

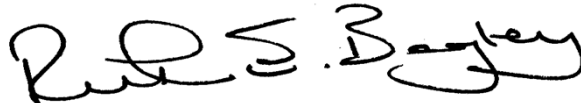
Date of despatch: Thursday, 26 May 2016

To the Members of Slough Borough Council

Dear Councillor,

You are summoned to attend the **Adjourned Annual Meeting** of the Council of this Borough which will be held in the Flexi Hall, The Centre, Farnham Road, Slough, SL1 4UT on **Monday, 6th June, 2016 at 7.30 pm or on the rising of The Extraordinary Council Meeting, which ever is later**, when the business in the Agenda below is proposed to be transacted.

Yours faithfully



RUTH BAGLEY
Chief Executive

AGENDA

Apologies for Absence

PAGE

1. Declarations of Interest

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

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

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

Officer Reports

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SLOUGH BOROUGH COUNCIL
ANNUAL MEETING OF THE COUNCIL
BOROUGH ELECTIONS – 5 MAY 2016
REPORT BY RETURNING OFFICER

The following persons were elected as Councillors at the municipal elections held on 5 May 2016:

NAME	WARD
Sunya Sarfraz	Baylis and Stoke
Martin Carter	Britwell & Northborough
Shafiq Chaudhry	Central
Atiq Sandhu	Chalvey
Nora Holledge	Cippenham Green
Satpal Parmar	Cippenham Meadows
Naveeda Qaseem	Elliman
Mohammed Rasib	Farnham
Madhuri Bedi	Foxborough
Wayne Strutton	Haymill & Lynch Hill
Michael Holledge	Langley Kedermister
Ted Plenty	Lamgley St Mary's
Rajinder Sandhu	Upton
Shabnum Sadiq	Wexham Lea

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SLOUGH BOROUGH COUNCIL

REPORT TO: Council **DATE:** 17th May 2016
CONTACT OFFICER: Catherine Meek, Head of Democratic Services
(For all Enquiries) (01753) 875011
WARD(S): All

PART I
FOR DECISION

REVIEW OF CONSTITUTION AND RELATED MATTERS

1. **Purpose of Report**

To report the recommendations of the Member Panel on the Constitution (MPOC) on the Review of the Constitution and seek endorsement to the amended Terms of Reference of the Corporate Parenting Panel.

2. **Recommendations**

The Council is requested to Resolve:

- (a) That the grant of general dispensations, as set out in paragraph 6.1 of the report, be approved;
- (d) That the Monitoring officer be authorised to make any consequent changes to the Code of Conduct to reflect the Council's decision;
- (c) That the amendments to the Member Call-In process, as set out in paragraph 6.2 be approved;
- (d) That the amendments to the petition scheme, as set out in paragraph 6.3, be approved;
- (e) That the amendment to the Overview and Scrutiny Procedure Rules regarding member questions, as set out in paragraph 6.4, be approved;
- (f) That the amended Financial Procedure Rules, as set out in paragraph 6.5, be approved;
- (g) That the amendments to the Council's protocol for filming meetings, as set out in paragraph 6.6, be approved;
- (h) That the updated Corporate Parenting Panel Terms of Reference, as set out in paragraph 6.7, be approved;
- (i) That the Head of Democratic Services be authorised to amend the current published Constitution to reflect Council Structures, legislative requirements and other administrative amendments as necessary.

3. **Community Strategy Priorities**

None as this report is administrative in nature.

4. **Other Implications**

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

5. **Supporting Information**

Background – Fundamental Review

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

5.2 The aim of the review was:

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

Progress on the Review

5.3 The Review is a significant piece of work and the Panel has discussed the review work on the Constitution. The Panel has made/endorsed a number of recommendations to the Council detailing amendments to the Constitution, as follows:

6. **Recommendations for revisions to the Constitution**

Localism Act 2011 - Dispensations

6.1 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.

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

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.

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.

Member Call-Ins – Single Member Ward

- 6.2 It has been requested that the Constitution be amended to address the issue of Foxborough being a single member ward. Under the current rules, only ward councillors can request a planning application go to the full committee for consideration. As such, the Ward Member for Foxborough must involve themselves with any and all planning casework for Foxborough, in case a call-in is appropriate.

It is felt that this could give rise to the perception of impartiality and that this affects the Member's ability to remain in the meeting for Foxborough issues. It is therefore proposed that the Constitution be altered to enable a Councillor for a single-Member Ward to be able to refer planning request issues to another councillor who is able to call in if appropriate. The suggested amended wording is attached as Appendix A.

Article 17 – Petitions Scheme

- 6.3 The Petitions Scheme was agreed by Council at its meeting in July 2010 and included the option to submit an e-petition. The majority of petitions are submitted by hard copy. A number of public and Member queries have been received

recently relating to the identity of signatories and the right to run a hard and E Petition at the same time. The Panel is recommended to endorse a number of amendments which will provide further clarification for petitioners:

- Identification of Petitioner: The Organiser of the Petition must be clearly identified and provide contact details so that there is one point of contact.
- Age of signatories: In accordance with Regulations, anyone including those under the age of 18 can sign the petition provided that they live, work or study in the Borough.
- Provision of Address: Signatories will be asked to provide a home, business, or study address that can be verified to show that they live, work or study in the Borough, and be advised that the signature will otherwise not be counted.
- Combination of hard copy and E Petition: Clarification that a Petition Organiser can run a hard copy and E Petition at the same time and provision of advice on timescales.
- Publication of names of Signatories: The scheme will advise that the name of a signatory will be published on the Council's E Petition facility and also be shown in a public version of a hard copy petition. Addresses and signatures will not be shown and are requested so that the council can validate entries.
- Fair Processing Notice: All petitions should contain a fair processing notice.

A track/change document setting out the proposed amendments is attached at Appendix B.

Part 4.5 Overview and Scrutiny Procedure Rules - Member Questions

- 6.4 In March 2011, Members of the Overview and Scrutiny Committee resolved to introduce a formal process for Member questions at Scrutiny meetings. Whilst the new process has been in practice since that date, the Procedure Rules were not amended to reflect these agreed changes.

Proposed wording to correct this omission is attached at Appendix C.

Part 4.6 - Financial Procedure Rules: Strategic Acquisition Strategy

- 6.5 At its meeting in September 2015, the Council approved a Strategic Acquisition Strategy (SAS), with the formation of a Strategic Acquisition Board (a subgroup of the Capital Strategy Board). The Financial Procedure Rules require amendment to reflect this. The additions, proposed as Financial Procedure Rules point 12.28 - 12.33, are attached as Appendix D.

Part 4.1 – Council Procedure Rules - Protocol for Filming Meetings

- 6.6 The wording of the policy for filming and recording meetings needs a minor amendment. The Protocol as it currently stands welcomes filming of meetings and sets out what is requested of anyone who wants to film, such as advising Democratic Services in advance of the meeting, etc. There is **a right** to film and the wording of the last sentence of the protocol must be amended to reflect this. Amended wording is attached as Appendix E.

Corporate Parenting Panel Terms of Reference

- 6.7 The Terms of Reference of the Corporate Parenting Panel have been amended in order to ensure the Panel's arrangements are better aligned with the new Corporate

Parenting Strategy and Action Plan. The updated Terms are attached as Appendix F.

Ongoing Review of the Constitution

7. Work on reviewing some parts of the Constitution is ongoing and will be programmed into future Panel Review meetings. The Council is requested to authorise the Head of Democratic Services to make any consequential changes to the Constitution that have arisen as a result of amendments agreed by the Council and restructuring decisions.

8 Appendices

Appendix A – Amended wording for Single-Member Wards Call-Ins

Appendix B – Amended Article 17 - Petition Scheme

Appendix C – Amended Overview & Scrutiny Procedure Rules

Appendix D – Amended Financial Procedure Rules

Appendix E – Amended Protocol for Filming

Appendix F – Corporate Parenting Panel Terms of Reference 2016/17

7. Background Papers

None.

A full copy of the Constitution can be accessed on the Council's website.

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DEVELOPMENT CONTROL FUNCTIONS

37. The following functions are delegated to the Head of Planning & Strategic Policy subject to any conditions set out below:-

1. Determination of all applications for planning permission in accordance with the Town & Country Planning Act 1990 and the Town & Country Planning (Development Management Procedure) (England) Order 2010 (except for major developments *) within the constraints set out below:-

(a) Approval of applications which comply with existing approved statutory statements of policy and substantially comply with non-statutory policy guidelines, except in the case of minor variations ** from approved planning standards and policies.

(b) Refusal of applications which do not comply with existing approved statutory or non-statutory statements of policy.

2. Determination of the following:

(a) Applications for the extension to the time limits for implementing existing planning permissions made in accordance with the Town & Country Planning (Development Management Procedure) (England) Order 2010 and the Planning (Listed Buildings and Conservation Areas) (Amendment) (England) Regulations 2009.

(b) Applications for non-material changes to planning permissions made in accordance with Section 96A of the Town and Country Planning Act 1990 and the Town & Country Planning (Development Management Procedure) (England) Order 2010.

(c) Applications for minor material amendments*** and variation to conditions made in accordance with Section 73 of the Town and Country Planning Act 1990 and the Town & Country Planning (Development Management Procedure) (England) Order 2010.

3. Matters of mutual interest referred to the Council by adjoining authorities when the proposed development has no adverse affect on the planning policies operating within the Borough.

4. Authorising the felling, lopping or other works to trees within a Conservation Area or any trees, which are subject to a Tree Preservation Order.

5. The withdrawal or amendment of an Enforcement Notice when there has been a change in circumstances.

6. Issue directions requiring further details, information, evidence or particulars in respect of an application for planning permission pursuant to Article 4(2) of the Town & Country Planning (Development Management Procedure) (England) Order 2010.

7. Preparation and signature of decision notices in respect of planning applications after consultation with the Borough Secretary and Solicitor in appropriate cases. (Such decision notices shall be dated with the date upon which the decision was taken).

8. The power to issue a Breach of Condition Notice under Section 187A of the Town and Country Planning Act 1990 is delegated to the Head of Planning and Strategic Policy after consultation with the Borough Secretary and Solicitor.

9. After consultation with the Head of Legal Services to determine applications for Certificates of Lawful Use or Development.

10. After consultation with the Head of Legal Services, authority to enter into or vary planning agreements and unilateral undertakings in cases where in all other respects the application falls within this Scheme of Delegation or where there is no change to a previously approved major application.

11. Determination of applications deferred by the Planning Committee which are subsequently amended such that they comply with the provisions of 1(a) above, unless the Committee specifically reserves the determination to itself.

12. Decisions under the Town & Country Planning (Environmental Impact Assessment) (England & Wales) Regulations 1999 as to:-

(a) whether or not an environmental impact assessment is needed; and

(b) the main effects of a development which an Environmental Statement should cover.

13. Preparation and approval of conservation area character assessments.

14. After consultation with the Head of Legal Services to issue and serve a High Hedge Remedial Notice under the Anti Social Behaviour Act 2003.

15. Determine applications for the prior notification of the demolition of buildings pursuant to Part 31 of Schedule 2 of the Town and Country Planning General Development Order 1995.

16. Determine applications relating to footpaths and bridleways under Sections 257 and 261 of the Town and Country Planning Act 1990 (as amended).

Conditions

Ward Members

The Head of Planning and Strategic Policy shall refer applications under Paragraph 1(a) and 1(b) above to the Planning Committee for determination provided any Ward Member* in which the Application Site is situated has:-

(i) set out in writing to the Planning Case Officer, within 7 days from the expiry of the residents consultation, the detailed planning issues/concerns which s/he has in respect of the Application and

(ii) s/he has had an official and formal discussion on such planning issues/concerns with the Planning Case Officer or the Development Control Manager or the Head of Planning and Strategic Policy and the issues/concerns remain unresolved.

The Ward Member will be informed of the date of the meeting so that s/he can attend and speak in support of the referral.

[*The Ward Member for Foxborough can refer Foxborough planning issues to another Councillor, subject to having notified the Head of Democratic Services. The nominated Member can then act in accordance with points \(i\) and \(ii\) as above.](#)

Council Applications

In the case of Applications made by the Council paragraph 1(a) shall apply unless an objection has been received against the proposal and if so the Application shall be referred to the Planning Committee for determination.

Petitions

Petitions submitted in respect of Planning Applications shall be copied to the relevant Ward Members and normally dealt with by the Head of Planning and Strategic Policy/ Head of Democratic Services in accordance with the Public Participation Scheme.

* Definition of Major Development:

1 Development of 10 or more dwellings (0.5 hectare where no numbers are given);

2 Development of buildings of 1,000 square metres floorspace or development on sites of 1 hectare or more;

3 Changes of use involving the creation of 10 or more residential accommodation or non-residential accommodation exceeding 1000 square metres or more

4 Working of minerals and waste development (excluding minor ancillary development to an existing use, details pursuant to a permission or variation or deletion of conditions previously imposed.)

** Minor variations are variations to the Council's standards in respect of the guidelines and policies, for example parking provision, minimum garden sizes, distances between buildings, etc and national planning policy framework as determined by the Head of Planning and Strategic Policy.

*** A minor material change is one whose scale and nature results in a development which is not substantially different from that which has been approved, as determined by the Head of Planning and Strategic Policy.

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ARTICLE 17 - PETITIONS SCHEME

The Council welcomes petitions and recognises that they are one way in which people can let the Council know of their concerns. This Scheme, made under Section 11 (1) of the Local Democracy, Economic Development and Construction Act 2009, is intended to establish a clear process for how petitions submitted to the Council will be dealt with.

A. INTRODUCTION

1 The Scheme was approved by the Council.

2 The Scheme covers:

- What constitutes a petition
- how people who live, work or study in the Authority's area can organise or sign a petition and secure a statutory response
- how specific responses can be triggered by achieving prescribed levels of Signatory support
- *who* will do *what* and to what performance standards
- how petition organisers can seek a review of the Council's response
- how the Council will monitor the effectiveness of this Scheme.

3 The officer responsible for this Petitions Scheme, and its operation is the Head of Democratic Services whose contact details are as follows: Democratic Services, St Martins Place, 51 Bath Road, Slough SL1 3UF email Catherine.meek@slough.gov.uk

B. WHAT ARE THE GUIDELINES FOR SUBMITTING A PETITION

4 Something will be treated as a petition if it is identified as being a petition, or if it seems to the Council, that it is intended to be a petition.

5 A valid Petition must:

- Be initiated by a Petition Organiser whose [contact and address](#) details have been supplied to the Council. [The Council will not be able to deal with a petition if the Organiser cannot be identified.](#)
- Relate to the Council's functions or to the economic, social or environmental well-being of the area to which any of the Council's partner authorities could contribute'.
- Contain a clear and concise statement covering the subject of the petition and should state what action the petitioners wish the Council to take.
- Include the name, address and signature of any person [\(including those under the age of 18\)](#) supporting the petition.
- Not be vexatious or abusive.
- Not be related to matters excluded from the Scheme. These include any matter relating to individual planning or licensing decisions, for which other established processes exist. See paragraph 13 below.
- Obtain a minimum of 10 valid signatories, including verifiable [address](#) details that they live [\(home address\)](#), work [\(business address\)](#), or study [\(place of study address\)](#) in the Council area. [Where it cannot be verified that a signatory lives, works or studies in the Slough Borough Council area, the entry will not be counted towards the total number of signatures.](#)
- [Not be a duplicate or near-duplicate of a similar petition received or submitted](#)

under 6 months ago.

Where a petition is deemed invalid and cannot be accepted, the petition organiser will be informed and provided with the reasons why.

6 Petitions may be submitted to the Authority in the following ways:

- On paper
- Electronically, through the Council's own ePetition facility *
- Electronically by e-mail.

EPetitions submitted through the Councils ePetition website must state the starting and closing date of the petition and that individuals are not permitted to also sign a paper version of the same petition (if any). A paper petition can be run at the same time as an on-line petition but signatories are not permitted to also sign the ePetition (if any). The Council reserves the right to discount a signature which appears on both a paper and an ePetition. The organiser can send the paper petition to the Council at the same time as the closing date for the on-line petition so that the total number of signatures can be counted..

The name of the petition signatory will be displayed on the Councils ePetition website and in a public record of a paper petition. Signatures, email and postal addresses will not be disclosed and are used by the Council only to validate signatures.

C. DATA PROTECTION ACT REQUIREMENTS

The Fair Processing Notice is required by the Data Protection Act legislation. An example of the notice required under the Data Protection Act to be used on each petition is below—

“The personal details you have provided within this petition will only be used in connection with the administration of the petition and will only be shared between the petition organiser and Slough Borough Council. Your personal information will not be used for any other purpose other than mentioned. It will be held and stored securely and will be securely destroyed in line with legislative requirements. As with all council held information, petition information will be subject to the provisions of the Freedom of Information Act legislation and may be disclosed to the public if requested. For further information regarding the Data Protection or Freedom of Information Acts, please contact the Council's Information Officer by email to: foi@slough.gov.uk

In the six weeks before an election local authorities cannot publish any material which may support any political party or a point of view which may be associated with any political party.

WHAT WILL THE COUNCIL DO WHEN IT RECEIVES A PETITION

7 The Council will acknowledge Petitions that meet the criteria shown in Paragraph 5 of this Scheme within **10 working days of receipt**.

8 The acknowledgement will indicate how the Council proposes to handle the issue, the name of the officer dealing with the petition and, where appropriate, outline what

it may be possible for the Authority to do in response. If the Council is able to do what the petition asks for the Petition Organiser will be informed and the petition closed. If the petition has enough signatures to trigger a Council debate or a senior officer giving evidence the acknowledgement will confirm this along with the meeting date and time.

Petition	Signatory Threshold	Action Required
Any Petition above a set threshold will trigger a debate of full Council	1500	Debate at Council meeting
Any Petition above a set threshold which will call a senior council officer to give evidence at a public meeting	750	Senior Officer to attend Overview & Scrutiny Committee to give evidence
'Standard' Petition Any other petition requesting action or response by the Council	10	Acknowledge and respond in accordance with scheme

- 9 It may be inappropriate for the Council to deal with certain petitions during periods when they are subject to restrictions immediately before elections or referendums. In these circumstances the Petition Organiser will be informed of the date when the petition will be considered or when material relating to it will be published on the Council's Website.
- 10 To ensure the Council understands the level of local support for a Petition, it reserves the right to seek to verify each signature appended to a Petition. This can be significant when establishing whether a Petition has obtained the requisite number of signatures to trigger specific processes.
- 11 For any Petition relating specifically to a Council Ward or Wards, the relevant Elected Members will be formally notified and asked for comments.
- 12 The petition will be published on the Council website, except in cases where it would be inappropriate, for example if the petition was considered to be potentially libellous or unlawful. Whenever possible all correspondence relating to the petition (with personal details removed) will be published on the website.
- 13 If the petition applies to a planning or licensing application, is a statutory petition (for example requesting a referendum on having an elected mayor) or on a matter where there is already an existing right of appeal such as council tax banding and non-domestic rates other procedures apply. Further information on these procedures and how you can express your views is set out in the Council's Procedure Rules (No. 11).

D. RESPONDING TO PETITIONS

- 14 The Council's response to a petition will depend on what a petition asks for and how many people have signed it, but may include one or more of the following:-
- Taking the action requested in the Petition
 - Considering the Petition at a Council Meeting
 - Holding an Inquiry
 - Commissioning relevant research
 - Organising a public meeting
 - Mounting a wider public consultation
 - Meeting with the Petition Organiser or representatives of signatories
 - Providing a written response outlining the Council's views on the subject
 - Referring the issue to the Council's Overview & Scrutiny Committee **OR**
 - Referring the issue to the relevant Committee/Cabinet
 - Consulting statutory partners and local service providers
 - Instigating discussions with the voluntary and community sectors
 - Making representations to Commercial or other Interests
- 15 If your petition is about something over which the council has no direct control (for example the local railway or hospital) the Council will consider making representations on behalf of the community to the relevant body. The council works with a large number of local partners and where possible will work with these partners to respond to your petition. If we are not able to do this for any reason (for example if what the petition calls for conflicts with council policy), the Petition Organiser will be advised of the reasons.
- 16 If your petition is about something that a different council is responsible for the Council will give consideration to what the best method is for responding to it. This might consist of simply forwarding the petition to the other council, but could involve other steps. In any event the petition organiser will always be notified of the action that has been taken.
- 17 Under normal circumstances, the Council will expect to provide the Petition organiser with a response detailing which of the actions specified above or other initiatives it intends within 28 days of receipt.

E. COUNCIL DEBATE – 1500 SIGNATURES

- 18 If a Petition has, or acquires 1500 valid signatures the issue will be debated at a full Council meeting (i.e. a Meeting to which all elected members are invited). The Council will endeavour to consider the petition at its next meeting, although on some occasions this may not be possible and consideration will then take place at the next available meeting.
- 19 The Head of Democratic Services, in consultation with the Chief Executive and/or relevant Director will prepare a report detailing the subject of the petition and what action the council and/or partners is being asked to take.
- 20 At such a meeting, the Petition Organiser or someone nominated on his or her behalf will have the right to speak about the petition, normally for up to five minutes; reasonable advance notice will be provided to ensure that any preparation can be undertaken in time.

- 21 The petition will then be discussed by elected members at the meeting for a maximum of 15 minutes. The Mayor has discretion to extend this time taking account of the degree of public interest in the issue, the level of support given to the Petition and the number of elected members wishing to express their views on the subject.
- 22 The Council accepts that it will not normally be sufficient for such a meeting merely to 'take note' of the Petition and that there should be a decision taken as to what other steps (including but not restricted to the actions specified in Paragraph 4) should also be taken as a response.
- 23 Where the issue is one on which the Council's Executive (Cabinet) is required to make the final decision the Council will decide whether to make recommendations to inform that decision.
- 24 The Petition Organiser will be notified of the decision taken at the Council meeting within 5 working days of the meeting.

F. OFFICER EVIDENCE – 750 SIGNATURES

- 25 Petitions may request that a senior Council Officer be required to appear and give evidence on an issue for which he or she is responsible as part of their job. If such a Petition has, or acquires 750 valid signatures, the relevant senior officer will give evidence at a public meeting of the Council's Overview and Scrutiny Committee, though the Council reserves the right to substitute a more appropriate officer for the name referred to in the Petition.
- 26 Officers who may be called to give evidence in this way as a result of a Petition are the Chief Executive and Directors or their nominees. The Overview and Scrutiny Committee may also decide to call the relevant Commissioner to attend the meeting.
- 27 If in the opinion of the Council, an issue raised in a petition seeking to call a Senior Officer to account would be better considered through the attendance of relevant Senior Officers from a Partner Authority, the Council may, at its discretion request that such an individual be invited to give evidence to the Overview and Scrutiny Committee,
- 28 The Petition Organiser will be given reasonable notice of the meeting, and will be able to address the Committee for up to 5 minutes. There is no right to question the officer directly – this would be at the discretion of the Chair. Although able to attend, will not normally be able to participate in the meeting. The meeting Chairperson will normally be prepared to consider suggested lines of questioning from the Petition Organiser or Signatories and these would need to be notified to the Head of Democratic Services up to three working days before the meeting.
- 29 The Head of Democratic Services, in consultation with the Chief Executive and/or relevant Director will prepare a report detailing the subject of the petition. Following the meeting the Committee will prepare a report and/or make recommendations. These will be sent to the Authority Chief Executive and to the Leader of the Council, and a copy sent to the Petition Organiser. Unless the issue raises matters of confidentiality, the Council will normally publish this document on the Council's website.

G. FORMAL RESPONSE

- 30 At the end of the process of considering a Petition, the relevant Director (or nominated officer) will write to the Petition Organiser with a formal response. This communication will normally outline the steps taken by the Council to consider the issue and will refer to the involvement (where applicable) of the Authority's elected members.
- 31 This Formal Response will be despatched within one month of receipt or submission of a Petition if possible but no later than 90 days, and a copy will be published on the Council's website and included in the monthly Significant Decision schedule to Members.

H. REVIEWING THE RESULTS

- 32 If a Petition Organiser is not satisfied with the Council's response to the Petition, he or she may request a Review. Such a request should be made in writing within 28 days of the despatch of the Formal Response to the Petition Organiser and should give a short explanation of the reasons why the Council's response is not considered to be adequate.
- 33 Upon receipt of such a Request the Head of Democratic Services will identify a Reviewing Officer from among Senior Officers at the Council. This Officer will be given wide scope to reconsider whether the Authority should, in all the circumstances take additional steps to respond to the Petition. This will normally include reference to the Overview & Scrutiny Committee which will itself consider the adequacy of the initial response.
- 34 On some occasions, such as where the initial response took the form of the Overview & Scrutiny Committee's taking evidence from a Senior Officer it may be inappropriate for the same Committee to review the issue. The Head of Democratic Services will ensure that a suitable alternative process is followed to engage elected members in reviewing the petition.
- 35 At the end of the process of reviewing the Petition the Council's Chief Executive will formally write to the Petition Organiser to inform him or her of the results of the Review. This communication will normally outline the process followed to establish whether the initial response had been adequate and outline any additional steps taken by the Council as part of the Review. It will also refer to the involvement (where applicable) of the Authority's elected members. The letter will also identify the Reviewing Officer who handled the issue and highlight his or her involvement where appropriate. This Review Response will be despatched within 28 days of receipt or the request for Review and a copy will be published both on the Council website.

I. REPORTING

- 36 The Council will prepare an Annual Summary detailing all petitions submitted under this Scheme, the signatures each attracted, and the Council's response to each. This Report will be presented to the Overview & Scrutiny Committee each year and published on the Council's website. A list of petitions submitted under the Scheme will also be included in the Members' Weekly bulletin.

Part 4.5 Overview and Scrutiny Procedure Rules

14. **MEMBERS AND OFFICERS GIVING ACCOUNT**

14.1 The Overview and Scrutiny Committee or Scrutiny Panel may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the Scrutiny role, it may require any member of the Cabinet, the Chief Executive and/or any senior officer to attend before it to explain in relation to matters within their remit:

- any particular decision or series of decisions;
- the extent to which the actions taken implement Council policy; and/or
- their performance

and it is the duty of those persons to attend if so required.

14.2 Where any member or officer is required to attend the Overview and Scrutiny Committee or any of the Scrutiny Panels under this provision, the Scrutiny Officer (under instruction from the Chair) shall inform them giving at least 7 working days notice of the meeting at which he or she is required to attend (unless agreed otherwise). Any notice will state the nature of the item on which he or she is required to attend to give account and whether any papers are required to be produced for the Committee.

14.3 Where the account to be given to the Overview and Scrutiny Committee or Scrutiny Panel will require the production of a report, then the member or officer concerned will be given sufficient notice to allow for preparation of that documentation.

14.4 Where, in exceptional circumstances, the member or officer is unable to attend on the required date, then the Overview and Scrutiny Committee or Scrutiny Panel shall in consultation with the member or officer arrange an alternative date for attendance.

14.5 That the relevant Strategic Director(s) and/or Assistant Director(s) be allocated a ten minute slot at the beginning of each meeting to answer specific queries or questions being raised by members of the committee/ Panel that relate to pertinent, topical issues affecting their directorate, the panel and the local area. Questions should be submitted to the relevant Democratic Services Officer at least 24 hours in advance of the meeting.

15. **ATTENDANCE BY OTHERS**

15.1 The Overview and Scrutiny Committee or Scrutiny Panels may invite people other than those people referred to in section 14 above to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders and members and officers in other parts of the public sector and shall invite such people to attend.

16. CALL-IN – CABINET DECISIONS

- 16.1 The Overview and Scrutiny Committee has the power to call in any decision made by the Cabinet, but not yet implemented. This is a power which should only be used in exceptional circumstances and cannot be used in respect of day-to-day management and operational decisions.
- 16.2 It is important that the call-in process is not abused, nor causes unreasonable delay; the main tool of Overview and Scrutiny is to improve delivery of policies and services through detailed Reviews, rather than call-ins.
- 16.3 A decision can be called-in when Members:
- Believe it may be contrary to the normal requirements for decision making.
 - Believe it may be contrary to the Council's agreed policy framework and/or budget.
 - Need further information from the decision-taker to explain why it was taken.
- 16.4 Every Cabinet decision which is subject to call-in cannot be implemented until the end of the call-in period. The call-in period lasts for 5 working days after the publication of the decision. Notice of the decision shall be published within 2 working days of being made, and copies of the decisions will be sent to all Overview and Scrutiny Members.
- 16.5 The notice of decision will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of 5 working days after the publication of the decision, unless the decision is called in under the provisions set out below.
- 16.6 Within the call-in period a collective of three elected Members of the Authority may sign a notice requesting that the decision is called in and submit the notice to the Statutory Scrutiny Officer and Head of Democratic Services. The notice should give reasons for the request for call-in, having regard to the principles of decision making set out in Article 12 of this Constitution. Requests may also be submitted by email, and in this case, only one Member need submit the actual form, but individual emails in support of the request must be submitted by the other two members specified on the form before the end of the call-in period. A form setting out the information required when submitting a call-in is available from the Scrutiny Office.
- 16.7 On receipt of the notice of call-in the Statutory Scrutiny Officer will, as soon as possible, seek the views of the Chair or in their absence, the Vice-Chair of the Overview and Scrutiny Committee as to the reasonableness of the request. In considering whether the request is reasonable, the Chair (or Vice Chair in the Chair's absence) will consider whether a case has been made for calling in the decision.
- 16.8 If it is considered that the request is unreasonable the call-in will be rejected. The Statutory Scrutiny Officer will submit a report to the next available meeting of the Overview and Scrutiny Committee giving details of the request and Chair's/Vice-Chair's reasons for refusing it.
- 16.9 If it is considered that the request for call-in is reasonable, the Statutory Scrutiny Officer will add the call-in to the agenda for the next Overview and Scrutiny Committee, after consulting the Chair of the Committee. The call-in must be considered and resolved by the Overview and Scrutiny Committee within one month of the Notice of Decision being published. The Overview and Scrutiny Committee may

call a joint committee meeting with any of the Scrutiny Panels should the call-in relate to a specific area of responsibility for a particular Panel.

17. CALL-IN – OFFICER SIGNIFICANT/KEY DECISIONS

- 17.1 The Overview and Scrutiny Committee has the power to call-in significant/key decisions made under delegated authority by officers. The purpose is to consider whether to recommend that a decision be reviewed by the Cabinet. This is a power which should only be used in exceptional circumstances and cannot be used in respect of day-to-day management and operational decisions.
- 17.2 A schedule of significant decisions taken by officers will be circulated to all Members on a monthly basis. Details of the Schedule of Significant Officer Decisions can be found in Part 4.2 Access to Information Procedure Rules (para 18.2) of this Constitution.
- 17.3 The schedule will bear the date on which it is published and will specify when the decision came into force, and was implemented, and may be called in within 5 working days of publication of the decision under the provisions set out below. Implementation of a significant decision by an officer is not to be halted by a call-in and the decision is subject to post-decision scrutiny.
- 17.4 Within the call-in period a collective of three elected Members of the Authority may sign a notice requesting that the decision is called in and submit the notice to the Statutory Scrutiny Officer and Head of Democratic Services. The notice should give reasons for the request for call-in, having regard to the principles of decision making set out in Article 12 of this Constitution. Requests may also be submitted by email, and in this case, only one Member need submit the actual form, but individual emails in support of the request must be submitted by the other two members specified on the form before the end of the call-in period. A form setting out the information required when submitting a call-in is available from the Scrutiny Office.
- 17.5 The notice of call-in shall be dealt with the as with a call-in of a Cabinet decision.

18. CALL-IN – ACTIONS OVERVIEW AND SCRUTINY CAN TAKE

- 18.1 Where the Overview and Scrutiny Committee considers a call-in request, the format of the meeting will be as follows:-
- after the Chair opens the meeting the members who asked for the decision to be called-in will be asked to explain their reasons for the request and what they feel should be reviewed;
 - on matters of relevance to a particular electoral ward, ward members who are not signatories to a call-in have the opportunity to make comments on the call-in at the meeting, such speeches not to exceed five minutes each. Ward members will take no further part in the discussion or vote. Ward members must register their request to speak by contacting the Scrutiny Officer by 12 noon on the day prior to the relevant meeting;
 - the relevant portfolio holder (or holders if more than one is relevant) will then be invited to make any comments;
 - the relevant Director or his/her representative will advise the Committee on the background and context of the decision and its importance to achieving Service priorities;

- Committee members will ask questions of members and officers in attendance (note: the call-in proposers would not be able to take part in the Committee's deliberations of the call-in);
- the portfolio holder(s) will be invited to make any final comments on the matter.

18.2 The Overview and Scrutiny Committee, after considering the evidence presented to the meeting, will make one of the following decisions:

- Agree to take no further action on the request (reason for that decision to be recorded in the minutes and Members are advised).
- Make alternative recommendations to the Cabinet or Council (if applicable).
- Make representations/views known to the Cabinet or Council (if applicable) in respect of decision taken and implemented within Cabinet or Officer delegated powers.

19. **RESPONSE/ACTION THAT CAN BE TAKEN BY CABINET OR OTHER APPROPRIATE COMMITTEE ON RECEIPT OF VIEWS OF THE OVERVIEW AND SCRUTINY COMMITTEE/PANEL**

19.1 The Cabinet can:

- Agree with and implement the Overview and Scrutiny Committee's alternative recommendations (if implementation of a decision has been delayed).
- Endorse its original decision in its entirety or partially amend it and implement it forthwith (if the matter is within the Policy and Financial Framework).
- Refer the matter to Council for determination (if not a solely executive matter).
- Forward comments on the views received to the Council where the matter is one outside the Policy and Financial Framework or reserved to the Council under the Constitution.
- Agree/amend/take no action on the Overview and Scrutiny Committee's/Panel's recommendations on a review initiated by that Committee/Panel.
- Agree action to be taken with regard to an officer delegated decision.

20. **EXCEPTIONS**

20.1 In order to ensure that call-in is not abused, nor causes unreasonable delay, certain limitations are to be placed on its use. These are:

- that no decision considered and determined by the Overview and Scrutiny Committee or Scrutiny Panel within the preceding 6 months shall be subject to call-in;
- that call-in can be invoked in respect of any one decision only once;
- that call-in will not apply to day-to-day management and operational decisions taken by Officers; and

- where the decision is taken by the Cabinet as urgent, this will only be subject to post-decision scrutiny.

21. **URGENCY**

- 21.1 A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests.
- 21.2 The record of the decision, and notice by which it is made public shall state whether in the opinion of the decision maker, the decision is an urgent one, and therefore not subject to call-in.

22. **POLICY REVIEW AND DEVELOPMENT**

- 22.1 The role of the Overview and Scrutiny Committee in relation to the development of the Council's Budget and Policy Framework is set out in detail in the Budget and Policy Framework Procedure Rules.
- 22.2 In relation to the development of the Council's approach to other matters not forming part of its Budget and Policy Framework, the Overview and Scrutiny Committee or Scrutiny Panels may make proposals to the Cabinet for developments in so far as they relate to matters within their terms of reference.
- 22.3 The Overview and Scrutiny Committee and Scrutiny Panels may hold enquiries and investigate the available options for future direction in policy development. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address them on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expenses for doing so.

23. **REPORTS FROM THE OVERVIEW AND SCRUTINY COMMITTEE AND SCRUTINY PANELS**

- 23.1 The Overview and Scrutiny Committee and Scrutiny Panels may submit formal reports to the Cabinet or the Council detailing the findings of its investigations into any matter.
- 23.2 Once it has formed recommendations on proposals for development, the Overview and Scrutiny Committee or Scrutiny Panel will prepare a formal report and submit it to the Head of Democratic Services for consideration by the Cabinet (if the proposals are consistent with the existing Budget and Policy Framework), or to the Council as appropriate (e.g. if the recommendation would require a departure from or a change to the agreed Budget and Policy Framework).
- 23.3 If the Overview and Scrutiny Committee or Scrutiny Panel cannot agree on one single final report to the Council or Cabinet as appropriate, one minority report may be prepared and submitted for consideration by the Council or Cabinet with the majority report.
- 23.4 The Council or Cabinet shall consider the report of the Overview and Scrutiny Committee or Scrutiny Panel within one month of it being submitted to the Head of Democratic Services.

24. CONSIDERATION OF OVERVIEW AND SCRUTINY REPORTS BY THE CABINET

- 24.1 The agenda for Cabinet meetings shall include a standing item entitled 'References from Overview and Scrutiny'. The reports of the Overview and Scrutiny Committee and Scrutiny Panels referred to the Cabinet shall be included at this point in the agenda (unless they have been considered in the context of the Cabinet deliberations on a substantive item on the agenda) as soon as practicable. Where an item is not considered by the Cabinet within two months, the Cabinet will give an explanation of the reasons to the Chair of the relevant Overview and Scrutiny Committee or Scrutiny Panel as soon as practicable.
- 24.2 The Overview and Scrutiny Committee and the Scrutiny Panels will have access to the Cabinet's Notification of Decisions and timetable for decisions and intentions for consultation. Even where an item is not the subject of detailed proposals from the Overview and Scrutiny Committee following a consideration of possible policy/service developments, it will be able to respond in the course of the Cabinet's consultation process in relation to any key decision.

25. THE PARTY WHIP

- 25.1 If a member of the Overview and Scrutiny Committee or Scrutiny Panels is subject to a party whip in respect of an issue to be considered by it, that member must declare the existence of the whip and the nature of it before the commencement of deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.

26. MATTERS WITHIN THE REMIT OF MORE THAN ONE SCRUTINY COMMITTEE

- 26.1 Where a matter for consideration by the Overview and Scrutiny Committee or one of the Scrutiny Panels also falls within the remit of one or more other committee/panels, the decision as to which committee/panel will consider it will be resolved by the respective Chairs.

27. COUNCILLOR CALL FOR ACTION

- 27.1 The Councillor Call for Action is a mechanism for enabling elected Members to bring matters of local concern to the attention of the Council, via the Scrutiny process.
- 27.2 Any Member may request that an item is placed on the agenda of the Overview and Scrutiny Committee for consideration. The Member making that request does not have to be a member of the Overview and Scrutiny Committee or any of the Scrutiny Panels.
- 27.3 The Call for Action should be an option of "last resort". In considering whether to refer to a matter in accordance with these provisions, Members must have regard to relevant guidance issued by the Secretary of State. A Call for Action will only be included on the Overview and Scrutiny Committee agenda if the Chair, in consultation with the Monitoring Officer, is satisfied that:
- the Member has made all reasonable efforts to resolve the matter via direct liaison with council officers and/or relevant partners;
 - the issue of concern is a matter in respect of which the Council has a statutory power or duty and is not precluded by adopted Council policy or legislation; and

- the issue of concern has a demonstrable impact on a part or the whole of the Member's electoral ward.

and accordingly information to support the above matters should accompany the Call for Action request.

27.4 A Call for Action cannot, in any event, relate to:

- a planning decision;
- a licensing decision;
- any matter concerning an individual or entity in respect of which that individual or entity has a right of recourse to a review or right of appeal conferred by or under any enactment;
- any matter which is vexatious, discriminatory or not reasonable to be included in the agenda for, or to be discussed at, a meeting of the Overview and Scrutiny Committee; or
- any matter which is a local crime and disorder matter for the purposes of Section 19 of the Police and Justice Act 2006.

27.5 If the Chair rejects the Call for Action the Member who made the request shall be provided with reasons for the decision.

27.6 A valid Call for Action will be considered at the next ordinary meeting of the Overview and Scrutiny Committee or at a special meeting of the Committee within 14 days of validation whichever is the sooner. The Committee may either decide to consider the matter itself or refer it to the appropriate Scrutiny Panel.

27.7 The subject matter of the Call for Action will be the subject of a report from the relevant Director, with such supporting information and evidence as is reasonably available. If the matter also or exclusively entails consideration of information held by another public body or partner, an appropriate representative shall be invited to the Overview and Scrutiny Committee or Scrutiny Panel meeting to provide that information, make representations and answer questions.

27.8 The Call for Action will be considered by the Overview and Scrutiny Committee or Scrutiny Panel in public session unless consideration of the issues involves the disclosure of exempt or confidential information as defined by the Access to Information Procedure Rules of the Constitution.

27.9 The Member who referred the matter under sub-paragraph 27.2 above may address the Overview and Scrutiny Committee or Scrutiny Panel in respect of the Call for Action for up to 10 minutes.

27.10 The Overview and Scrutiny Committee or Scrutiny Panel may also consider representations from any residents of the electoral ward affected by the Call for Action, subject to the discretion of the Chair.

27.11 If the Call for Action concerns issues that fall within the remit of the Cabinet, the relevant Cabinet Portfolio Member shall also attend the Overview and Scrutiny Committee or Scrutiny Panel to answer questions and make any representations.

28. REPORTS AND RECOMMENDATIONS ON CALLS FOR ACTION

28.1 Where the Overview and Scrutiny Committee or any of the Scrutiny Panels makes a report or recommendations to the Council or the Cabinet as a result of a reference under paragraph 23.1 above, the Overview and Scrutiny Committee or Scrutiny Panels may publish the report, subject to the provisions of Part 5 of the Local Government Act 2000 (“the 2000 Act”) in relation to confidential or exempt information.

28.2 The Overview and Scrutiny Committee or Scrutiny Panel will, by notice in writing to the Head of Democratic Services, require the Council or Cabinet:

- to consider the report or recommendations;
- to respond to the Overview and Scrutiny Committee or Scrutiny Panel indicating what, if any action the Council or Cabinet proposes to take;
- if the Overview and Scrutiny Committee or Scrutiny Panel has published the report or recommendations, to publish the response, subject to the provisions of Part 5 of the 2000 Act relating to confidential or exempt information;
- if the Overview and Scrutiny Committee or Scrutiny Panel provided a copy of its report or recommendations to the Member who referred the matter to the Board, to provide that Member with a copy of the response, subject to the provisions of Part 5 of the 2000 Act in relation to confidential or exempt information;

and to do so within two months of the date when the Council or Cabinet received the report or recommendations or (if later) the date when the Head of Democratic Services received the notice.

29. SCRUTINY OF CRIME AND DISORDER MATTERS

29.1 The Neighbourhood and Community Services Scrutiny Panel is designated as the Council’s Crime and Disorder Committee (in accordance with section 19 of the Police and Justice Act 2006) with responsibility for scrutinising crime and disorder and community safety matters.

29.2 Any Member of the Council may give notice to the Scrutiny Officer that he/she wishes an item which he/she considers to be a crime and disorder matter to be included on the agenda for discussion at the Neighbourhood and Community Services Scrutiny Panel.

29.3 The procedure for dealing with such requests shall be the same as those for any request for an item to be added to the Panel’s work programme, detailed in paragraph 12.1.

29.4 Sub-paragraphs 29.2 to 29.3 above shall apply to the consideration of a crime and disorder matter by the Neighbourhood and Community Services Scrutiny Panel as they apply to the consideration of a Call for Action by the Overview and Scrutiny Committee or relevant Scrutiny Panel.

29.5 If the Neighbourhood and Community Services Scrutiny Panel decides not to make a report or recommendation to the Council in relation to the crime and disorder matter, it must notify the Member who referred the matter of its decision and the reasons for it.

29.6 Where the Panel makes a report or recommendations to the Council it must:

- provide a copy of the report or recommendations to the Member who referred the matter to the Committee and
- provide a copy of the report or recommendations to such of:
 - (a) the responsible authorities (within the meaning of Section 5 of the Crime and Disorder Act 1998); and
 - (b) the co-operating persons and bodies (i.e. those persons and bodies with which the responsible authorities have a duty to co-operate under Section 5(2) of the Crime and Disorder Act 1998);

as it thinks appropriate.

29.7 Where the Panel makes a report or recommendations to the Council or provides a copy of a report or recommendations under sub-paragraph 29.6 above, the Panel must notify the Council, body or person to whom it makes or provides a copy of the report or recommendations that the Council, body or person must:

- consider the report or recommendations;
- respond to the Panel indicating what (if any) action it proposes to take;
- have regard to the report or recommendations in exercising its functions.

29.8 For the purpose of carrying out its functions under the Crime and Disorder (Overview and Scrutiny) Regulations, 2009, the Panel will meet to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of the crime and disorder functions, no less than once in every 12 month period.

29.9 Where the Panel makes a report or recommendations to a responsible authority or to a co-operating person or body in accordance with section 19(8)(b) of the Police and Justice Act, 2006, the Panel shall review the responses received and monitor the action (if any) taken by the relevant authority, person or body in accordance with its powers under section 19(1) of the 2006 Act.

Request for Single Agenda Item

Name:

Date:

Scrutiny Committee/Panel this request relates to:

Title of Item:

Purpose/Aim of Item:

Submit

Please submit your request to the Statutory Scrutiny Officer, Tracy Luck, Assistant Director, Strategy and Engagement (Tracy.Luck@slough.gov.uk)

Queries

Please direct any queries to the Scrutiny Officer, David Gordon (David.Gordon@slough.gov.uk; tel: 01753 875 657)

Guidance

Please note that the Overview and Scrutiny Process cannot help in the following areas:

- Individual complaints about specific issues
- Financial probity of the Council (this is the responsibility of the Audit & Corporate Governance Committee)
- Conduct or behaviour of councillors (this is the responsibility of the Audit & Corporate Governance Committee).

Call-in Request

Name:

Date:

Decision taken by Cabinet

Delegated decision by –

Date of decision:

Title of agenda item/report:

Reasons for Call-in:

Proposed alternative course of action (optional):

Proposed documentation and/or witnesses for the call-in (optional)

Signed: Councillor

Signed: Councillor

Signed: Councillor

Submit

Please submit your request to the Statutory Scrutiny Officer, Tracy Luck Tracy Luck, Assistant Director, Strategy and Engagement (Tracy.Luck@slough.gov.uk).

Any queries should be directed to the Scrutiny Officer, David Gordon (David.Gordon@slough.gov.uk; tel: 01753 875 657).

Request for Scrutiny Review

Name:

Date:

Scrutiny Committee/Panel this request relates to:

Title of Review:

Purpose/Aim of Review:

Submit

Please submit your request to the Statutory Scrutiny Officer, Tracy Luck Tracy Luck, Assistant Director, Strategy and Engagement (Tracy.Luck@slough.gov.uk).

Any queries should be directed to the Scrutiny Officer, David Gordon (David.Gordon@slough.gov.uk; tel: 01753 875 657).

Part 4.6 Extract From Financial Procedure Rules

Disposals

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

Strategic Acquisitions

- 12.28 The Strategic Acquisition Board (SAB) shall approve acquisitions up to a value of £25m. Before approving any acquisition, the SAB will require confirmation that the acquisition will not increase the Council's ongoing revenue costs, including the cost of borrowing and officer time.
- 12.29 The SAB shall be a subgroup of the Capital Strategy Board and will meet on a monthly basis, chaired by the Strategic Director for Resources, Housing and Regeneration. Standing members of the SAB will include:
- Leader of the Council
 - Commissioner for Neighbourhoods & Renewals
 - Strategic Director Regeneration, Housing & Resources
 - Assistant Director Assets, Infrastructure and Regeneration
 - Assistant Director Housing & Environmental Services
 - Directorate Finance Manager Customer & Community Services, Regeneration & Housing
 - Head of Asset Management
- 12.30 The appraisal and business case will assess how the strategic acquisition will be financed and will:
- Consider if the investment achieves corporate objectives.
 - Confirm that for the acquisition of land the price is reasonable (allowing for a special purchase consideration) and supported by an independent valuation.

- Confirm that for the acquisition of a standing investment the price is reasonable and supported by an independent valuation (reference will be made to previously identified added value opportunities).
- Confirm there is a market requirement.
- Where appropriate, there is secure rental income taking into account risks associated with the security of future payments, including (where appropriate) sensitivity analysis for void periods.
- Identify whole life costs (where appropriate).
- Identify the most appropriate funding source(s) and confirm availability.
- Clarify that the Council's Finance Section has assessed the business case and confirmed a suitable return on investment.

12.31 The financial appraisal will identify all costs and assumed income to assist informed decision making on whether the acquisition is suitable. In the case of revenue generating assets, this will be assessed by comparing the anticipated net income against the rate of return the Council could otherwise expect to achieve on its capital.

12.32 On reaching agreement as to the terms of acquisition, a final report will be prepared for approval by the Strategic Director for Resources, Housing and Regeneration in consultation with the Leader. In all instances the final report must be supported by advice from the Section 151 Officer.

12.33 Where acquisitions have occurred in the previous 6 months, a report prepared by the Head of Asset Management shall be brought to the Cabinet setting out the acquisitions and prices, at least twice per year.

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PROTOCOL FOR FILMING/RECORDING OF COUNCIL MEETINGS

1. The Council supports the principle of transparency and allows the filming, recording and photographing at its meetings that are open to the public. It also welcomes the use of social networking websites, such as Twitter and Facebook, and micro-blogging to communicate and report on proceedings to the wider community.
2. To enable members of the public to be fully informed, anyone proposing to film, record or take photographs of a meeting is requested to advise Democratic Services before the start of the meeting.
3. The Mayor / Chair of the meeting has absolute discretion to terminate or suspend any of these activities if, in their opinion, continuing to do so would prejudice or unduly disrupt proceedings at the meeting.
4. The circumstances in which termination or suspension might occur could include:
 - Public disturbance of the meeting.
 - When the press and public are excluded from the meeting due to the confidential or exempt nature of information to be discussed in Part II of an agenda.
 - Where it is considered that continued recording / photography / filming / webcasting might infringe the rights of any individual.
 - When the Chair considers that a defamatory statement has been made.
5. In allowing filming and recording, the Council asks those recording proceedings do not edit the film / record / photographs in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being photographed / filmed / recorded, or misrepresent a Council discussion.
6. Filming or recording must be overt and persons filming should not move around the meeting room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The Council may adopt operational arrangements to facilitate the effective transaction of business at a meeting by designating certain areas of a meeting room to be available for those who wish to record the meeting; and/or designating certain areas of the meeting room for any members of the public who do not wish to be filmed.
7. The use of flash photography, additional lighting or any non hand held devices, including tripods, will not be allowed unless this has been discussed with Democratic Services prior to the meeting and agreement has been reached on how it can be done without disrupting the meeting.
8. The Council will advise the public that the meeting may be filmed, recorded or photographed via notices on the agenda for the meeting and in the meeting room.

| Any person failing to comply with any element of this protocol ~~will~~may have permission to record future meetings withdrawn.

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Slough's Corporate Parenting Panel

Terms of Reference 2016-17

Purpose of the Corporate Parenting Panel

The Corporate Parenting Panel is the primary vehicle for Councillors to demonstrate their commitment to deliver better outcomes for children and young people in care and care leavers. The Corporate Parenting Panel is as a key mechanism by which councillors can ensure that services provided to children and young people in care and care leavers meet their needs. In particular this includes:

- high quality care, nurturing supportive and meaningful relationships that encourage their growth of self-esteem, confidence and resilience; enabling young people to cope with change and difficult times
- the highest standard of education which is consistent with the needs and abilities of the child
- opportunities and encouragement for self-development and keeping fit and healthy
- encouragement to take up hobbies, acquiring life skills and being a good citizen
- opportunities for education, employment and training, including open days and work placements, apprenticeships
- assistance with the transition from care to looking after themselves, including the provision of suitable accommodation

Responsibilities of the Corporate Parenting Panel

The Corporate Parenting Panel should:

- ensure that all councillors, and services are fulfilling their roles and responsibilities as corporate parents pro-actively, this includes identifying and organising education/training events for all councillors to ensure they are equipped with the knowledge and skills to be effective corporate parents
- provide clear strategic and political direction in relation to corporate parenting
- investigate, on behalf of all councillors, ways in which the role of corporate parenting can be improved, using examples from other local authorities
- ensure that councillors undertake their annual programme of visits to children's homes
- ensure that the needs of children and young people in care and their carers are prioritised and this is reflected in the Pledge to Slough's children in care.
- receive quarterly reports of key performance and quality indicators (as set out in the Corporate Parenting Scorecard) relating to children and young people in care, and identify areas for improvement
- receive regular and/or annual reports on the level and quality of the range of services to children and young people in care and care leavers
- engage with and support the work of the Children in Care Council Reach Out groups

- listen to the views of children, young people and their carers and involve them in the assessment and development of services
- champion the provision of dedicated, specialist council-based work placements and apprenticeships for young people in care
- promote achievement and acknowledge the aspirations of children and young people in care by supporting celebration events and activity days
- meet with Ofsted inspectors where appropriate for their input into inspections
- participate as members of the Slough fostering panel
- agree an annual work plan based on the Corporate Parenting Strategy priorities/Pledge to Looked After Children, reviewing progress, membership of the Panel and the impact they have had on the experiences and progress of children in care and care leavers
- Report formally to the Education and Children's Services Scrutiny Panel and Cabinet/Council as agreed

Membership

Membership will be reviewed annually by the relevant political groups, at the commencement of each municipal year. The Chair and Vice Chair are fixed, filled by those Councillors present in the below Commissioner roles.

- Commissioner for Education and Children (Chair)
- Commissioner for Community and Leisure (Vice Chair)
- Five Councillors (*All seven elected member appointments to the Panel will be made on a politically proportionate basis)

Other stakeholder and partner representation at the Panel

- Director of Children's Services, Slough Borough Council
- Chief Executive, Slough Children's Services Trust
- Non-Executive Director(s) of the Slough Children's Services Trust
- Foster carer
- Care Leaver
- Representative of Children in Care Council
- Housing representative
- Thames Valley Police representative
- Health representative
- Virtual School Head
- Head of Young People's Service

Meetings

The Corporate Parenting Panel will meet a minimum of 4 times a year.

Each meeting of the Corporate Parenting Panel will be based on one of the key themes within the Strategy (based on the Pledge), as agreed at the first meeting of each municipal year by the Panel.

Accountability/Governance

The Corporate Parenting Panel will provide a mid-year report to the Education and Children's Services Scrutiny Panel setting out work to deliver the Corporate Parenting Strategy. This report will be presented by the Chair of the Corporate Parenting Panel. The Corporate Parenting Panel will provide an annual report on its work to deliver the Corporate Parenting Strategy to Cabinet and Council. The report will be presented by the Chair of the Corporate Parenting Panel.

Administration

The Agenda for each meeting shall be agreed by the Director of Children's Services as part of an ongoing Forward Work Plan for the municipal year. Administrative support will be provided by Democratic Services, who will arrange the meetings of the Panel, maintain the Forward Work Plan and publish the agendas. The agreed agenda will be despatched by Democratic Services five clear days in advance of the meeting.

An officer from Democratic Services will be responsible for the minutes of the meeting and their subsequent circulation. The minutes will be restricted to Members of the Corporate Parenting Panel and those listed under 'Other stakeholder and partner representation at the Panel'. Requests from non-members to view the minutes will be considered based on the request fulfilling a valid 'need-to-know' requirement.

The Terms of Reference will be reviewed annually by the Director of Children's Services. Any revisions must be endorsed by the Member Panel on the Constitution before approval at Full Council.

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SLOUGH BOROUGH COUNCIL

REPORT TO: Annual Council **DATE:** 17th May 2016

CONTACT OFFICER: Catherine Meek
(For all enquiries) Head of Democratic Services
 (01753) 875011

WARD(S): All

PART I
FOR DECISION

**APPOINTMENT OF COMMITTEES, QUASI-JUDICIAL AND OTHER BODIES
 AND ALLOCATION OF POLITICAL GROUP OFFICER SUPPORT**

1 Purpose of Report

To appoint the Committees, quasi-judicial and other bodies as set out in the Constitution, to review the representation of different political groups on those bodies, agree the allocation of seats and appoint to those seats in accordance with Group wishes.

To agree the allocation of Political Group officer political support to Political Groups.

To receive the report of the Leader on the appointment of the Deputy Leader and the Cabinet.

2. Recommendations

The Council is requested to resolve:

- (a) That Committees be appointed and seats thereon allocated to political groups in accordance with the rules of proportionality (**Appendix 1**)
- (b) That appointments be made to Committees in accordance with the nominations received from political groups (To Follow-**Appendix 2**).
- (c) That the report of the Leader on appointment of the Deputy Leader and Commissioners (the Cabinet) and their portfolios be received. (To Follow-**Appendix 2**).
- (d) That the Chairs and Vice-Chairs of Committees be appointed as submitted (To Follow-**Appendix 2**).
- (e) The allocation of Political Officer support to Political Groups
- (f) That appointments be made to quasi-judicial and other bodies as set out in **Appendix 3**, in accordance with the requirements of proportionality (where applicable) and group nominations (To Follow).

3. **Community Strategy Priorities**

Effective, transparent and equitable democratic and decision making processes are an essential pre-requisite to the delivery of all the Council's priorities.

4. **Other Implications**

The recommendations within this report meet legal requirements (primarily the Local Government & Housing Act 1989 and associated Regulations) and the Local Government and Public Involvement in Health Act 2007. The proposals have no workforce implications and any financial implications have been reflected within the approved budget. There are no Human Rights Act implications.

Section 15 of the Local Government and Housing Act 1989 imposes a duty on Council's to review the representation of different political groups on bodies to which the Council makes appointments. The Act requires that the review should be undertaken at the annual meeting or as soon as practicable after that meeting.

The Council operates a 'strong leader' model which requires the Leader to be a Member elected to the position of Leader by the Annual meeting of the Council. At the annual meeting of Council in June 2014, Councillor Anderson was appointed as Leader of the Council for a period of four years.

5. **Supporting Information**

- 5.1 It is a requirement to appoint to the Committees, quasi-judicial and other bodies as set out in the Constitution.

Allocation of Seats on Committees, Quasi-judicial and other Bodies

- 5.2 Memorials confirming the establishment of political groups following the local elections are awaited. Following receipt of this information a revised 'basket' of seats will be circulated to the Council.

- 5.3 The Council is asked to agree the allocation of seats on Committees, quasi-judicial and other bodies and to appoint to those seats. The allocation of seats on those Committees where proportionality applies has been calculated and is set out in **Appendix 1**

- 5.4.1 Nominations from political groups for appointments to seats on Committees, etc have been sought and will be circulated when received.

Allocation of Political Group Officer Support

Under the Local Government & Housing Act 1989 a political group qualifies for a post if it comprises at least one-tenth of the membership of the Authority. A political group cannot have more than one political assistant and the total number of political assistants is limited to three. Group Memorials are currently awaited and will be reported to the Council. The Council will need to take a decision on how the Political Group Officer provision will be allocated between Groups.

Dates of Council Meetings – 2016/17

- 5.5 The Constitution requires the timetable of ordinary meetings of the Council for the forthcoming year to be approved at the Annual Meeting. The dates of Council meetings (all at 7.00pm) for 2016/17 were previously agreed at the Council meeting on 26th January 2016 and are as follows:

26th July 2016
27th September 2016
29th November 2016
31st January 2017
23rd February 2017 (Budget)
25th April 2017
16th May 2017 (Annual Meeting)

6. **Appendices**

Appendix 1 – Allocation of Seats

Appendix 2 - Cabinet and Committee appointments in accordance with proportionality rules **(TO FOLLOW)**

Appendix 3 - Quasi-judicial and other bodies: appointments/nominations **(TO FOLLOW)**

7. **Background Papers**

None

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ALLOCATION OF SEATS – COUNCIL MAY 2016

	Total No. of Seats on Body	Labour (33) (78.57%)	Conservative (8) (19.05%)	UKIP (1) (2.38%)
Cabinet (Executive)	8	8		
Audit and Corporate Governance	7	6	1	
Overview & Scrutiny	9	7	2	
Planning	9	7	2	
Licensing	11	8	2	1
Employment & Appeals	9	7	2	
<u>TOTAL SEATS ALLOCATED</u>	45	35	9	1
<u>GROUP SEAT ENTITLEMENT (Basket)</u>		35 (35.36)	9 (8.57)	1 (1.07)

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SLOUGH BOROUGH COUNCIL**REPORT TO:** Annual Council**DATE:** 17th May, 2016**CONTACT OFFICER:** Shabana Kauser, Senior Democratic Services Officer
(For all enquiries) (01753) 875018**WARD(S):** All**PART I**
FOR DECISION**APPOINTMENTS TO OUTSIDE BODIES 2016/17****1. Purpose of Report**

To appoint/nominate representatives to serve on outside bodies.

2. Recommendations

The Council is requested to resolve the appointments and nominations to the outside bodies set out in Appendices A and B, for the Municipal year 2016/17

3. Community Strategy Priorities

- **Economy and Skills**
- **Health and Wellbeing**
- **Regeneration and Environment**
- **Housing**
- **Safer Communities**

- 3.1 The Council works with a range of partners and outside bodies that either provide or assist in providing services which contribute to the Council's priorities. Many outside bodies utilise volunteers from the local community to assist them with organising fund-raising activities and assisting in the delivery of their services. The Council provides financial assistance to those outside bodies which it sees as essential to delivering its priorities. The Council fully appreciates the assistance and role which many of the volunteers play in delivering services to the local community.

4. Other Implications**4.1 Legal & Human Rights Implications**

There are, on the whole, neither legal nor human rights implications relating to the appointment of representatives to outside bodies. Some outside bodies have been established by statute.

Members will be indemnified in their appointments to outside bodies/organisations.

4.2 Financial

The Council provides financial assistance to those outside bodies which are considered essential in implementing its key priorities. Out of Borough travel expenses are payable to Council representatives. This cost is met from the budget for Members' Allowances.

4.3 Workforce

Officers from the Council are involved in monitoring/supporting the Council's representatives and in some cases are required to attend the meetings of the key organisations

5. Supporting Information

5.1 At the start of each municipal year the Council considers appointments and nominations to outside bodies.

5.2 The Council has agreed to adopt a two level approach to its representation on outside bodies:

Level 1 - Corporate Bodies where Members have significant liability and/or the body has significant responsibility for service delivery.

Level 2 - Outside bodies where members have no significant liability/responsibility for service delivery.

Members appointed to outside bodies are appointed with full voting rights and as such any liability is covered by the Council.

5.3 The Council will note that a number of Members are appointed to outside bodies by virtue of the office they hold (e.g. Commissioners or Committee Chairs). In such cases, Members are required to stand down from any such outside body to which they were appointed as soon as they cease to hold the office in question.

5.4 The Council has emphasised the importance of appointees to outside bodies reporting back at least annually and agreed that failure to do so could be taken into account when consideration was given to future appointments and nominations.

5.5 Nominations have been sought from the political groups and will be circulated prior to the meeting. Appendices 'A' and 'B' set out the appointments required for consideration by the Council.

6. Appendices

Appendix A - Level 1 - Corporate Bodies where Members have significant liability and/or the body has significant responsibility for service delivery.

Appendix B - Level 2 - Outside bodies where members have no significant liability/responsibility for service delivery.

7. **Background Papers**

Correspondence file relating to Outside Bodies.

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OUTSIDE BODIES
APPOINTMENTS TO OUTSIDE BODIES / PARTNERSHIPS 2016 / 2017

Level 1 – (Corporate Bodies where Members have significant liability and/or the body has significant responsibility for service delivery)

	Outside Body	Total Reps (Member/Officer)	Purpose of Outside Body	Whether a Statutory (S), Best Practice (BP) or Other (O) Appointment & Meeting Arrangements	Representative(s) appointed 2015/2016 or other period as stated	Status (Director / Trustee / Councillor)	Nominations required 2016/17
	1. Berkshire Healthcare NHS Foundation Trust – Council of Governors	1 Member (preferably Commissioner for Health & Wellbeing)	Provision of Mental Health services to the Slough area	BP	Councillor Ajaib (2016)	Governor Observer	1
Page 49	2. Berkshire Local Transport Body	1 Member (preferable Social and Economic Inclusion) and 1 named Deputy)	From 2015 funding for major transport schemes will be devolved to the BLTB which is a voluntary partnership between Local Enterprise Partnerships and the LA, Slough BC is the Accountable Body that will provide Section 151 Officer, legal and secretariat support to the LTB. The main purpose of BLTB will be to prioritise infrastructure schemes to receive the funding allocated.	S Three times a year	Councillor Munawar (2016) (Deputy, Councillor Davis) (2016)	Councillor	1 Plus Deputy
	3. Board of Development Initiative Slough Housing Ltd (DISH)	3 Members and Chief Executive	DISH was established in the late 1980s in response to the Government’s requirement that more homes for rent be built by bodies other than local councils, with rents at economic levels.	(O) Annually unless other business to attend to	Councillors Anderson, Davis and Swindlehurst (2016)	Director	3
	4. Frimley Health NHS Foundation Trust	1 Member (preferably Commissioner for Health & Wellbeing)	Provision of acute hospital services to the Slough area. Observer Status 16/17	BP	Councillor Ajaib (2016)	Governor	1

	Outside Body	Total Reps (Member/Officer)	Purpose of Outside Body	Whether a Statutory (S), Best Practice (BP) or Other (O) Appointment & Meeting Arrangements	Representative(s) appointed 2015/2016 or other period as stated	Status (Director / Trustee / Councillor)	Nominations required 2016/17
5.	Slough Local Asset Backed Vehicle (LABV) Board	One elected Member plus one named Deputy (nominated by Cabinet) and: The Strategic Director of Resources, Housing and Regeneration, or substitute; The Assistant Director, Regeneration & Estates, or substitute.	LABV was established in September 2012 to maximise the value of the disposal of Council assets for the benefit of the local community.	O	Cllr Nazir (2016) Cllr Sohal (2016)	Board Member	1 Plus Deputy
6.	Royal Berkshire Fire Authority *Allowance payable 2014/15 was £1818 per annum	3 Members including Commissioners for Education and Children and Social and Economic Inclusion + 1 other May 2016: Advised by RBFA 3 seats allocated to SBC (Advised nominations do not need to be made on a political proportionality basis)	To provide a fire service for Berkshire	S 4 times a year Rotates 6.30 p.m.	Councillors Abe, Bal (up to Jan. 2016), Plenty and Shah (2016) Cllr Dar from Jan. 2016	Members	3
7.	Safer Slough Partnership	1 Member	Requirement for the police, local authorities and other key agencies to work together to tackle crime and disorder. Safer Slough Partnership seeks to reduce crime, anti-social behaviour and the fear of crime.	BP	Councillor Sharif (2016)	Member	1
8.	Slough Children's Partnership Board	1 Member (Commissioner for Education and Children)	Children's Trusts bring together all services for children and young people in an area, underpinned by the Children Act 2004 duty to cooperate, to focus on improving outcomes for all children and young people.	S Six times a year. Daytime – usually St Martins Place.	Councillor PK Mann (2016)	Board Member	1

	Outside Body	Total Reps (Member/Officer)	Purpose of Outside Body	Whether a Statutory (S), Best Practice (BP) or Other (O) Appointment & Meeting Arrangements	Representative(s) appointed 2015/2016 or other period as stated	Status (Director / Trustee / Councillor)	Nominations required 2016/17
9.	Slough Local Safeguarding Children Board	1 Member (Commissioner for Education and Children)	The objective of LSCBs is to coordinate and to ensure the effectiveness of their member agencies in safeguarding and promoting the welfare of children. Membership includes local authorities, health bodies, the police and others.	S 4 times a year. Daytime at St Martins Place	Councillor PK Mann (2016)	Board Member	1
10.	Slough Safeguarding Adults Partnership Board	2 (including the Commissioner for Health & Wellbeing)	National guidance requires each local authority to establish a Safeguarding Adults Partnership. Members are from across health and social care agencies and service user groups.	S 4 times a year. Daytime-venue varies.	Cllrs Hussain and Malik (2016)	Board Members	2
11.	Thames Valley Athletics Centre Management Committee	1 (Commissioner for Community and Leisure) (Commissioner for Environment and Open Spaces appointed in recent years) 1 Deputy required	Supervision and monitoring of the management contractor and acting to dispense the daily business in short-term planning in operation of the facility (including financial matters) except where either the trust or the Committee are of the opinion that the matter should be referred to the trust.	S (Joint Arrangement) At least four times per annum. Eton. Evening	Councillor Parmar Councillor Cheema – Deputy (2016)	Member	1 Plus deputy
12.	Thames Valley Athletics Centre Trust	As above	The provision of facilities for recreation or other leisure time occupation for the benefit of the public in the interests of social welfare, particularly in the Royal Borough of Windsor & Maidenhead and the Borough of Slough. The advancement of education (particularly physical education) for the benefit of pupils at Eton College and any other schools or other places of education in the Boroughs of Windsor & Maidenhead and Slough.	S (Joint Arrangement) At least twice per year. Eton. Evening.	Councillor Parmar Councillor Cheema – Deputy (2016)	Trustee	1 Plus deputy

	Outside Body	Total Reps (Member/Officer)	Purpose of Outside Body	Whether a Statutory (S), Best Practice (BP) or Other (O) Appointment & Meeting Arrangements	Representative(s) appointed 2015/2016 or other period as stated	Status (Director / Trustee / Councillor)	Nominations required 2016/17
13.	Slough Children's Services Trust Board Remuneration Rate of £200 per day.	1 Member	Delivering agreed Children's and Young People's Services	O As and When Required. Time Commitment of between 15-20 days per year.	Cllr Plenty (appointed 24.11.15)	Non Executive Director	1 Member

Level 2 – (Bodies/Organisations – No significant Liability/responsibility for service delivery)

	Outside Body	Total Reps (Member/Officer)	Purpose of Outside Body	Whether a Statutory (S), Best Practice (BP) or Other (O) Appointment & Meeting Arrangements	Representative(s) appointed 2014/2015 or other period as stated	Status of Appointment (Director / Trustee / Councillor)	Nominations required 2015/16
1.	Heathrow Airport Consultative Committee	1 (Member or Officer) (Suggested Commissioner for Neighbourhoods and Renewal plus deputy)	The Committee is an advisory body constituted by Heathrow Airport Limited in accordance with Section 35 of the Civil Aviation Act 1982. Provides a means of consultation with regard to any matter concerning the management of administration of the airport which affects the interests of nearby local authorities.	O At six weekly intervals at Heathrow. Daytime	Councillor Swindlehurst and Councillor Munawar (Deputy) (2016)	Councillor/ Member	1 (plus deputy)
2. Page 53	James Elliman Trust. (Charitable Trust)	7 (Trustees appointed for a term of 4 years by the Council).	Application of income from the charity in the provision or in assisting in the provision of facilities for the inhabitants of Slough for recreation, or any other leisure-time occupation, in the interests of social welfare with the object of improving the conditions of life for said inhabitants.	O Meetings arranged as and when required. Subject to sufficient income from capital to distribute. Evening.	Councillor Parmar (2015-2019) Councillor Davis (2016) Councillors Mann, Rasib and Swindlehurst (appointed until 2018) 2 vacancies	Trustee	3 To serve until 2019
3.	Parking & Traffic Regulation Outside London Joint Committee (PATROLJC)	1 Member	To oversee the operation of the National Parking Adjudication Service which hears appeals against penalty tickets issued under Decriminalised Parking Enforcement.	S Twice yearly Venue varies Day time	Councillor Munawar (2016)	Councillor	1
4.	Slough Local Access Forum	2 Members	A statutory advisory forum providing advice and guidance to the Council and the Countryside Agency on ways in which the area can be made more accessible and enjoyable for open-air recreation while having regard to social, economic and environmental interests.	S Quarterly. Evening at SMP.	Councillors Parmar & Davis (2016)	Councillor	2

5.	Berkshire Community Foundation	1 (Member or Officer)	Encourages companies and individuals in Berkshire to put something back into the community in which they live and work. Support for a wide range of local causes given by the Trust from donated funds by various contacts within the Community.	O At least twice per year at Reading, evening.	Councillor Hussain (Deputy -Munawar) (2016)	Councillor	1
6.	Local Authorities' Aircraft Noise Council (Unincorporated association)	3 (Member or Officer)	Amongst others, to examine all problems arising from the nuisance of aircraft which may affect Member Authorities and to take such action thereon as may be necessary in the interests of the member or members concerned by such legal means as are considered best in the circumstances of the case.	O At least four times per year, in London. Daytime meetings.	Councillor M Holledge, Mann & Munawar (from 2015)	Councillor	3
7.	Groundwork South (formerly Groundwork Thames Valley)	1 (Member or Officer)	Promotes environmental regeneration in and around the Colne and Thames Valley.	O Meets four times a year. Denham Country Park daytime.	Councillor Plenty (2016)	Councillor	1
8.	South East Employers	2 Members plus 2 deputies (Commissioner and Chair of Employment & Appeals Cttee) (Should not be employee of another LA or an employee or official of any of the LG unions)	To be an active and influential employers' organisation for local government in the South-East of England.	BP Twice per annum, in London during the daytime.	Councillors Brooker and Munawar (2016) (2 Vacancies for Deputies)	Councillors	2 Plus 2 deputies
9.	St Mary's School Charity. (Charitable Trust)	2 Members	Enhancement of education of children and young persons in Slough.	O Meets at least twice per year in Slough. Evening meetings.	Councillors Brooker and Plenty (2016)	Trustee	2

10.	Standing Conference on Archives	1 (Member) and 1 (Officer)	To act as a channel of communication with the major users and depositors of documents; to be a means of consultation to identify their views and expectations; and to serve as forum for debate regarding the future direction of the Record Office.	Twice a year- (usually in October)	Councillor N Holledge (2016)	Councillor	1
11.	Strategic Aviation Special Interest Group (SASIG)	1 Member plus deputy	SASIG seeks to ensure that any national aviation strategy for the UK is implemented through regional planning guidance and other planning processes so as to reconcile economic, social and environmental issues in a sustainable way.	O	Councillor Munawar (2016) Councillor Plenty (Deputy) (2016)	Councillor	1 plus deputy
12.	Slough Council for Voluntary Service. (Unincorporated Association and Registered Charity)	1 Member plus Deputy. 1 Officer	Provides forum where voluntary and statutory bodies can discuss local issues relating to advancement of education, furtherance of health and relief of poverty and sickness.	BP At least monthly in Slough. Evening meetings.	Councillor A S Dhaliwal (2016) Councillor Malik (Deputy)	Councillor	1 Member plus deputy
13.	Local Government Association	3 Members	LGA is the national voice of local government. Aim to influence and set the political agenda on the issues that matter to councils.	Twice a year Daytime	Councillors Anderson, Mann and Swindlehurst (2016)	Councillor	3 Members

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