values,
- Promote the work it has undertaken (in its own right and with others from across the wider partnership) during 2015/16 (including a short retrospective of its activities during 2013 – 2015),
- Provide a narrative, setting out the practical progress that has been made in achieving its statutory functions and the aims of the Wellbeing Strategy against each of its strategic priorities, and
- Set out some of the new and emerging priorities that will influence the Board's forthcoming Wellbeing Strategy and future work programme.

A refreshed Wellbeing Strategy will be available by the summer of 2016 to reflect these key priorities and the outcomes that the Board, supported by a wider network of partners, will tackle together to help make Slough a place where *"People are proud to live, where diversity is celebrated and where residents can enjoy fulfilling, prosperous and healthy lives"*.

## 6. **Comments of Other Committees**

Slough Wellbeing Board considered the matters contained in this report at its meeting on 23<sup>rd</sup> March 2016 and agreed to make the recommendation to Council to endorse the Annual Report. This report was also considered by the Health Scrutiny Panel on 4<sup>th</sup> April 2016 and no substantive comments were received.

## 7. **Conclusion**

The Council is requested to endorse the Wellbeing Board's Annual Report for 2015/16.

## 8. **Appendices Attached**

'A' - Slough Wellbeing Board's Annual Report 2015/16

## 9. **Background Papers**

None

**Appendix A**

**Slough Wellbeing Board**

**Annual Report**

**2015/16**

**Slough Wellbeing Board  
Annual Report 2015/16**

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## 1. The purpose of this Report

The intention of this report is to provide a description of the work of the Slough Wellbeing Board. This report provides information about how and why the Board was set up and to explain what it has been doing since it became a Committee of the Council in April 2013.

The principles of the Board include an undertaking to promote openness and transparency in the way that the Board carries out its work and engages with people who use health and care services and the general public.

It is in this spirit of openness that we are producing an Annual Wellbeing Report.

## 2. Foreword

Welcome to the first annual report of Slough's Wellbeing Board.

It gives me very real pleasure to be able to showcase the Board's achievements so far and which are helping to make Slough a more attractive, healthier and safer place to live and where first class services are provided to those who need it.

Since the Boards inception in 2013, we have made enormous strides in establishing our self as the body to oversee the substantial changes and challenges to the system that plans and provides health, social care and wellbeing services to the people of Slough.

In the run-up to the launch of the new NHS structure in April 2012, one of the few aspects which everyone agreed on was that Health and Wellbeing Boards were potentially a good idea. They were to be the place where, under the umbrella of the council, clinical services could combine with all the other services which shape people's health and wellbeing – notably social care, housing and public health, to tackle not only illness and poor health but also the root causes of ill health and health inequality.

In a system characterised by fragmentation and confused accountability, Health and Wellbeing Boards were seen as being one of the few places where the services that matter to local people could be joined up. This has led to big expectations on the shoulders of Wellbeing Boards that they can solve problems, such as the integration of health and social care services, which governments have struggled with for decades. And while it's fair to say that enormous progress has been made locally the Board is still grappling with some of these issues, including how we make sure that health and social care is organised in the best way possible both to prevent ill-health in Slough and to treat it effectively when it happens.

There are some big challenges in this not least the financial challenges that we all face and the need to reconsider how we all use services, especially our local hospitals and community services. However I think that this, the first Annual Report of the Board, gives the assurance that in Slough we have a Board with members drawn from the Council, the local Clinical Commissioning Group, the Police and Fire services, the voluntary and business sectors and Healthwatch who are committed to

working together to overcome these challenges to improve not only the health but wellbeing of the people of Slough.

We have made a good start - but we still have a lot of work to do and this Annual Report sets out the work that we have done and the work that we are planning to undertake in 2016/17 to ensure that we take much more of a strategic view of the issues facing Slough - by not only drawing on the expertise of our members but also more broadly and from others specifically outside of the health and social care sector.

Our next Wellbeing Strategy, planned for publication later this year, will set out the outcomes that we and our wider network of partners can achieve together to improve both the health and wellbeing of local people.

Councillor Rob Anderson  
Chair of Slough's Wellbeing Board

### **3. Executive Summary**

Slough's Wellbeing Board's Annual Report of 2015/16 contains a summary of the business, achievements and progress made towards the Board's main responsibilities during its first three years of statutory operation.

This Report is intended for Board members, stakeholder organisations and members of the public for assurance purposes and contains evidence that the Board is achieving what it set out to do and is meeting its statutory responsibilities.

The Board's key achievements during 2015/16 include:

- Oversight of the development of a number of strategies and action plans;
- Implementation of several national policy agendas: Better Care Fund, Children and Families Act, Care Act and the Transforming Care agenda;
- Partnership working to deliver a number of key local initiatives.

### **4. Introduction**

#### ***The origins of Health and Wellbeing Boards***

As early as 2010 the government set out its intention to strengthen the role of local government in local health services. It announced that Health and Wellbeing Boards would be established across the country to encourage local authorities to work with NHS partners in organising and providing joined up health and local government services. The proposals to establish local Health and Wellbeing Boards were confirmed as part of the Health and Social Care Act 2012.

#### ***Who are we?***

The 2012 Act required local authorities to create Health and Wellbeing Boards as a forum where leaders from across the health and social care system work together to improve the health and wellbeing of local residents and reduce health inequalities.



This was part of wider plans to modernise the NHS. These Boards are intended to help communities understand and have a greater say in how health and social care services meet their needs.

Slough's Wellbeing Board was established as a shadow Wellbeing Board in April 2012. A comprehensive programme to support its transformation (from a local strategic partnership – Slough Focus -<sup>1</sup> into a Committee of the Council) and help to shape its future ways of working, competencies and structures was pursued throughout 2012/13. This process culminated in Board being effectively established as a Committee of the Council in April 2013.

The Boards statutory function is to:

- Ensure strong democratic legitimacy and involvement across the health and social care systems;
- Provide system leadership across health and social care;
- Strengthen relationships between health and social care providers;
- Encourage the development of more integrated commissioning of services.

It also has a responsibility to:

- Understand and use health and wellbeing needs, inequalities, risks and assets locally to determine priorities for local action,
- Promote integration and partnership working in addressing these priorities and delivering services, and
- Act as the high level strategic partnership for the borough.

The Board has a small core statutory membership as set out in the legislation, but additional members have been appointed by the Council and/or by the Board itself. The following organisations/sectors were represented on the Board in 2015/16:

- Slough Borough Council
- Slough's Clinical Commissioning Group
- Public Health, Berkshire
- Healthwatch Slough
- NHS England
- Thames Valley Police
- Royal Berkshire Fire and Rescue Service
- Slough's business sector
- Slough's Council for Voluntary Service

The Board is unique as a Committee of the Council in that officers and external representatives can be appointed to it, as full voting members. A list of current members of the Board is attached at Appendix 1.

The Board is also subject to the same openness and transparency rules as other Committees of the Council. It meets every eight weeks and its meetings are open to the public.

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<sup>1</sup> Slough has a proven track record of working closely with partners from the various sectors both at the strategic and operational levels. Between 2001 – 2012, Slough Forward, the borough's Local former Strategic Partnership brought together organisations from across Slough and developed some of the borough's earliest combined strategies, including its Sustainable Community Strategy.

The collective work and decisions of the Board are subject to scrutiny through the Council's Health Scrutiny Panel and all of its agendas and minutes of meetings are available at [www.slough.gov.uk](http://www.slough.gov.uk).

All the decisions taken by Board are recorded and available at [www.slough.gov.uk/moderngov/ieListMeetings.aspx?CId=592&Year=0](http://www.slough.gov.uk/moderngov/ieListMeetings.aspx?CId=592&Year=0).

The Board does not work alone to improve Slough's health and wellbeing. In order to ensure that the town's former local strategic partnerships<sup>2</sup> focus on the wider determinants of health (which are key to improving the wellbeing of residents), was not lost during its transition, a number of the priorities which formed a part of towns former Sustainable Community Strategy were incorporated into the Board's 2013 - 2016 Joint Wellbeing Strategy and its governance structure. The sub groups that currently report into the Board include:

- Health and Adult Social Care Priority Delivery Group
- Children and Young People's Partnership Board
- Safer Slough Partnership
- Climate Change Priority Delivery Group

The Board also maintains close links with the towns Adult Safeguarding Board and its Local Children's Safeguarding Board.

### **What do we do?**

The Board's vision is to make Slough a place where ***"People are proud to live, where diversity is celebrated and where residents can enjoy fulfilling, prosperous and healthy lives"***.

The legislation that established the Board gave it a number of specific statutory functions. These are:

- To prepare a Joint Strategic Needs Assessment<sup>3</sup> of the health needs of the people of Slough.
- To develop the Slough vision and Strategy for health and wellbeing that connects health, social care and the wider determinants that affect the health and wellbeing of local people, such as housing, the environment and education services.
- To provide leadership and drive delivery to promote the change that's needed across the town to provide better services and better outcomes for communities, families and individuals.
- To encourage integrated working between organisations that plan and deliver health and social care services for local people.
- To encourage close working relations between all partners that plan and provide services that can improve the health and wellbeing of local people.

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<sup>2</sup> *Slough Focus*

<sup>3</sup> *Joint Strategic Needs Assessments analyse the health needs of populations to inform and guide commissioning of health, wellbeing and social care services within local authority areas. The main goal of a needs assessment is to accurately assess the health needs of a local population in order to improve the physical and mental health and well-being of individuals and communities. The NHS and upper-tier local authorities have had a statutory duty to produce an annual needs assessment since 2007.*

This means:

- Making a real difference to the health, wellbeing and the life chances of Slough's people by dealing with the really stubborn challenges and closing the inequalities gap.
- Making the Board work more effectively - which involved members signing up to the Board's Strategy and what we all need to do to make it happen. This requires us to make the best use of the collective money and resources available to the people of Slough.
- Leading on Slough's Better Care Fund Plan.
- Ensuring that strategic issues arising from Slough's Adults Safeguarding Board and Local Safeguarding Children's Board inform the work of the Board.
- Receiving the annual report of these safeguarding boards and ensuring that partners respond to issues pertinent to the Wellbeing Board.
- Publishing and maintaining a Pharmaceutical Needs Assessment<sup>4</sup> for Slough.
- Involving Healthwatch Slough and the local community in the shaping of health and wellbeing services.
- Encouraging new thinking (and working) and behaviour to challenge traditional thinking and ways of doing things where will improve outcomes for local people.
- Contributing to the debate at a local strategic level about the issues that residents say affect them the most. This means collaborating with others to address the issues that cannot be solved by any single organisation and taking actions that not only narrow Slough's health inequalities but also address a range of wider, more cross cutting social and economic issues that impact on resident's wellbeing, such as:
  - Slough's local economy and job market
  - Supporting children and families
  - Developing a vibrant housing sector
  - Fostering safer communities
  - Building a better environment/place

The Board's current work programme is designed around encouraging integrated working across all of the borough's health and social care systems and influencing other key partnerships and agencies to tackle the wider determinants of health through their plans and actions.

To support this, the Board's current Joint Strategic Needs Assessment and Joint Wellbeing Strategy contain a series of recommendations to increase collaboration, encourage local action and improve service delivery so that services are responsive to resident's needs and patients and care users receive the right package of health and social care at the right time and delivered seamlessly.

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<sup>4</sup> *The Health and Social Care Act 2012 Act transferred responsibility for preparation of pharmaceutical needs assessment to Health and Wellbeing Boards. The pharmaceutical needs assessment presents a picture of community pharmacies and other providers of pharmaceutical services, reviewing services currently provided and how these could be utilised further. Community pharmacies can support the health and wellbeing of the population of Slough in partnership with other community services and GP practices. The pharmaceutical needs assessment is also a tool for NHS England and local commissioners to support the decision making process for pharmacy applications and ensure that the services they provide address local needs. In addition to NHS contracts, Slough's pharmacy services support the Wellbeing Board in achieving the health priorities and outcomes outlined in its joint Wellbeing Strategy. Their contributions include signposting, screening, awareness raising, management of medicines and support with monitoring and self-care. In the future, community pharmacists could become involved in more targeted care, working closely with other health and social care providers.*

## **5. Getting started – a retrospective of early collaboration and the Board's first two years of activity**

The following provides a brief summary of the Board's early work:

### ***Key activities in 2013/14***

The Board's first year of formal activity focused on building relationships between partners, understanding the complex architecture of both a reconfigured NHS and the local authority, increasing understanding of the multiplicity of services commissioned and provided and their interdependencies and taking the first steps towards creating integrated service. Early work also included carrying out, in conjunction with Board members, the development of a Joint Needs Assessment and Pharmaceutical Needs Assessment for the town for 2013/14, Slough Clinical Commissioning Groups Commissioning Plan for 2014 – 2017 and the implementation of the Board's Joint Wellbeing Strategy for 2013 – 2016.

The Wellbeing Strategy is owned by all the organisations that make up the Board. It builds upon the information in the Joint Needs Assessment which describes the needs of local people. Using this information the Wellbeing Strategy identified the following priorities areas that the Board could support to improve the health and wellbeing of local people.

- Health
- Economy and skills
- Housing
- Regeneration and the environment
- Safer Slough

The Board's current Wellbeing Strategy for 2013 – 2016 can be viewed on the Council's website at [www.slough.gov.uk/council/strategies-plans-and-policies/slough-joint-wellbeing-strategy.aspx](http://www.slough.gov.uk/council/strategies-plans-and-policies/slough-joint-wellbeing-strategy.aspx) .

A copy of the town's latest Joint Needs Assessment (which is updated annually) can be viewed on the Council's website at [www.slough.gov.uk/council/joint-strategic-needs-assessment/](http://www.slough.gov.uk/council/joint-strategic-needs-assessment/).

A list of all the issues discussed by the Board in 2013/14 can be found at Appendix 2.

A short summary of the progress made against delivering each of the Board's 2013 – 2016 priority areas is provided at Appendix 4.

### ***Key activities in 2014/15***

The second year of activity continued to build upon the work that the Board had carried out in year one. The Board focused on monitoring delivery of the shared priorities and increasing its knowledge and influence of existing and developing strategies. It also started to consider what integration might look like in practise in

Slough. Self evaluation ensured that the Board's architecture and governance arrangements were robust and fit for purpose. Key pieces of work included:

- **Refreshing the Joint Needs Assessment** to help the Council, the NHS and local partners understand the range of services that needed to be commissioned in order to improve the health and wellbeing of local people. The needs assessment also makes recommendations based on the latest evidence about the way that these services are run or the sorts of services that need to be put in place in future.
- **Prime Minister's Challenge Fund** – The Prime Minister's Challenge Fund was announced in October 2013 as a way to improve access and innovation in the delivery of GP services. 16 local GPs and their practices worked with local patients on a plan called *Steps to the Future* for improving primary care services across Slough. They listened to what patients said about how things could be improved and put together a bid for funding which included a range of initiatives (such as different practices working together to provide longer opening hours in the evening and weekends, different ways for patients to talk to their GP, improving links with the community and support for patients with long term conditions). This bid was successful and the 16 participating practises were awarded £2.95 million in additional funds to operate a seven day service. These services have now been running for well over a year now and provide routine appointments from 9am to 5pm on Saturdays and Sundays, and on weekdays from 8am to 8pm. The scheme has also proved popular with patients, the public and with GPs, and has helped reduce unplanned emergency admissions to Accident and Emergency.
- **Better Care Fund**- the Better Care Fund was announced by Government in June 2013. The purpose of the Fund is to speed up the local integration of health and social care so that people can have personalised care closer to home. This should, in turn, reduce the number of unplanned admissions to hospitals. The Fund pools a number of separate budgets previously held by Slough's Clinical Commissioning Group and the council for a range of health and social care provisions including reablement, carers' breaks and disabled facilities grants. When the Fund was announced, each health and wellbeing board was asked to produce a local plan by April 2014 (for rollout from April 2015) to demonstrate how health and social care partners would deliver personalised care. The Council and Slough's Clinical Commissioning Group have worked together to develop a plan for the borough, which focuses on delivering increasingly high quality, value for money services and tangible outcomes for patients and service users. Implementation is being overseen by a dedicated Delivery Group and F Joint Commissioning Board with issues escalated to Slough Wellbeing Board, the Clinical Commissioning Groups' Governing Body and full Council, as appropriate.

The Fund provides £8.762 million of funding, through a pooled budget agreement for local spending on health and social care with progress regularly reported to the Wellbeing Board. Initiatives during 2014/15 included the provision of an independent information and advice service and practical support and activities to promote self management, peer support, prevention and the use of personal budgets.

As part of this transformation programme, the Clinical Commissioning Group and the Council also embarked on a programme to ensure patients, their families and



carers, including health and social care practitioners are empowered and enabled to make the right choice and access the most appropriate service to meet their needs.

- **Preparing for the implementation of the Care Act** – Throughout 2014/15 the Board also prepared for the introduction of the Act in April 2015. Partner's policies and procedures were revised to ensure that they were compliant with the new legislation. Training and other learning opportunities were used to help embed a person centred approach and put service users at the heart of our decision making. A number of major projects were also completed to provide support for carers, allow for the introduction of deferred payment agreements for care home costs and improve access to information, advice and independent advocacy services.
- **The Council's Five Year Plan** – The Council's Five Year Plan 2015-2019 was developed using the town's Joint Needs Assessment (and the Slough Story) as its evidence base. This Plan sets out the focus of the Council's work around eight outcomes. These outcomes also collectively support and compliment the Board's Wellbeing Strategy's priorities. The Plan therefore effectively represents the contribution of the Council to the delivery of the Wellbeing Board's priorities for Slough.

A list of all the issues discussed by the Board in 2014/15 can be found at Appendix 3.

## 6. Key activities and achievements in 2015/16

The Board's third year of activity continued to build upon the work carried out in year one and two. Key pieces of work have included:

### ***Statutory functions undertaken by the Board***

- **Expanded the management and content of the Town's Joint Needs Assessment** to include information from the Clinical Commissioning Group, voluntary and community sector and service related information from the Council. The latest version of the Needs Assessment also includes new information on early detection and prevention of cancer, alcohol and liver disease, long term conditions, tuberculosis, dementia, material on early years, offender health, and fuel poverty. This Assessment is now published as a web based resource on the Council's website, which means it can be kept up to date and new information added to it as and when it becomes available. This website also contains links to the evidence used to develop the Assessment so that people can explore a topic in more depth if they wish to do so.
- **Championed and encouraged the increased sharing and use of health and wellbeing data** (in the Needs Assessment) in local Council service planning.
- Continued to identify and oversee opportunities to **integrate and commission** services across the town's health, social care and wellbeing sectors.
- Continued to approve, oversee and sign off Slough's **Better Care Fund**.
- Agreed an updated **pharmaceutical needs assessment** for the town.
- Started to **refresh its Wellbeing Strategy** - Following an extensive review of the Board and its increasing strategic functions (at a development workshop held in

January 2016) it became clear that the Wellbeing Strategy would also benefit from an update.

A refreshed Strategy will be published during the summer of 2016.

### ***Influenced policy and strategy***

The Board maintained oversight of a large number of detailed strategies, work programmes and partnership activity to supports the core aims of its Wellbeing Strategy, including:

- Endorsing a five year Get Active Leisure Strategy for Slough;
- Signing up to the Local Government Declaration on Tobacco Control;
- Signing up to the Mental Health Crisis Care Concordat;
- Endorsing Mental Health4Life: Building Resilient Communities- Sloughs' Children and Adults Mental Health Strategy for 2015 – 2019;
- Endorsing a Promoting and supporting the wellbeing of residents with the voluntary sector 2015 – 2020 Partnership Strategy;
- Endorsing Slough Clinical Commissioning Groups report on GP planning;
- Endorsing Slough's Child Poverty Strategy for 2015 - 2018;
- Endorsing Slough's Children and Young People's Partnership Plan for 2015 - 2016;
- Endorsing Slough Borough Council's Five Year Plan - Refresh of outcomes for 2016 – 2010.

The Board also considered, commented on and championed:

- Healthwatch Slough's research in access to extended hours primary care appointments;
- Healthwatch Slough's research into the experiences of deaf and hard of hearing people's experiences when accessing health services across the borough;
- The Director of Public Health's Annual report for 2015/16;
- Healthwatch Slough's Annual Report 2014/15.

### ***Encouraged the appropriate and effective use of services***

The Board continues to promote integrated working through shared priorities, plans, action and continuing to develop relationship between partners and stakeholders. Examples of this include:

- Improving access to information, advice and independent advocacy for service users as part of the implementation of the Care Act 2012 Care Act;
- Transforming health and social care services through the development of an updated Better Care Fund Plan 2015/16;
- Investing in initiatives to support an anticipated increase in demand throughout the winter of 2015/16 at Heatherwood and Wexham Park, by improving hospital Operational Resilience and Capacity Planning, discharges and avoiding unnecessary hospital admissions during the winter of 2015/16;

- Endorsing and trialling the introduction of a Mental Health Triage Programme across Slough;
- Endorsing the introduction of web based sexual health services for young people across Berkshire.

***Fostered a more strategic approach to joint working from across the wider partnership network in Slough***

The Board received reports from the following sub groups, partners and partnerships:

- The Safer Slough Partnership's Strategic Assessment 2014/15;
- Slough's Local Annual Safeguarding Children Board's Report 2014/15;
- Slough Safeguarding Adult Board's Annual Report 2014/15;
- The Climate Change Priority Delivery Group's annual report into its climate change and carbon management plan activities;
- Slough Youth Parliament's manifesto commitment regarding young people's mental health.

***Strengthened its governance and accountability structures***

The Board took time during the year to refresh the governance structures within which it operates in order to ensure that it was fully aware of the extent and limitations of its statutory powers and duties. This work stream involved:

- Reviewing the Board's effectiveness early in 2015 with the assistance of the Local Governance Association and Kings Fund;
- Developing and agreeing an Overarching Information Sharing Protocol to manage the lawful exchange of information and data between Board members;
- Developing templates and guidance for the Board's sub groups to use when developing their own Information Sharing Agreements;
- Agreeing a Protocol with the Local Safeguarding Children's Board and the Adults Safeguarding Board to agree how these bodies would work together to safeguard and promote the welfare of children and adults;
- Developing and publishing dedicated web pages about the Board and its work;
- Refreshing its Terms of Reference and other governance structures in light of feedback provided by participants at the Wellbeing Board's development workshop in January 2016.

In addition, Democratic Services and policy leads reviewed the Boards planning and reporting arrangements and introduced a number of improvements, including:

- Refreshing the Board's template for reports to include a summary, address key questions and inform the Board if noting, discussion or decision was required;
- Creating a meeting schedule to provide a consistent process for report submission;



- Developing and publishing a forward plan/forward work programme to effectively plan the business of the Board;
- Publish a quarterly Newsletter to help inform the wider partnership about the work of the Board and subgroups. Copies of these newsletters can be found at [www.slough.gov.uk/council/strategies-plans-and-policies/slough-wellbeing-board.aspx](http://www.slough.gov.uk/council/strategies-plans-and-policies/slough-wellbeing-board.aspx).

### ***Facilitated Member and Board development***

The Board agreed at an early stage that its success would depend on a high level of understanding, trust and collaboration. The Board's success requires a combination of being agile enough to respond to challenges but also to have clarity and robust arrangements for conducting its business. Members committed to making time for individual and shared development so that the Board had strong foundations for the future. This included participating in:

- Member development sessions/ opportunities
- The Local Government Associations South East Area Chair and vice chair network
- Local Government Associations leadership workshops
- Outcomes and visioning workshops

## **7. Future plans and activities**

The ability of the Board to manage the structural and financial challenges posed by current financial settlements, public sector reform and the public expectations with regard to the delivery of local services will be tested in the coming years.

The Board began a comprehensive review of its Wellbeing Strategy and the governance structures needed to deliver it, at a development workshop held in January 2016. There was broad agreement amongst Board members at this event that the Strategy and the five priorities areas that sit beneath it should be refreshed and updated to align with this evolving context and associated programmes of work.

A refreshed Wellbeing Strategy, setting out the Boards future priorities for reducing health inequalities and improving resident's health and wellbeing outcomes will be published during the summer of 2016.

## Appendix 1: Members of Slough Wellbeing Board 2015/16

- Councillor Robert Anderson, Leader of Slough Borough Council (Chair)
- Lise Llewellyn, Director of Public Health, Berkshire (Vice Chair)
- Councillor Sabia Hussain, Commissioner for Health and Wellbeing, Slough Borough Council
- Ruth Bagley, Chief Executive, Slough Borough Council
- Jane Wood, Strategic Director of Wellbeing, Slough Borough Council
- Simon Bowden, Thames Valley Police
- Ramesh Kukar, Chief Executive, Slough Council for Voluntary Service
- Dr Jim O'Donnell, Slough's Clinical Commissioning Group
- Les O'Gorman, Business representative
- Naveed Ahmed, Business representative
- Rachel Pearce, NHS England representative
- Dave Phillips, Head of Prevention and Protection, Royal Berkshire Fire and Rescue Service
- Colin Pill, Healthwatch Slough

## Appendix 2: Issues discussed by the Slough Wellbeing Board in 2013/14

- Annual review of the Slough Wellbeing Board's activity and effectiveness
- Autism Self Evaluation by Public Health England
- Berkshire Public Health spending
- Better Care Fund and Local Delivery Plan
- Department of Health funding transfer to social care services
- Disabled Children's Charter
- Governance arrangements for the Slough Wellbeing Board
- Introduction to Healthwatch Slough
- Living together : A Community Cohesion Strategy for Slough 2013 – 2018
- Measles, Mumps and Rubella (MMR) Vaccination Programme
- Pharmaceutical Needs Assessment
- Place Shaping Programme
- Primary Care Trust Funding transfer to social care services
- Protocol between Slough Wellbeing Board and Slough's Children and Young People's Partnership Board
- Protocol between the Slough Wellbeing Board and Scrutiny
- Public Health Strategy
- Refresh of Slough's Children and Young People's Partnership Plan 2013 - 2015-
- Safer Slough Partnership's Strategic Assessment for 2013/14
- Slough Borough Council's Housing Services update
- Slough Clinical Commissioning Group's (CCG) Commissioning Plan 2014 – 2017
- Slough's Adult Safeguarding Board's Annual Report 2012/13
- Slough's Joint Strategic Needs Assessment for Slough 2013/14
- Slough's Local Safeguarding Children's Board's Annual Report 2012/13 and Business Plan
- Strategic Asset Planning report – options for improving primary care access
- Climate Change Priority Delivery Group's update on their climate change and carbon management activities
- Update on the activities of Healthwatch Slough
- Upgrade to Slough Trading Estate's Multi-fuel site

## Appendix 3: Issues discussed by the Slough Wellbeing Board in 2014/15

- Annual review of the Slough Wellbeing Board's activity and effectiveness
- Better Care Fund Pooled Budget Agreement for 2015/16
- Child Adolescent Mental Health Strategy for Slough
- Climate Change Priority Delivery Group's annual update on climate change and carbon management activities
- Disbanding of the Skills, Enterprise and Employment and Community Cohesion Priority Delivery Groups
- Healthwatch Slough's annual report for 2013/14 and work programme for 2014/15
- Heatherwood and Wexham Park Hospitals' Operational Resilience and Capacity Planning for 2014/15
- Information and data sharing arrangements

- Introduction of the Care Act – Transforming care and support
- Joining the Dots – Slough’s Joint Autism Strategy 2014 – 2017
- Local response to the Winterbourne View concordat
- Mental Health Crisis Concordat
- NHS England funding transfer to social care 2014/15
- Pharmaceutical Needs Assessment – final document
- Place shaping project – Impact 1 year on and forward planning
- Primary care co-commissioning arrangements
- Prime Ministers Challenge Fund Pilot to improve primary care access
- Recruitment of two business sector representatives to the Slough Wellbeing Board
- Revised Terms of Reference of Slough’s Children and Young People’s Partnership Board
- Self care, personal responsibility and engagement task and finish group final report
- Review of Slough Wellbeing Board’s governance arrangements
- Re-commissioning of the borough’s sexual health services
- Slough Borough Council’s Housing Services update
- Slough Borough Council’s Five Year Plan 2015 - 2020
- Slough Clinical Commissioning Groups (CCGs) Five Year Plan (final draft)
- Safer Slough Partnership’s Strategic Assessment for 2014/15
- Slough Wellbeing Board’s development plan
- Slough Wellbeing Boards’ communications and engagement
- Slough Adult Safeguarding Board’s Annual Report 2014/15
- Slough’s Local Safeguarding Children’s Board’s Annual Report 2014/15
- Transfer of commissioning responsibility for health visitors and family nurses to Slough Borough Council
- Update on CAMHS pathway mapping and app development

### Appendix 4: Progress made towards achieving Slough Wellbeing Board’s the key priorities

The Board’s 2013 – 2016 Joint Wellbeing Strategy includes five overarching priorities to help make Slough a better place to live, work and visit by 2028. This appendix gives a position statement on each of these priorities:

- **Health - Slough will be healthier with reduced inequalities, improved wellbeing and opportunities for our residents to live positive, active and independent lives.**  
*Life expectancy for children born in Slough today is now higher than ever before. However, despite these gains, healthy life expectancy is dropping. That is to say that while we are now succeeding in helping many more residents to live longer, the length of full health enjoyed by those residents is shorter. Inequalities in health also remain a key issue both nationally and locally, and while the gap in life expectancy between Slough’s most and least deprived communities is narrowing; and inequalities due to deprivation in a number of wards, previously ranked as some of the most deprived in England,*

*are decreasing, we are still seeing poorer health outcomes on average for some within our communities. The borough’s health and social care providers therefore have a key role to play in contributing to the delivery of the Wellbeing Board’s health and wellbeing priorities, which include reducing the number of cases of disease related to unhealthy life styles (such as cardiovascular disease), increasing adults levels of physical activity (through the Partnerships new leisure strategy), reducing admissions to hospital and in increasing the uptake of preventative health services (such as screening and immunisation services) in those groups who experience the most ill health.*

- **Economy and Skills - Slough will be an accessible location, competitive on the world stage with a sustainable and varied business sector and strong knowledge economy, supported by a local workforce who has the skills to meet local businesses’ changing needs.**  
*Slough’s economic conditions remain both fast changing and optimistic. The*

global financial crisis and recession which followed placed pressure on some of our businesses and on our local economy. Fortunately we have left this period in reasonably good economic shape and now have a thriving £9 billion economy and ambitious plans for the future. We continue to be one of the top three most productive towns in the UK outside London and are home to the highest concentration of European head quarters in the UK. Companies continue to locate to Slough because of our location, accessibility to valuable markets and highly competitive and dynamic business environment. We cannot be complacent though: our Economic Development Plan for Growth highlights the need for us to improve and build on what's been achieved so far and use our strengths to maintain our resilience in the face of ongoing financial and economic pressures. In particular, we must ensure that Slough continues to be the premier location of choice for businesses of all sizes to locate, start, grow and stay. Our Smart City ambitions will further develop the ICT sector by promoting engagement and partnership opportunities in exploring solutions for more effective council service delivery. There is also a continuing need to ensure that local people have access to the towns many employment opportunities. Our Economic Development Plan for Growth has helped improve the job prospects of hundreds of local people in the two years since it was launched. Local action continues to be directed to raise these and other skills amongst our most disadvantaged groups to enhance opportunities for work. Education remains one of the key routes out of poverty and disadvantage to a good job and adequate income. Unfortunately employment prospects remain bleak for those without at least a good grounding in the basic skills.

- **Housing – Slough will possess a strong, attractive and balanced housing market which recognises the importance of housing in supporting economic growth.**

Demand for housing of all tenures in Slough remains high with increasing competition from London boroughs. Slough's close proximity to the capital makes it an attractive alternative to the high house prices and increasingly high rents in London. In response to this

increased demand, the council has embraced the opportunity to build new homes and had set an ambitious target of delivering 555 new homes each year. In recognition of the role that the private rented sector has to play, much work has been done to engage with private landlords, offering incentives to encourage them to accept nominations from the council to house homeless families, whilst the council's Regulation Team have embraced the powers that are available to drive up the quality of private rented accommodation. The Money to Move scheme is also being used to incentivise people who are under-occupying their home, to move them into more suitably sized accommodation and make better use of the council's housing stock. All of the council's stock now meets the Decent Homes Standard and there is a robust programme of improvement works in place to further enhance the quality of these homes. Emerging government policy will undoubtedly prove challenging to the service over the coming years. These impacts are currently being analysed and where possible will be mitigated to ensure that a range of affordable housing is available to those residents who wish to live in the borough. This information will also feed into the borough's forthcoming Local Development Plan and Housing Strategy on which the public will be consulted in 2016.

- **Regeneration and the environment - Slough will be distinctive from our competitors, harnessing the diversity and creativity of our people and our customers and physical fabric to create an attractive local environment for our residents and businesses.**

The borough's long term regeneration programme has (and will continue) to bring about significant investment and improvements to the living environment of a number of our communities. This applies to housing as well as the quality of public and green spaces in and around the places where people live, work and play. The Heart of Slough regeneration project is already having a positive impact on the High Street and will allow more people to live and work in the centre of town. A number of other projects are also underway to develop our retail sector and create a vibrant town centre for residents. National infrastructure projects such as

*Crossrail, Western Rail Link to Heathrow and Heathrow expansion will also further enhance our connectivity and increase our global attraction for international and national businesses. Our Local Transport Plan has also brought about significant improvements to our road infrastructure and public transport systems. The ability to find work and key services in critical in addressing local health inequalities and other forms of social advantage.*

*Accessibility planning has helped eliminate a number of the obstacles faced by disadvantaged groups and our communities in accessing work, schools, healthcare and shops. The borough's health and social care providers continue to have a vital role in supporting and contributing to the town's planning processes.*

- **Safer communities – Slough will have levels of crime and disorder that are not significantly higher than any other town in the Thames Valley.** *Despite Slough being considerably safer than three years ago, crime is still a difficult issue for some of our communities. We have seen significant reductions in vehicle crime, criminal damage, and burglary. Incidents of violence against the person, robbery of personal property, domestic burglary, domestic abuse and substance misuse – all of which tend to be concentrated in areas of high social deprivation (and are reflected in high levels of nuisance and anti social behaviour) continue to be a priorities for the borough's Safer Slough Partnership (SSP).*

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**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Council **DATE:** 19<sup>th</sup> April 2016

**CONTACT OFFICER:** Shabana Kauser, Senior Democratic Services Officer  
(For all Enquiries) (01753) 787503

**WARDS:** All

**PART I**  
**FOR ENDORSEMENT****ANNUAL SCRUTINY REPORT 2015/16**1. **Purpose of Report**

That Council receives details of the Annual Scrutiny report 2015/16.

2. **Recommendation**

That the Annual Scrutiny Report 2015/16 be endorsed.

3. **The Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan**

3.1 The Council's decision-making and the effective scrutiny of it underpins the delivery of all the Joint Slough Wellbeing Strategy priorities. The OSC, along with the four Scrutiny Panels combine to meet the local authority's statutory requirement to provide public transparency and accountability, ensuring the best outcomes for the residents of Slough.

3.2 The work of the OSC also reflects the priorities of the Five Year Plan, as follows:

- Slough will be the premier location in the south east for businesses of all sizes to locate, start, grow, and stay
- There will more homes in the borough, with quality improving across all tenures to support our ambition for Slough
- The centre of Slough will be vibrant, providing business, living, and cultural opportunities
- Slough will be one of the safest places in the Thames Valley
- More people will take responsibility and manage their own health, care and support needs
- Children and young people in Slough will be healthy, resilient and have positive life chances
- The Council's income and the value of its assets will be maximised
- The Council will be a leading digital transformation organisation

3.3 Overview and Scrutiny is a process by which decision-makers are accountable to local people, via their elected representatives for improving outcomes relating to all priorities for the Borough and its residents. Scrutiny seeks to influence those who make decisions by considering the major issues affecting the Borough and making recommendations about how services can be improved. The Annual



Scrutiny Report supports the Scrutiny Function by providing a record of the work carried out during the year and plans for the future year.

#### 4. **Supporting Information**

- 4.1 Annual reports are an opportunity to review the scrutiny work programme for the past year and assess the impact scrutiny has had on influencing policy and holding the Executive to account. Looking at an Annual Report can help us to understand the nature of the work undertaken by Overview and Scrutiny and to assess its effectiveness. It also gives an opportunity to reflect on any lessons learned during the year to help guide future work.
- 4.2 The production of an Annual Report is a statutory requirement of the Constitution and in addition the Committee “must report annually to the full Council on future work programmes and amended working methods if appropriate.”
- 4.3 This Annual Scrutiny Report highlights some key achievements from the year where Scrutiny has made a difference.
- 4.4 There is scope to build on and develop different methods of scrutiny next year; particular attention needs to be given on evidencing how Scrutiny actually makes a difference and forward planning.

#### **Comments of other Committees**

- 4.5 The Overview and Scrutiny Committee considered the Annual Scrutiny Report at its meeting on 7 April 2016 and agreed that the report be recommended to Council for endorsement.

#### 5. **Conclusion**

The Local Authority, through its Overview and Scrutiny Function, has an influential, as well as statutory, role in scrutinising the activities and performance of the Cabinet and External Bodies. The Annual Scrutiny Report provides an opportunity to communicate the work the Committee and its Panels have undertaken, challenges faced and the improvements made as a result of scrutiny.

#### 6. **Appendices Attached**

A - Annual Scrutiny Report 2015/16

#### 7. **Background Papers**

None.



# Annual Scrutiny Report

## 2015/2016



## **Foreword**

It gives me great pleasure to introduce the Annual Scrutiny Report. The Report highlights key pieces of work each of the Scrutiny Panels and the Overview and Scrutiny Committee have completed over the past year. The Overview and Scrutiny Committee and the three Panels (Education & Children's Services, Neighbourhoods & Community Services and Health) have played an important role in Slough Borough Council's drive to improve services for residents. This report highlights the key achievements of the Panels and the Committee, so that this report gives a good picture of the big issues that Scrutiny has looked at during the 2015/16 municipal year as well as anticipating the likely work for 2016/17.

Issues I would like to highlight, in particular, are:

- The joint meeting of the Overview and Scrutiny Committee and Education and Children's Services Scrutiny Panel regarding the work of the Slough Children's Services Trust. This has subsequently been taken forward by the Panel in its subsequent meetings of 2015/16.
- The Overview and Scrutiny Committee's discussion of the traffic scheme for Burnham Station, which has since been monitored by the Overview and Scrutiny Committee and the Neighbourhoods and Community Services Scrutiny Panel.
- The Health Scrutiny Panel's work on the provision of GP services in Slough, which has led to Councillors discussing local needs with the Care Commissioning Group on an ongoing basis.
- The Neighbourhoods and Community Services Scrutiny Panel's work on improving the flow of transport, road safety and enforcement of road regulations in conjunction with the Transport Team.

In addition, this year the Overview and Scrutiny Committee commissioned a Task & Finish Group to investigate the system of reporting casework for residents. This made a series of recommendations which Cabinet has now requested it to research further. A similar project has now been commissioned on contract management.

Scrutiny plays a vital role in providing effective challenge, bringing transparency and examples of best practice into the services we provide to the public, and these issues demonstrate the value that the scrutiny process can bring.

The 2016/17 Municipal Year will see further work to bolster this role and provide Members with a forum for genuine policy debate and impact. Initial Member training will provide Councillors with an overview of the major policy areas facing Slough in the coming year, and will allow Members to scope appropriate reviews and meetings for this. This will help ensure that Overview and Scrutiny adds value to the work of the Cabinet and officers.

I would like to thank my own Vice Chair, as well as the Chairs and Vice Chairs of all the Panels for their support and leadership throughout the year. And on behalf of all the Chairs and Vice Chairs I would also like to thank all members, officers and partners who have contributed to the work of the Overview and Scrutiny function over the past year.



**Councillor Mohammed Nazir  
Chair, Overview and Scrutiny Committee**

## **What is Overview and Scrutiny?**

The Overview and Scrutiny Function, established by the Local Government Act 2000, plays the role of critical friend to the Cabinet and other key decision makers.

Overview and Scrutiny Committees were created to:

- hold decision-makers to account;
- challenge performance and help improve services;
- ensure policies are working as intended and, where there are gaps, to help develop policy (through its own policy development work and making recommendations to decision-makers);
- bring a wider perspective, from citizens and stakeholders; and
- examine broader issues affecting local communities.

Through requesting information and questioning decision-makers an Overview and Scrutiny Committee can review the quality of local services, hold decision-makers to account (whether the Cabinet or other statutory bodies such as NHS Trusts), and put forward ideas for developing and improving services.

The Centre for Public Scrutiny has set out the four principles for effective scrutiny as:

- critical friendship to decision-makers
- engaging the public, enabling the voice of the public and communities to be heard in the process
- owning the process with non-Executive Members driving the scrutiny process
- making an impact through driving forward improvements in public services

To achieve the desired quality of effective scrutiny, an Overview and Scrutiny function must:

- be independent
- be robust, rigorous and challenging
- fully engage all non-Executive Members
- come from a positive culture that supports and promotes the process
- involve local citizens and service users
- ensure that its purpose is clear and widely understood
- demonstrate the value added
- be creative in its ways of monitoring service performance
- have dedicated resources
- bring the conclusions of its Reviews to the attention of Full Council
- have a comprehensive Member Development programme

The questions an Overview and Scrutiny Function must ask itself in terms of its own effectiveness are:

- Is it effectively holding decision-makers to account?
- Is it helping to improve services?
- Is it building links between the Council, its partners and the community?
- Is it helping to improve the quality of life for local people?
- Is it adding value?

The Annual Report looks to assess the effectiveness of the work done by the Overview and Scrutiny function at Slough Borough Council in the 2015/16 municipal year, as well as reviewing the changes to the role of scrutiny that have taken place following the Comprehensive Spending Review, the transfer of services to Slough Children's Services Trust and the launch of the Five Year Plan as Slough Borough Council's overall strategic framework.

## **Overview and Scrutiny at Slough Borough Council**

The Overview and Scrutiny function at Slough Borough Council is made up of the Overview and Scrutiny Committee and three standing Panels: Health Scrutiny Panel, Neighbourhoods and Community Services Scrutiny Panel, and Education and Children's Services Scrutiny Panel. In addition, each of these four committees can commission Task and Finish Groups to undertake time-limited reviews of specific policy issues.

The Panels enable greater focus on specific subject matter, while the overarching Overview and Scrutiny Committee focuses on cross-cutting issues as well as the corporate, financial and performance management aspects of the Council's work. The Committee and Panels look to work closely together, using joint meetings where appropriate, to develop their work programmes and effectively scrutinise the work of the Council and its partners.

Members on the Overview and Scrutiny Committee and three Panels receive research and administrative support from a dedicated Scrutiny Officer; with Democratic Services also providing committee administration to the Overview and Scrutiny Committee and Health Scrutiny Panel.

### **Getting Involved**

The Overview and Scrutiny Committee and all three Panels meet in public, and welcome members of the public who wish to observe proceedings. Task & Finish Groups hold their meetings either in public or closed session as appropriate.

The agendas and related papers are published on the Slough Borough Council website five clear working days in advance of any meeting and are available to download for free.

### **Member Development**

2015/16 saw a series of events held to assist members of scrutiny panels in undertaking their work. The Overview and Scrutiny Committee received training on the role of Task and Finish Groups within the scrutiny system; one of the Groups which was discussed at this meeting concerned housing, which is likely to be an important issue in 2016/17.

The Education and Children's Service Scrutiny Panel are also currently scoping the support they will require for 2016/17. During the transition from previous arrangements to the creation of the Slough Children's Services Trust, members of the Panel received regular briefings on the new arrangements. For 2016/17, additional opportunities for mentoring of the Chair, as well as training on the responsibilities of members and the skills required will be provided.

The Chair of the Health Scrutiny Panel has also been provided with support in understanding the overall landscape of healthcare provision. To this end, he has been invited to events run by the Centre for Public Scrutiny, South East Employers and the Thames Valley Health Scrutiny Network covering a range of subjects in the area.

The feedback from these sessions was extremely positive. Training events have also helped build relationships with key organisations and individuals as well as offering advice on skills and overall approach.

## Overview and Scrutiny Committee

### Membership:



Councillor Mohammed Nazir (Chair)



Councillor Wayne Strutton (Vice Chair)

- Councillor Zaffar Ajaib
- Councillor Rayman Bains
- Councillor Joginder Bal
- Councillor Nora Holledge
- Councillor Sandra Malik
- Councillor Mandeep Rana
- Councillor Khaula Usmani

The Overview and Scrutiny Committee has met nine times during the 2015/16 municipal year.

The Overview and Scrutiny Committee primarily focuses its attention on the particular Cabinet Portfolios of Finance and Strategy, and Performance and Accountability in planning its work programme for the year.

During the year the Committee considered a range of issues:

- The call-in of the decision made regarding the road network around Burnham Railway Station and ongoing monitoring of the scheme
- The establishment of Slough Children's Services Trust – project management issues and governance arrangements
- Five Year Plan – themes 1 (Changing, Retaining and Growing) and 3 (Using Resources Wisely)
- The contract with arvato and partnership working
- Local authority partnership purchases
- The initial findings and recommendations of Slough Children's Services Trust (joint meeting with the Education and Children's Services Scrutiny Panel)
- Treasury management and the Slough Borough Council budget
- Council houses rents and charges
- Procurement of the Environmental Services contract
- Universal Credit and the implications for local residents
- Slough Urban Renewal
- Crime and Disorder – Chief Constable
- Quarterly finance and performance monitoring
- Commissioning the Casework Task & Finish Group and Contract Management Task & Finish Group
- Monitoring the progress of recommendations made by the Town Centre Car Parking Task & Finish Group

## Scrutiny Reviews

### Casework Task and Finish Group

The Committee undertook an in-depth review of the system used by Slough Borough Council to record and track the progress made in casework received from residents and Councillors. The Task and Finish Group comprised of Councillors Ajaib (Chair), Chahal, Davis, Matloob and Plenty and met in the autumn of 2015 to discuss the existing system and the potential requirements for any replacement.

This Review led to the following recommendations being made:

- 1) That the possibility of a system upgrade be investigated, with the system requiring the following elements to justify its procurement;
  - The ability to act as a central repository for casework, from submission to completion or final decision;
  - The ability to be interrogated by officers, allowing previous cases on the same policy matters to be found and used in decision making;
  - The ability to be accessed via Councillors' iPads; and
  - The ability to be accessed by residents via the Slough Borough Council (SBC) website to track the progress of their cases.
- 2) For any such system to include automated escalation points, whereby inaction by an established deadline would cause responsible officers to receive an alert;
- 3) SBC officers be asked to establish previous decisions made in comparable cases where applicable, in order to avoid any inconsistencies in decisions made, actions taken or advice given to residents;
- 4) SBC officers to ensure that final responses are sent to residents, with the relevant Councillor copied into the response. Councillors are to be made aware that this is the standard procedure and should not act as spokespeople for decisions made by officers; and
- 5) In cases where the decision made or the action taken has an impact across their ward, Councillors are to inform other Councillors in that ward.

On 8<sup>th</sup> February 2016, Cabinet welcomed the report and endorsed its recommendations in principle. Further to this, it asked the Group to work alongside the Commissioner for Performance and Accountability to take forward the recommendations above.

Officers are currently scoping the issues and options in response to these recommendations.

## **Health Scrutiny Panel**

### **Membership:**



Councillor Zaffar Ajaib (Chair)



Councillor Wayne Strutton (Vice Chair)

- Councillor Wal Chahal
- Councillor Shafiq Chaudhry
- Councillor Avtar Cheema
- Councillor Nimrit Chohan
- Councillor Michael Holledge
- Councillor Natasa Pantelic
- Councillor Ishrat Shah

### **Non-Voting Co-opted Member:**

- Colin Pill (Slough Healthwatch)

The Health Scrutiny Panel met seven times during the 2015/16 municipal year. Taking on responsibility for the cabinet portfolio of health and wellbeing, the Panel also holds the statutory responsibility for scrutinising the provision of local health services across the Local Authority area. In doing this, the Panel covered a range of issues during the municipal year, including:

- The provision of GP services across Slough
- The Better Care Fund
- The impact of the acquisition of Heatherwood and Wexham Park NHS Foundation Trust and the CQC inspection of October 2015
- The Care Act 2014
- The Voluntary Sector Partnership Strategy
- 'Slough Caring for Our Carers' – the Joint Commissioning Strategy
- Adult Social Care – budget, reform and the local account
- The Public Health Grant and the Comprehensive Spending Review
- Mental Health Care Crisis Concordat
- Alcohol abuse and substance misuse
- Children's and Adolescents' Mental Health Services
- Slough Safeguarding Adults – Annual Report 2014 – 15
- Leisure Strategy
- The Slough Walk-in Centre
- Slough Wellbeing Board Annual Report 2015 – 16
- Five Year Plan – Outcome 6 (more people will take responsibility and manage their own health, care and support)
- Transfer of health visitor services
- Measurable outcomes from formal co-operation between Slough Borough Council and the Clinical Commissioning Group
- Berkshire Healthcare NHS Foundation Trust Quality Account 2015 – 16

## **Neighbourhoods and Community Services Scrutiny Panel**

### **Membership:**



Councillor Ted Plenty (Chair)



Councillor Darren Morris (Vice Chair)

- Councillor Haqeeq Dar
- Councillor Roger Davis
- Councillor Nora Holledge
- Councillor Sandra Malik
- Councillor Fatima Mansoor
- Councillor Paul Sohal
- Councillor Anna Wright

The Neighbourhoods and Community Services Scrutiny Panel met six times during the 2015/16 municipal year. Taking on responsibility for the cabinet portfolios of neighbourhoods and renewal, community and leisure, and environment and open spaces, the Panel covered a range of issues during the municipal year, including:

- The subletting fraud amnesty campaign
- Road safety on the A4 in the Brands Hill area
- Real time passenger information for the bus service
- Littering, fly tipping and enviro-crime
- Garages Strategy
- The Environmental Services Contract – bulky waste collection, the service scorecard
- Housing – regulation, key performance indicators, residents' satisfaction, loft insulation and performance management
- The Violence Multi-Agency Panel
- Allotment Service
- Civil enforcement beat coverage for parking offences
- Street lighting
- The work of the Safer Slough Partnership
- Support from Slough Borough Council for Neighbourhood Action Groups
- Prostitution
- Five Year Plan – outcome 4 (Slough will be one of the safest places in the Thames Valley)
- Transport – the Parking Strategy, yellow line enforcement, parking facilities, vehicle activated signs and taxis for schools

The Panel met once as the Crime and Disorder Committee, discussing issues such as cyber crime, engagement with the Local Safeguarding Children Board and intra-family violence. It also appraised the recent work on enviro-crime, with specific reference to the anti-littering project that had been conducted on Slough High Street.



## **Education and Children's Services Scrutiny Panel**

### **Membership:**



Councillor Natasa Pantelic (Chair from 28<sup>th</sup> January 2016)



Councillor Frank Abe (Vice Chair)

- Councillor Joginder Bal (Chair until 28<sup>th</sup> January 2016)
- Councillor Preston Brooker
- Councillor Avtar Cheema
- Councillor Antreev Dhillon
- Councillor Fiza Matloob
- Councillor Darren Morris
- Councillor Mandeep Rana

### **Education Voting Co-opted Members:**

- Oxford Diocese Representative (Vacant)
- Northampton Diocese Representative (James Walsh)
- Parent Governor Representative (Vacant)

### **Education Non-Voting Co-opted Members:**

- Maggie Stacey (Head Teacher Representative)
- Lynda Bussley (Primary School Teacher Representative)
- Jo Rockall (Secondary School Teacher Representative)

The Education and Children's Services Scrutiny Panel met six times during the 2015/16 municipal year (its sixth meeting will take place on the 21<sup>st</sup> April 2016). It also held a joint meeting with the Overview and Scrutiny Committee on 20<sup>th</sup> January 2016.

Taking on responsibility for the cabinet portfolios of education and children, and opportunities and skills, the Panel covered a range of issues during the municipal year, including:

- School places
- Special Educational Needs – reforms
- Teacher recruitment
- The findings of the 'Team Around You' pilot project
- Slough Local Safeguarding Children Board – Annual Report 2014 – 15
- Children's Services and the transfer of services to Slough Children's Services Trust
- Private Finance Initiative - contract for schools
- Assessment and examination results for 2014 – 15
- Five Year Plan – outcome 5 (children and young people in Slough will be healthy, resilient and have positive life chances)
- Ofsted – inspection of children's services and Local Safeguarding Children Board
- Child sexual exploitation
- Looked after children
- Cambridge Education – annual report and future contractual arrangements
- Corporate parenting

## **References to Cabinet**

The following references to Cabinet have been made by scrutiny in 2015/16. The responses are also recorded.

### **22<sup>nd</sup> June 2015:**

The Town Centre Car Parking Task & Finish Group made the following recommendations to Cabinet:

- That land adoption be used to increase SBC's control of parking (e.g. Kittiwake House, the area in Mill Street outside Foundry Court).

Recommendation approved.

- That the size of loading and unloading bays be reviewed to facilitate their use by larger vehicles.

Recommendation approved.

- That further research be conducted into the continuation of free parking after 3pm, or cheaper parking through the use of a 'Slough Card', with a view to a potential increase in high street trade.

No further immediate action to be taken.

### **19<sup>th</sup> October 2015:**

The Neighbourhoods and Community Services Scrutiny Panel made the following references to Cabinet:

- The Panel wished to refer their dissatisfaction on the road lay out for the A4 Brands Hill area to Cabinet, on the grounds of planning, design and implementation. This had led to outstanding safety issues, which rendered the highway as not fit for purpose.

The concerns of the Neighbourhoods & Community Services Scrutiny Panel regarding the planning, design and implementation of highway changes on the A4 at Brands Hill were noted. The Cabinet were satisfied that the proper processes had been followed to assess the safety of the scheme, including an independent safety audit, and that the design met all relevant Department for Transport standards and requirements.

Cabinet requested that all outstanding planned works such as the loading ban be implemented as soon as possible.

Cabinet also requested that Officers investigate, and if appropriate implement, further measures including speed reductions, road markings and / or temporary signage, public information and enforcement and report to the Neighbourhoods & Community Services Scrutiny Panel in six months. This report was included in the agenda for the Panel's meeting on 29<sup>th</sup> March 2016.

- The matter of the real time passenger information for buses should be referred to Cabinet, with specific reference to the issue of 'ghost buses'.

Cabinet requested that the reference from the Neighbourhoods & Community Services Scrutiny Panel, and the response of Officers, in relation to continued concerns about the performance of Real Time Passenger Information for buses be noted.

Cabinet requested that a letter be sent to First stating that the Cabinet considered current performance and detection rates to be unacceptable, and sought further commitment from First to take all necessary practical steps to move towards the 100% target.

Cabinet requested that the data now being received by the Council from other bus operators in Slough be transmitted to the RTPi system at bus stops as soon as possible, and that the Commissioner for Social & Economic Inclusion be informed of the date of implementation.

Cabinet requested that in addition to the steps to maximise the performance of the existing system, Officers undertake a fundamental review of the longer term technological options for Real Time Passenger Information in Slough.

**18<sup>th</sup> January 2016:**

The Education and Children's Services Scrutiny Panel made the following recommendation to Cabinet:

- All contracts with outsourced service providers must stipulate that they conduct a safeguarding audit to Section 11 (Children's Act 2004) standards to underpin Slough Borough Council's responsibilities in the area.

The Cabinet noted the Panel's endorsement of this policy.

**8<sup>th</sup> February 2016:**

The Casework Task & Finish Group made its recommendations to Cabinet. The recommendations and Cabinet response can be found on page 6.

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**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Council **DATE:** 19<sup>th</sup> April, 2016

**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:-

**A) Housing Strategy**

(Moved by Councillor Morris, seconded by Councillor Wright)

“The Council resolves to work with Tenants and all Members to shape Slough Borough Council’s 5 year housing strategy; including greater transparency in its performance management; and ensuring it delivers value for money services and empowers tenants to make better-informed choices on management options of their housing service.”

**B) Conduct of Elections**

(Moved by Councillor Anderson, seconded by Councillor Swindlehurst)

“This Council resolves that all political parties represented on Slough Borough Council to:

- Show the upmost respect toward electoral law and behave with the highest levels of probity in all their electoral practices and related activity to ensure residents have full confidence in Slough’s electoral process and the integrity of each individual ward election during the upcoming Local Government Election, Police and Crime Commissioner Elections and the European Union Referendum.
- Work with the Councils Returning Officer to ensure that the safeguards introduced by the Electoral Administration Act are adhered to at all times
- Follow and adhere to the guidance set out by The Electoral Commission in ‘Local Elections in England and Wales Guidance for Candidates and Agents.’
- Follow and adhere to the Postal Vote Code of Conduct as set out by the Electoral Commission in ‘Code of conduct for political parties, candidates, canvassers and campaigners on the handling of postal vote applications and postal ballot papers in England and Wales.’

**C) Slough – Name of Town**

(Moved by Councillor Bains, seconded by Councillor Amarpreet Dhaliwal)

“This Council resolves that it is proud of its people, heritage and name. This Council thereby has no plans or aspirations to change the name of this great town, or hold any consultation on whether to change the name of Slough.”