

Date of despatch: Monday, 22 January 2018

**To the Members of Slough Borough Council**

Dear Councillor,

You are summoned to attend a Meeting of the Council of this Borough which will be held in the The Curve - William Street, Slough, Berkshire, SL1 1XY on **Tuesday, 30th January, 2018 at 7.00 pm**, when the business in the Agenda below is proposed to be transacted.

Yours faithfully



**NEIL WILCOX**  
Director of Finance & Resources

**PRAYERS**

**AGENDA**

***Apologies for Absence***

**PAGE**

1. Declarations of Interest

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

*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.*

2. To approve as a correct record the Minutes of the Council meetings held on 28th November 2017 and 19th December 2017 1 - 14
3. To receive the Mayor's Communications.

**Public Questions**

4. Questions from Electors under Procedure Rule 9.

**Recommendations of Cabinet and Committees**

*[Notification of Amendments required by 10 a.m. on Monday 29 January]*

- |    |   |         |
|----|---|---------|
| 5. | Recommendations of the Cabinet from its meeting held on 22nd January 2018                                   | 15 - 20 |
|    | <ul style="list-style-type: none"><li>• Housing Revenue Account Rents and Service Charges 2018/19</li></ul> |         |

**Officer Reports**

- |    |  |         |
|----|--|---------|
| 6. | Appointment of Interim Chief Executive (Head of Paid Service)                | 21 - 28 |
| 7. | Appointment Process for Chief Executive (Head of Paid Service)               | 29 - 46 |
| 8. | Appointment to Committees, Panels and Outside Bodies.                        | 47 - 52 |
| 9. | Consent for Alterations - Kashmiri Karahi Restaurant, Salt Hill Park, Slough | 53 - 76 |

**Motions**

- |     |  |         |
|-----|--|---------|
| 10. | To consider Motions submitted under procedure Rule 14. | 77 - 78 |
|-----|--|---------|

**Member Questions**

- |     |   |
|-----|---|
| 11. | To note Questions from Members under Procedure Rule 10 (as tabled). |
| 12. | Exclusion of the Press and Public                                   |

It is recommended that the press and public be excluded from the remainder of the meeting as the items to be considered contain exempt information relating to individuals as defined in Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972 (as amended).

**PART II**

- |     |  |         |
|-----|--|---------|
| 13. | Part II Minutes - 28th November and 19th December 2017 | 79 - 82 |
|-----|--|---------|

**Press and Public**

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

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

## MINUTES OF COUNCIL PROCEEDINGS

At a Meeting of the Council for the Borough of Slough held at the The Curve - William Street, Slough, Berkshire, SL1 1XY on Tuesday, 28th November, 2017 at 7.00 pm

**Present:-** The Worshipful the Mayor (Councillor Shah), in the chair; Councillors Ajaib, Anderson, Bains, Bal, Bedi, Brooker, Carter, Chahal, Chaudhry, Cheema, Chohan, Dar, Davis, M Holledge, N Holledge, Hussain, Mann, Matloob, Munawar, Nazir, Pantelic, Parmar, Plenty, Qaseem, Rana, Rasib, Sadiq, A Sandhu, R Sandhu, Sarfraz, Shah, Sharif, Smith, Sohal, Strutton, Swindlehurst, Usmani and Wright.

**Apologies for Absence:-** Councillors Coad, Amarpreet Dhaliwal, Arvind Dhaliwal and Kelly.

### 29. Declarations of Interest

Councillor Bal declared that his daughter worked for Slough Borough Council.

Councillor Munawar declared that his son worked for arvato.

Councillor Rasib declared that his daughter worked for Slough Borough Council.

### 30. To approve as a correct record the Minutes of the Council held on 28th September 2017

**Resolved** - That the minutes of the meeting held on 28<sup>th</sup> September 2017 be approved as a correct record.

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

The Mayor thanked all Members who attended the events arranged throughout the Borough for Remembrance Sunday and Armistice Day. A special thanks was given to Linda Hillier, the Mayor's Chaplain, for her help and assistance with the arrangements for the annual occasion.

The Christmas Lights Switch-On took place on Saturday, 18<sup>th</sup> November in the Town Square. The event was well attended and the crowd enjoyed the entertainment and firework display.

The Mayor informed the meeting that Councillors Hussain, Sadiq, Chahal and Smith had spent a night with just a cardboard box for shelter as they took part in the London and Slough Run Big Sleepout to raise awareness and funds for homeless people living in Slough. The London and Slough Run has been running emergency night shelters for the past 4 years and the sponsorship raised would ensure that the shelters were open again this year.

**32. To consider a motion submitted under Procedure Rule 14.1 (C) - To Remove the Leader of the Council and Elect a New Leader**

Prior to consideration of the motion, Councillor Munawar addressed the meeting and tendered his resignation as the Leader of the Council. The motion to remove Councillor Munawar as Leader was therefore not moved.

It was proposed by Councillor Pantelic,  
Seconded by Councillor Mann,

“That Councillor Swindlehurst be elected as Leader of the Council.”

A prior request having been made for the record of the voting:

There voted for Councillor Swindlehurst:

Councillors Ajaib, Anderson, Bains, Bal, Bedi, Brooker, Carter, Chaudhry, Cheema, Chohan, Dar, Davis, M.Holledge, N.Holledge, Hussain, Mann, Matloob, Munawar, Nazir, Pantelic, Parmar, Plenty, Qaseem, Rana, Rasib, Sadiq, A.Sandhu, Sarfraz, Shah, Sharif, Sohal, Swindlehurst and Usmani..... 33

There abstained from voting:

Councillor Chahal, R.S Sandhu, Smith, Strutton and Wright ..... 5

**Resolved** – That Councillor Swindlehurst be elected as Leader of the Council for a period of four years.

**33. Questions from Electors under Procedure Rule 9.**

None received within the relevant time period.

**34. Recommendations of the Member Panel on the Constitution from the meeting held on 12th September 2017**

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

‘That in accordance with Council Procedure Rule 27.1, Procedure Rule 13.1 (notice of amendment to Committee recommendations) be suspended to allow the following amendments to be moved:

- (a) That a decision on the revised Councillors’ Code of Conduct be deferred to consider the inclusion of information on Members’ obligations as Trustees.
- (b) That the deadline for receipt of Public Questions in Council Procedure Rule 9 be amended to 10.00 am on the fourth working day before the day of the meeting.’

## **Council - 28.11.17**

The recommendations were put to the vote and agreed unanimously.

**Resolved** - That in accordance with Council Procedure Rule 27.1, Procedure Rule 13.1 (notice of amendment to Committee recommendations) be suspended to allow the following amendments to be moved:

- (a) That a decision on the revised Councillors' Code of Conduct be deferred to consider the inclusion of information on Members' obligations as Trustees.
- (b) That the deadline for receipt of Public Questions in Council Procedure Rule 9 be amended to 10.00 am on the fourth working day before the day of the meeting.

### **35. Appointment of Monitoring Officer**

*(The Service Lead, Governance left the meeting)*

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

"That a decision on the designation of the Council's Monitoring Officer be deferred to an Extraordinary meeting of the Council to enable consideration to be given to whether the proposed arrangements are sufficiently robust and well resourced to deal with the volume of work associated with the role."

The recommendation was put to the vote and agreed unanimously.

**Resolved** - That a decision on the designation of the Council's Monitoring Officer be deferred to an Extraordinary meeting of the Council to enable consideration to be given to whether the proposed arrangements are sufficiently robust and well resourced to deal with the volume of work associated with the role.

*(The Service Lead, Governance returned to the meeting)*

### **36. Parliamentary Constituency Boundary Review - Council Response to Revised Proposals October 2017**

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

"That the Council's response to the Commission's revised proposals as set out at Appendix 2 to the report be approved."

The recommendation was put to the vote and agreed unanimously.

**Resolved** - That the Council's response to the Commission's revised proposals as set out at Appendix 2 to the report be approved.

**37. Progress Update on Council Motion of 26th July 2016 - Safer Slough Partnership**

It was moved by Councillor Plenty,  
Seconded by Councillor Bains,

“The Council is requested to resolve that the work reported by the Safer Slough Partnership to the NCS Scrutiny Panel on 26<sup>th</sup> June 2017 be endorsed as a suitable response to the Council motion of 26<sup>th</sup> July 2016.”

The recommendation was put to the vote and agreed unanimously.

**Resolved** - That the work reported by the Safer Slough Partnership to the Neighbourhoods and Community Services Scrutiny Panel on 26<sup>th</sup> June 2017 be endorsed as a suitable response to the Council motion of 26<sup>th</sup> July 2016.

**38. To consider a Motion submitted under procedure Rule 14.1 (A)**

It was moved by Councillor Bains,  
Seconded by Councillor Strutton,

‘This Council will adhere to its *‘Actions Speak Louder’* values and will be open and transparent in its actions and fully investigate all current and future allegations of abuse and bullying from senior members of staff and elected members.’

The motion was put to the vote and carried unanimously.

**Resolved** - This Council will adhere to its *‘Actions Speak Louder’* values and will be open and transparent in its actions and fully investigate all current and future allegations of abuse and bullying from senior members of staff and elected members.

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

Copies of three questions received from Councillors Anderson and Swindlehurst, together with the replies, were tabled.

**40. Exclusion of the Press and Public**

*(The Interim Chief Executive left the meeting)*

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

“That the meeting remain in Part I for consideration of Agenda Item 13 – Appointment of Chief Executive and Head of Paid Service.”

A prior request having been made for the record of the voting:

**Council - 28.11.17**

There voted for the recommendation:

Councillors Bains, Chahal, R.S Sandhu, Smith, and Wright..... 5

There voted against the recommendation:

Councillors Ajaib, Anderson, Bal, Bedi, Brooker, Carter, Chaudhry, Cheema, Chohan, Dar, Davis, M.Holledge, N.Holledge, Hussain, Mann, Matloob, Munawar, Nazir, Pantelic, Parmar, Plenty, Qaseem, Rana, Rasib, Sadiq, A.Sandhu, Sarfraz, Sharif, Sohal, Strutton, Swindlehurst and Usmani.....32

There abstained from voting:

The Worshipful The Mayor, Councillor Shah..... 1

**Resolved** - That the press and public be excluded from the remainder of the meeting as the item to be considered contains exempt information relating to individuals as defined in Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972 (as amended).

Below is a summary of the matters considered during Part II of the agenda.

**41. Appointment of Chief Executive and Head of Paid Service**

The Council agreed not to make an appointment to the role of Chief Executive and Head of Paid Service.

Chair

(Note: The Meeting opened at 7.00 pm and closed at 9.12 pm)

This page is intentionally left blank



## MINUTES OF COUNCIL PROCEEDINGS

At an Extraordinary Meeting of the Council for the Borough of Slough held at the Chalvey Community Centre on Tuesday, 19th December, 2017 at 7.00 pm

**Present:-** The Worshipful the Mayor (Councillor Shah), in the chair; Councillors Ajaib, Anderson, Bains, Bal, Brooker, Carter, Cheema, Chohan, Coad, Dar, Davis, Amarpreet Dhaliwal, Arvind Dhaliwal, M Holledge, N Holledge, Hussain, Matloob, Nazir, Pantelic, Parmar, Plenty, Rana, Sadiq, A Sandhu, R Sandhu, Sarfraz, Sharif, Smith, Sohal, Strutton, Swindlehurst, Usmani and Wright.

**Apologies for Absence:-** Councillors Bedi, Chahal, Chaudhry, Kelly, Mann, Qaseem and Rasib.

### 42. Declarations of Interest

Councillor Bal declared that his daughter worked for Slough Borough Council.

### 43. Councillors' Code of Conduct

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

“That the revised Councillors’ Code of Conduct, as attached at Appendix A to the report, be approved.”

The recommendation was put to the vote and carried unanimously.

**Resolved –** That the revised Councillors’ Code of Conduct, as attached at Appendix A to the report, be approved.

### 44. Appointments to Committees, Panels and Outside Bodies

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

“ (a) That appointments be made to the vacancies on Committees in accordance with the nominations of political groups as set out in Appendix A of the report.

(b) That the appointments to casual vacancies on committees under Procedure Rules as at Appendix A of the report and as outlined at the meeting - namely Councillor Arvind Dhaliwal’s appointment to the Audit and Corporate Governance Committee and Councillor Davis’ appointment to the Joint Parenting Panel be noted.

## **Council - 19.12.17**

- (c) That the appointments to outside bodies as at Appendix B of this report be approved.
- (d) That the report of the Leader on the appointment of the Deputy Leader and Lead Members (the Cabinet) and their portfolios be received (Appendix C).
- (e) That a Representative of the Slough Youth Parliament be appointed to the Slough Wellbeing Board and the Board's Membership be updated accordingly."

The recommendations were put to the vote and carried unanimously.

### **Resolved –**

- (a) That appointments be made to the vacancies on Committees in accordance with the nominations of political groups as set out in Appendix A of the report.
- (b) That the appointments to casual vacancies on committees under Procedure Rules as at Appendix A of the report and as outlined at the meeting - namely Councillor Arvind Dhaliwal's appointment to the Audit and Corporate Governance Committee and Councillor Davis' appointment to the Joint Parenting Panel be noted.
- (c) That the appointments to outside bodies as at Appendix B of this report be approved.
- (d) That the report of the Leader on the appointment of the Deputy Leader and Lead Members (the Cabinet) and their portfolios be received (Appendix C).
- (e) That a Representative of the Slough Youth Parliament be appointed to the Slough Wellbeing Board and the Board's Membership be updated accordingly.

## **45. Designation of Monitoring Officer**

*(The Service Lead, Governance left the meeting for the duration of the item)*

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

"That Hugh Peart be designated as the Council's Interim Monitoring Officer with effect from 1st January, 2018."

The recommendation was put to the vote and carried unanimously.

**Resolved –** That Hugh Peart be designated as the Council's Interim Monitoring Officer with effect from 1st January, 2018.

## **46. Head of Paid Service and Chief Executive Arrangements**

It was moved by Councillor Swindlehurst,

## Council - 19.12.17

Seconded by Councillor Strutton,

- “ (a) That the temporary arrangement whereby Roger Parkin acts as interim Head of Paid Service ends on 31st December 2017;
- (b) That the Director of Finance and Resources be authorised to make the appointment of an interim Chief Executive and Head of Paid Service from January 2018 following consultation with the Group Leaders and UKIP member;
- (c) That the Chartered Institute of Personnel and Development (CIPD) carry out an independent review of the 2017 Chief Executive appointment process with the attached terms of reference. Its report should inform the permanent recruitment to the Chief Executive post, and be published for information at the full Council meeting in January 2018;
- (d) That the job description, person specification and terms and conditions of the Chief Executive and Head of the Paid Service post be endorsed as set out at Appendix B subject to the responsibility for probity and governance being emphasised and the post holder being appointed as the Council’s Returning Officer and Electoral Registration Officer; That the Service Lead (People) be authorised to make minor alterations as necessary following consultation with the Group Leaders and that the Service Lead (People) commence the recruitment to the permanent post of Slough’s Chief Executive; and
- (e) That the Employment and Appeals Committee give consideration to the membership of the Appointments Sub-Committee, as detailed below, for the purposes of this appointment:  
‘In recognition of the significance of the position of the Chief Executive to the effective running of this Council, and in order to ensure that the appointment process for this position is inclusive of all political groups, the Employment and Appeals Committee appoint a Sub Committee comprising eight members to include the Leaders and Deputy Leaders of the Conservative and Labour Groups (or their nominees), Councillor Coad and the Chair of the Employment and Appeals Committee and two further Labour members. Where possible, but not as a requirement, these nominations should be drawn from members serving on the Employment and Appeals Committee. All members to be appointed as voting members and have received the appropriate training’.”

Recommendation (a) was put to the vote and carried by 30 votes to 1 vote with 3 abstentions.

Recommendation (b) was put to the vote and carried by 32 votes to 0 votes with 2 abstentions.

Recommendation (c) was put to the vote and carried by 33 votes to 0 votes with 1 abstention.

Recommendation (d) was put to the vote and carried by 33 votes to 0 votes with 1 abstention.

## **Council - 19.12.17**

Recommendation (e) was put to the vote and carried by 33 votes to 0 votes with 1 abstention.

### **Resolved –**

- (a) That the temporary arrangement whereby Roger Parkin acts as interim Head of Paid Service ends on 31st December 2017;
- (b) That the Director of Finance and Resources be authorised to make the appointment of an interim Chief Executive and Head of Paid Service from January 2018 following consultation with the Group Leaders and UKIP member;
- (c) That the Chartered Institute of Personnel and Development (CIPD) carry out an independent review of the 2017 Chief Executive appointment process with the attached terms of reference. Its report should inform the permanent recruitment to the Chief Executive post, and be published for information at the full Council meeting in January 2018;
- (d) That the job description, person specification and terms and conditions of the Chief Executive and Head of the Paid Service post be endorsed as set out at Appendix B subject to the responsibility for probity and governance being emphasised and the post holder being appointed as the Council's Returning Officer and Electoral Registration Officer; That the Service Lead (People) be authorised to make minor alterations as necessary following consultation with the Group Leaders and that the Service Lead (People) commence the recruitment to the permanent post of Slough's Chief Executive; and
- (e) That the Employment and Appeals Committee give consideration to the membership of the Appointments Sub-Committee, as detailed below, for the purposes of this appointment:

'In recognition of the significance of the position of the Chief Executive to the effective running of this Council, and in order to ensure that the appointment process for this position is inclusive of all political groups, the Employment and Appeals Committee appoint a Sub Committee comprising eight members to include the Leaders and Deputy Leaders of the Conservative and Labour Groups (or their nominees), Councillor Coad and the Chair of the Employment and Appeals Committee and two further Labour members. Where possible, but not as a requirement, these nominations should be drawn from members serving on the Employment and Appeals Committee. All members to be appointed as voting members and have received the appropriate training'.

## **47. Exclusion of the Press and Public**

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

"That the press and public be excluded from the remainder of the meeting as the item to be considered contains exempt information relating to individuals as defined in Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972 (as amended)."

## **Council - 19.12.17**

The recommendation was put to the vote and carried unanimously.

**Resolved –** That the press and public be excluded from the remainder of the meeting as the item to be considered contains exempt information relating to individuals as defined in Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972 (as amended).

Below is a summary of the matters considered during Part II of the agenda.

### **48. Approval of Severance Payment to Interim Chief Executive**

A severance payment to the Interim Chief Executive, the costs of which were within the contractual and statutory entitlements, was approved.

Chair

(Note: The Meeting opened at 7.00 pm and closed at 7.45 pm)

This page is intentionally left blank

## MINUTES OF COUNCIL PROCEEDINGS

At an Extraordinary Meeting of the Council for the Borough of Slough held at the Meeting Room 1, Chalvey Community Centre, The Green, Chalvey, Slough, SL1 2SP on Tuesday, 19th December, 2017 at 7.50 pm

**Present:-** The Worshipful the Mayor (Councillor Shah), in the chair; Councillors Ajaib, Anderson, Bains, Bal, Brooker, Carter, Cheema, Chohan, Coad, Dar, Davis, Amarpreet Dhaliwal, Arvind Dhaliwal, M Holledge, N Holledge, Hussain, Matloob, Nazir, Pantelic, Parmar, Plenty, Rana, Sadiq, A Sandhu, R Sandhu, Sarfraz, Sharif, Smith, Sohal, Strutton, Swindlehurst, Usmani and Wright.

**Apologies for Absence:-** Councillors Bedi, Chahal, Chaudhry, Kelly, Mann, Qaseem and Rasib.

### 49. Declarations of Interest

Councillor Bal declared that his daughter worked for Slough Borough Council.

### 50. To Consider Motions Submitted regarding Governance and Postal Votes.

#### Governance Motion

It was moved Councillor Swindlehurst,  
Seconded by Councillor Strutton

“This Council recognises that:

- Good governance ensures we are doing the right things, in the right way, for the right people in pursuing our vision for Slough.
- Good governance leads to good management, high standards of performance, efficient stewardship of public money and ultimately the right outcomes for our residents and service users
- Good governance must include all members of the council- majority and opposition groups -and be embedded in the core operating functions of the Council and applied with the necessary transparency.

Therefore this Council resolves to:

- Tackle the significant governance issue facing the authority.
- To ensure its governance arrangements are resilient, open, honest, inclusive and accountable.
- Commission the Audit and Corporate Governance Committee to undertake a full review of the Council's governance arrangements.”

The motion was put the vote and carried unanimously.

**Resolved –**

This Council recognises that:

- Good governance ensures we are doing the right things, in the right way, for the right people in pursuing our vision for Slough.
- Good governance leads to good management, high standards of performance, efficient stewardship of public money and ultimately the right outcomes for our residents and service users
- Good governance must include all members of the council- majority and opposition groups -and be embedded in the core operating functions of the Council and applied with the necessary transparency.

Therefore this Council resolves to:

- Tackle the significant governance issue facing the authority.
- To ensure its governance arrangements are resilient, open, honest, inclusive and accountable.
- Commission the Audit and Corporate Governance Committee to undertake a full review of the Council's governance arrangements.

**Postal Votes Motion**

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

“This Council requests that the Returning Officer liaise with the Cabinet Office to design a brief for a pilot scheme to be trialled at the 2018 in local elections in Slough- with the pilot containing measures to strengthen the integrity of the postal vote system, help tackle fraud, and improve voter confidence.”

The motion was put the vote and carried unanimously.

**Resolved –** This Council requests that the Returning Officer liaise with the Cabinet Office to design a brief for a pilot scheme to be trialled at the 2018 in local elections in Slough- with the pilot containing measures to strengthen the integrity of the postal vote system, help tackle fraud, and improve voter confidence.

Chair

(Note: The Meeting opened at 7.50 pm and closed at 8.14 pm)



**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Council **DATE:** 30<sup>th</sup> January 2018  
**CONTACT OFFICER:** Nick Pontone, Senior Democratic Services Officer  
**(For all enquiries)** (01753) 875120  
**WARD(S):** All

**PART I**  
**FOR DECISION**

**RECOMMENDATIONS OF THE CABINET FROM ITS MEETING HELD ON 22<sup>nd</sup> JANUARY 2018**

**HOUSING REVENUE ACCOUNT RENTS AND SERVICE CHARGES 2018-19**

1 **Purpose of Report**

To consider the recommendations of the Cabinet from its meeting held on 22<sup>nd</sup> January 2018 in relation to the housing rents and service charges for 2018/19.

2 **Recommendation(s)/Proposed Action**

The Council is requested to resolve:-

- (a) That Council house dwelling rents for 2018/19 **decrease by 1%** over the 2017/18 rent with effect from Monday 2<sup>nd</sup> April 2018. This is in line with current government guidelines and legislation.
- (b) That Garage rents, heating, utility and ancillary charges **increase by 3.0%** with effect from Monday 2<sup>nd</sup> April 2018. This is based upon the September CPI figure.
- (c) That Service charges **increase by 3.0%** with effect from Monday 2<sup>nd</sup> April 2018. This is based upon the September CPI figure.
- (d) That 'Other committee' property rents increase by an average of 3.0% from Monday 2<sup>nd</sup> April 2018 in line with the September CPI figure.

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

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

This report sets out the context and implications for the council over the setting of housing rents and service charges for the next four years and impact upon the local community.

3b **Five Year Plan Outcomes**

This report will primarily have implications for Outcome 4 in the delivery of future social and affordable homes by the council, and the maximisation of the rental stream and asset value to the HRA.

#### 4 **Other Implications**

(a) **Financial**

The financial implications are contained within this report.

(b) **Risk Management**

If the Council follows Government guidance and legislation in the setting of its dwelling rents, then the risk to the Council will be mitigated.

<b>Risk</b>	<b>Mitigating action</b>	<b>Opportunities</b>
Legal	n/a	
Property		
Human Rights		
Health and Safety		
Employment Issues	n/a	
Equalities Issues		
Community Support		
Communications		
Community Safety		
Financial	Ensure that the Council sets a balanced HRA annual budget and matches the capital programme to the available resources.	
Timetable for delivery		Approval in January of the new rents will enable tenants to receive notification well within the statutory timescales.
Project Capacity		
Other		

(c) **Human Rights Act and Other Legal Implications**

There are no Human Rights Act Implications.

(d) **Equalities Impact Assessment**

There is no identified need for the completion of an EIA.

#### 5 **Supporting Information**

##### **Background**

5.1 For the 10 years prior to 2015/16, the setting of Council social rents has been guided by the Government policy called rent convergence, the intention of which was to bring parity to Council social rents across the country, and reduce the 'gap' between Council social rents and Housing Association rents.

- 5.2 Driving these annual rent charges was a Government prescribed formula which linked the following year's rent changes to the previous September's RPI and was weighted for regional differences e.g. salaries and house prices.
- 5.3 However, in the summer budget on the 8<sup>th</sup> July 2015, the Chancellor announced that "rents paid in the social housing sector will not be frozen, but reduced by 1% a year for the next four years". In previous years, the Government has always allowed Councils 'discretion' in changing their rents but produced a rent policy to guide Councils in the setting of their rents. Slough Borough Council has followed Government 'rent policy' and set its rents in line with that policy.
- 5.4 The Government has now departed from the previous practice of issuing rent 'guidance' to setting social rents across the country through primary legislation. Section 23 (1) of The Welfare Reform and Work Act 2016 states that:-

In relation to each relevant year, registered providers of social housing must secure that the amount of rent payable in a relevant year by a tenant of their social housing in England is 1% less than the amount that was payable by the tenant in the preceding 12 months.

- 5.5 Section 23 (6) then goes on to define the relevant applicable years as a year beginning on the 1 April 2016, 1 April 2017, 1 April 2018 or 1 April 2019.
- 5.6 The Act does allow exemptions from this rent reduction to be granted by the Secretary of State but these are very limited and clearly specified and cover properties such as specialist supported housing, temporary social housing, care homes and nursing homes. One of those exemptions (section 25(10)) is if the SoS considers that the local authority would be unable to avoid serious financial difficulties if it were to comply with the 1% rent reductions.

In effect, this means that for 2018/19, the Council will again need to set its social rents (HRA) 1% lower than the rents current in this year.

## Impact

- 5.7 The HRA 30 Year financial Business plan has been updated to reflect the introduction of the 1% decrease this year and the next two years. The impact on this year is an estimated reduction of £0.3m over last year's rental income of £32.8m.
- 5.8 The estimated average weekly rent for the current year is now £102.78 and the Government proposals will produce an estimated loss in potential rental income of £0.9m and an average decrease of 2.0% in weekly rent over the next two years as measured against this year's rental income; this roughly equates to the loss of 3 new social properties. Over a ten year period, the cumulative estimated loss of rental income could be £38m if rents had been allowed to increase by CPI plus 1%. The year by year future impact is shown in the table below:-

	2017/18	2018/19	2019/20
Average weekly rent	£102.78	£101.75	£100.74
Annual loss of Rent Income	£1.6m	£2.6m	£3.6m

## **Next Four Years**

5.9 The rent decrease will apply this year and for the next two years. On the 4<sup>th</sup> October 2017, the Government announced that from 2020, social housing rents would be limited to CPI plus 1% for the following five years. This has now been assumed in the HRA 30 year Financial Business Plan with just CPI for the remaining years (CPI has been assumed to be 1%). The new RMI contract with Osbornes commenced on the 1<sup>st</sup> December 2017, and together with the recent stock survey and the options appraisal, this will also feed into the future HRA Financial Business Plan.

5.10 The other changes likely to impact on the HRA and the Council's tenants in the next few years are:-

### **5.10.1 Universal Credit**

The full UC service is expected to be rolled out in Slough from April 2018 and will affect all new claims from working age customers with less than three children e.g. unemployed, sick, disabled, carers, lone parents, foster carers plus change of circumstances; certain client groups e.g. over 65s, supported housing, will be exempt. The financial impact on the HRA for 2018/19 is difficult to estimate but the budgeted rental income collection rate will be revised downwards and the bad debts provision increased in anticipation of the switch to monthly payments, the longer processing time, and the merging of HB with several other benefits into one payment. The HRA Financial Business Plan will be reviewed on a regular basis as the full impact of Universal Credit becomes clearer.

### **5.10.2 Sale of High Value Council Houses**

The Housing and Planning Act 2016 introduced a "Duty to consider selling vacant higher value housing" and Section 76 (1) states that "A local housing authority in England that keeps a Housing Revenue Account must consider selling its interest in any higher value housing that has become vacant." This is linked to the proposed introduction of 'right to buy' for Housing Association tenants and is intended to 'compensate' Housing Associations for the loss of their stock through RTB.

Since the statement of the previous Housing Minister (Gavin Barwell) in November 2016 that a 'decision hadn't yet been taken on the timing and the policy would require "quite a notice period" before being introduced', followed by a further statement that the government would not be requesting any high-value asset payments from Local Authorities during 2017/18, there has been no indication of when, or whether, this proposed policy might be introduced.

## **6 Comments of Other Committees**

6.1 The Housing rents and service charges 2018/19 were considered by the Neighbourhoods and Communities Services Scrutiny Panel on 16<sup>th</sup> January 2018.

6.2 The Cabinet will consider the matters detailed in this report at its meeting on 22<sup>nd</sup> January 2018. Any amendments to the recommendations will be reported to Council.

7 **Conclusion**

The Council is requested to approve the housing rents and service charges for 2018/19.

8 **Background Papers**

- '1' Welfare and Reform Act 2016
- '2' Housing and Planning Act 2016

This page is intentionally left blank

**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Council **DATE:** 30<sup>th</sup> January 2018

**CONTACT OFFICER:** **Surjit Nagra, Service Lead – People**  
(01753) 875727

**WARDS:** All

**PART I**  
**FOR DECISION**

**APPOINTMENT OF INTERIM CHIEF EXECUTIVE and HEAD OF PAID SERVICE**

1 **Purpose of Report**

This report seeks agreement to the appointment of an interim to the vacant post of Chief Executive and Head of Paid Service.

2 **Recommendation**

The Council is requested to resolve that Adam Wilkinson be appointed as the Council's Interim Chief Executive and Head of Paid Service with effect from 19th February 2018 for a period of six months.

3 **Slough Joint Wellbeing Strategy Priorities**

The Head of Paid Service along with the Monitoring Officer and the Section 151 Officer combine to form the Council's Statutory Officer functions. These roles are key to ensuring lawfulness, fairness, probity and general good governance that support the council in achieving its aims. It is important that they work effectively together yet maintain appropriate independence and that the roles are undertaken by adequately skilled and experienced staff supported by appropriate resources.

4 **Other Implications**

(a) **Financial**

None.

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

The appointment of a Head of Paid Service is a statutory requirement under Section 5, Local Government & Housing Act 1989. The Council has the power to designate and appoint the Head of Paid Service.

5 **Supporting Information**

- 5.1 At its meeting on 19 December 2017, the Council resolved that the Director of Finance and Resources be authorised to prepare a recommendation for the appointment of an interim Chief Executive and Head of Paid Service following consultation with the Group Leaders and UKIP member.

5.2 The Council's Head of Paid Service has a number of functions which are defined within the Council's constitution.

- Overall corporate management and operational responsibility (including overall management responsibility for all officers).
- Provision of professional advice to all parties in the decision making process.
- Together with the Monitoring Officer, responsibility for a system of record keeping for all the Council's decisions.
- Representing the Council on partnership and external bodies (as required by statute or the Council).
- Policy & Communications
- Professional Services

5.3 Following a recruitment and selection process which consisted of the following:

- Establishing two interview panels – one panel consisting of Members (comprising of the Leader, Deputy Leader, Conservative Group Leader and former UKIP member) and the second consisting of all the Directors;
- Engaging with recruitment agencies who specialised in interim chief executive searches;
- Both panels independently shortlisting CV's received from the recruitment agencies; and
- Both panels interviewing shortlisted candidates

A decision was made to recommend to Council the appointment of Adam Wilkinson as an interim Chief Executive and Head of Paid Service. Please see Appendix 1 for Mr Wilkinson's CV which highlights his experience to date.

5.4 The Council is committed to appointing permanent officers to the statutory officer roles but pending a permanent appointment a temporary appointment is necessary.

## 6 **Conclusion**

The role of the Head of Paid Service is an important element in the Council's structure and processes. The arrangements outlined in this report will ensure that the functions continue to be discharged appropriately until a permanent member of staff is appointed.

## 7 **Appendices**

Appendix 1 – Mr Adam Wilkinson CV.

## 8. **Background Papers**

None.



## **Profile – Adam Wilkinson**

### **Skills, Knowledge & Experience**

I have worked in the Public sector for over 34 years, as a Chief Officer for 15 years and have considerable experience and a successful track record in leading, managing and operating within large and complex organisations.

#### **Developed particular experience and expertise with:**

- helping organisations formulate and deliver ambitious strategic outcomes for their place and people
- managing & delivering large scale and wide ranging services.
- directly managing critical & complex projects, from internal transformation to major/complex regeneration & infrastructure projects/programmes.
- managing key relationships with stakeholder groups, local/national politicians/civil servants & partners.
- working effectively at all levels within Senior Management teams

### **Personal Qualities and Style**

Chief Officer working in the Public Sector for over 34 years, gained considerable knowledge and understanding of the social and economic issues that impact on communities.

Good knowledge of organisations working at national, regional and sub-regional level and the considerable importance of collaborative partnership working to deliver effective change and improvement for people and places.

Able to work under considerable pressure, resilient and effectively leads and drives change when necessary. Committed to equality of opportunity, with strong ethical standards and leads by example, through a collaborative and inspirational style of management.

Developed outstanding public speaking and general communication skills through the various roles fulfilled, from presenting organisational priorities at staff conferences to presenting development opportunities to global investors

## **Employment History**

### **Public Sector Roles and Assignments**

#### **Interim Director of Regulatory & Technical Services - Newry, Mourne and Down Council (Northern Ireland) June 2017 to Present**

Interim Director responsible for the services of Planning, Building Control, Facilities & Asset Management, Grounds maintenance, cleansing and Waste Management. Introducing new ways of working, bringing together two legacy Council functions, producing policy's, procedures, structures and assisting with Corporate transformation within a complex and challenging political setting.

#### **Interim Managing Director - Bexley Co Ltd/London Borough of Bexley**

Fulfilled the Interim MD role from 3 July 2017 to 31 October 2017, responsible for setting up the Council's arms length investment & development Company, designed to both help regenerate

Bexley and to produce revenue streams to the Council, with an initial £160m worth of developments rising to assets worth around £0.5billion.

### **Interim Head of Paid Service - North East Combined Authority**

Fulfilled the Interim Head of Paid Service role from June 2015 to July 2016. Worked with the seven local authorities of Durham County Council, Gateshead Council, Newcastle City Council, North Tyneside Council, Northumberland County Council, South Tyneside Council and Sunderland City Council, who established the North East Combined Authority (NECA) in 2014.

Fulfilled the role of Interim Head of Paid Service responsible for delivering a large number of objectives and outcomes, as agreed by the Combined Authority Leaders Board :-

- Designed and appointed the NECA team and Devolution team, consisting of Interims, secondments and permanent staff members & produced policies, procedures and systems to ensure effective governance & efficiency.
- Managed the delivery of services from the Metro Rail system to significant regeneration including housing schemes and an overall budget of £250million per annum.
- Initially supported then led the process in reaching initial agreement on a Devolution Deal between the Government and the Mayoral/Combined Authority, working with the 7 LA Leaders & CEO's, Government officials & Ministers, Business leaders and the LEP.
- Significantly improved relationships with the Business Community such as the NE CBI, Chamber of Commerce, FSB, EEF and so on through direct and regular open and honest engagement and sensitively facilitated a refresh of the Local Enterprise Partnership (NELEP), with the election of a new Chair, board Members and working with the Chief Operating Officer to merge the two teams of NECA and NELEP.

### **Interim Director - Neighbourhood Services - York City Council**

From January 2009 to July 2009, responsible for the Council's Commercial services functions, including Highways, Waste, Environmental Health, Trading Standards, Building Maintenance, Community Safety and Neighbourhood Management. Restructured the Directorate to provide greater levels of customer satisfaction, more efficient working practices and a general modernisation of Neighbourhood management.

Member of the Corporate management team and assisted in the development of a new Corporate strategy and the Council transformation programme. Was also the Council's lead officer on Member Development and data management.

### **Permanent Roles**

#### **Chief Executive - Derby City Council - July 2009 to December 2014**

- Responsible for a large Unitary City Council, serving a population of 250,000 people and employing 9000 staff, worked with 4 different Political Administrations and 5 Leaders (LD, Cons, Cons/LD, then Labour) achieving :-
- Development and implementation of Derby's Community Strategy, Derby City Council's City Plan(s) and numerous strategic plans associated with improving Social and Economic outcomes for the communities and businesses of Derby.
- Balanced budgets and £96m of savings with £32m in efficiency savings
- Improved performance and increased customer satisfaction in Council services despite significant cuts and losing over 1200 members of staff in the previous four years.

- Delivery of £600m Capital Programme supporting service improvements, infrastructure, Housing and regeneration, including delivery of Derby's Arena, a multi-use sports Arena and Velodrome.

Directly designed, led and managed the delivery of the Council's Accommodation Strategy – including a £35m refurbishment and extension of the Council House allowing 3000 staff to be based in the building compared to just 500 in 2011.

Directly designed, managed and led a council-wide transformation programme, (one derby one council – ODOC) introducing comprehensive flexible working, significant customer channel shift and a new target operating model.

- Directly developed and delivered the Streetpride service, a one stop Neighbourhood and Environmental service, bringing together all blue and white collar services, contracted as well as traded services, associated with the City's street scene.
- Directly created a City Regeneration Fund and a City Living Fund – which was extremely successful, highly flexible and highly responsive investment fund designed to promote the regeneration of the city bringing new jobs, new and retained businesses, the regeneration of derelict buildings and significant housing development.
- Established a partnership with Aston, Cranfield and Derby Universities to offer supply chain services to over 50 transport engineering companies (as part of the Planes, Trains and Automobiles Strategy)
- Conceived, designed and chaired Public/private joint venture partnership delivering a 250 acre manufacturing and technology park – Infinity Park Derby (IPD), Derby's flagship long term employment initiative.

Achieved the Equality Framework for Local Government (Excellent category) and the Stonewall Top 100 Employers.

- Won the Business Transformation Award at the LGC Awards in 2013,
- the Children's Services Award at the MJ Awards in 2013,
- the Public /Private Partnership Award at MJ Awards in 2013,
- the Efficiency Award at the LGC Awards in 2014,
- the Workforce Transformation Award at the MJ Awards 2014
- the LGC & MJ Management Team of the Year awards in 2012 & 2014
- Finalists for Council of the Year at the LGC Awards in 2013 and 2014.

Additional roles

- Lead peer reviewer for the Local Government Association and led on reviews of North East Lincolnshire Council, Bolsover District Council, North East Derbyshire District Council and Brighton and Hove City Council.
- Judge for the Local Government Chronicle and Municipal Journal Awards.
- Set up the Key Cities Group with Derby City Council being a founding and lead member–formed to achieve national lobbying to Government and to learn from and support each other.

**Managing Director of Environment and Regeneration with Kent County Council - September 2007 to October 2008**

Responsible for over 2,000 employees and accountable for a revenue budget of over £200 million and approximately £111 million of capital investment. In 2007/2008, directorate generated £72 million external funding and income.

Corporate lead for Social, Economic and Environmental Regeneration, Spatial Planning, Kent Highway service, Transport, Waste Management and the Kent Growth Areas programme (Thames Gateway and Ashford) and provided lead officer support to the Council's Regeneration Board.

### **Strategic Director of Environment and Development - Rotherham Metropolitan Borough Council - 2002 to 2007**

Directorate employed 2,500 people and managed a £150 million Revenue Budget, a £300 million Capital Programme and a £1 billion Regeneration Programme.

The Directorate provided the Council's Commercial/Traded Services, such as Highways, Building Maintenance, Grounds maintenance, Transport, Leisure & Culture as well as Regeneration (RiDO), Planning, Building Control, Asset Management, Rotherham Construction Partnership, Customer Services Strategy and the Town Centre Urban Renaissance programme. Also lead officer support to the Council's Regeneration Board and Property Board.

Fulfilled the Deputy Chief Executive role, representing the Council on a number of Local and Regional Boards including the Chamber of Commerce, the Local Strategic Partnership, Renaissance South Yorkshire Ltd (Company Director Public/Private partnership), South Yorkshire Coalfields Partnership and so on.

### **From 2003 to 2007 the directorate achieved a number of positive outcomes :-**

- Major schemes of inward investment were negotiated and delivered, valued at nearly £1bn.
- A Rotherham regeneration master plan produced via a town team – through an urban renaissance programme and implementation with £350 million of development including the Advanced Manufacturing Park (AMP) - Project Lead
- Investors in People Award, ISO 9001 (Quality Management), ISO 14001 (Environmental Management) EMAS certification, five Charter Mark Awards and a number of professional body awards eg RIBA, RICS and ICE for particular developments.
- Local Government Chronicle Award for 'Environment' in 2005 for Rotherham Streetpride and for 'Regeneration' in 2007.
- Seven Beacon Council Awards for: Fostering Business Growth, Removing Barriers to Work, Asset Management, Supporting New Businesses, Delivery of Quality Services through Procurement, Emergency Planning and Better Public Places.

### **Career in Local Government**

- Company Director, Adam Wilkinson Consultancy Ltd, 2014 to Present
- Chief Executive, Derby City Council, 2009 to 2014
- Managing Director, Kent County Council, 2007 to 2008
- Strategic Director, Rotherham Metropolitan Council, 2002 to 2007
- Head of Service, Kirklees Metropolitan Council, 1998 to 2002
- Assistant Director, Torfaen County Borough Council, 1996 to 1998
- Assistant Director, South Bucks District Council, 1991 to 1996
- Principal Surveyor, London Borough of Camden, 1987 to 1991
- Building Surveyor, London Borough of Barnet, 1986 to 1987
- Assistant Surveyor, London Borough of Redbridge, 1985 to 1986
- Trainee Surveyor, Wycombe District Council, 1983 to 1985

\* Interim Director/MD/Head of Paid Service roles 2008 – 2009 & 2014 - Present

## **Qualifications**

- University of Wales College, Master Degree in Business Administration, MBA, 1999
- University of Wales College, Post Graduate Diploma in Business Administration, DBA, 1997
- South Bank University, Degree in Construction Management, BSc, 1990
- Thames Valley University, HNC in Building Studies, HNC, 1985

## **Professional Qualifications**

- President, Chartered Association of Building Engineers, PPBEng, 2002-2003
- Fellow Member, Chartered Institute of Building, FCIOB, 1990-2005
- Fellow Member, Chartered Association of Building Engineers, FBEng, 1994-2005
- Fellow Member, Royal Society of Art, FRSA, 2000-2003

This page is intentionally left blank

**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Council **DATE:** 30th January 2018  
**CONTACT OFFICER:** Surjit Nagra, Service Lead - People  
**(For all enquiries)** (01753) 875727  
**WARD(S):** All

**PART I**  
**FOR DECISION**

**APPOINTMENT PROCESS FOR CHIEF EXECUTIVE (HEAD OF PAID SERVICE)**

**1 Purpose of Report**

The purpose of this report is to

- outline the outcome of the independent review carried out by the Chartered Institute of Personnel Development (CIPD) of the 2017 Chief Executive appointment process;
- seek approval to commence the process permanently to appoint to the role of the Chief Executive (which includes appointing an external recruitment agency who will produce the advert/ microsite); and
- seek approval to the job description, person specification and terms and conditions for the role of Chief Executive at Slough Borough Council and sets out the process to be followed in line with the Council's Constitution and Recruitment Policy.

**2 Recommendation**

The Council is requested to resolve

- (a) That the outcome of the independent review conducted by the CIPD attached at Appendix1 be noted;
- (b) That the job description, person specification, terms and conditions (as attached at Appendices) as set out at Appendix 2 and 3 be approved; and
- (c) That the appointment process set out in paragraph 5.7 be noted.

**3 Slough Joint Wellbeing Strategy Priorities**

There are no implications for the Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan. However, the Chief Executive is expected to drive forward the organisational changes reflected in the Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan and will therefore need to have strong and effective leadership, with both the skills and commitment to deliver the required outcomes.

#### 4 **Other Implications**

(a) **Financial**

None.

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

There are no Human Rights Act or other legal implications.

(c) **Equalities Impact Assessment**

There is no identified need for the completion of an EIA

#### 5 **Supporting Information**

##### **Independent Review**

- 5.1 At its meeting on 19<sup>th</sup> December 2017 the Council resolved that the Chartered Institute of Personnel Management (CIPD) carry out an independent review of the 2017 Chief Executive Appointment process. It was requested that the report from the review should inform the permanent recruitment to the Chief Executive post, and be published for information at this meeting.
- 5.2 The report is attached for information and has confirmed that the process conducted was standard practice in recruiting such a senior post in an organisation. There are no recommendations that have been made in terms of what could be changed.
- 5.3 Members had raised concerns during the previous recruitment process that the subcommittee had not been appropriately trained. Members should be aware that all members received recruitment and selection training which included: understanding the Council's recruitment process, selecting appropriate assessment methods, shortlisting fairly, planning questions based on the person specifications, competencies and understanding the interview process.

##### **Appointment process**

- 5.4 At its meeting on 19<sup>th</sup> December 2017 the Council recommended to the Employment and Appeals Committee that:
- ‘In recognition of the significance of the position of the Chief Executive to the effective running of this Council, and in order to ensure that the appointment process of this position is inclusive of all political groups, the Employment and Appeals Committee appoint a Sub Committee comprising eight members to include the Leaders and Deputy Leaders of the Conservative and Labour Groups (or their nominees), Councillor Coad and the Chair of the Employment and Appeals Committee and two further Labour members. Where possible, but not as a requirement, these nominations should be drawn from members serving on the Employment and Appeals Committee. All members to be appointed as voting members and have received the appropriate training’.
- 5.5 The Employment and Appeals Committee is meeting on 25<sup>th</sup> January 2018 to consider this recommendation and appoint the Appointments Sub Committee.



- 5.6 It was further agreed at the meeting of the 19<sup>th</sup> December that the job description should be reviewed and minor amendments be made to this following consultation with the Group Leaders The job description has been reviewed and is attached as Appendix 2. For ease of reference the changes are reflected in italics.

The draft documents (job description, person specification and the main conditions of service) that will make up the recruitment pack that will be used for the recruitment process are attached at Appendices 2 and 3. The Constitution requires these documents to be approved by the Council.

- 5.7 Following the approval of these documents the recruitment process will be initiated in line with the Council's Recruitment and Selection Policy and Procedure agreed in October 2016. Due to the seniority of this post it will be advertised externally and the Service Lead – People will source an external recruitment agency to support the process.
- 5.8 The selection process will include a panel of key stakeholders / external partners, a panel of employees, and a formal interview with the Appointments Sub committee with a formal presentation, psychometric tests and an in tray exercise.

## 6 **Appendices**

- Appendix 1 CIPD Report
- Appendix 2 Job Description and person specification
- Appendix 3 Main Conditions of Service

## 7 **Background Papers**

None.

This page is intentionally left blank



**Review of the CEO  
recruitment process**

**For the attention of Slough Borough Council  
18<sup>th</sup> January 2018**

Prepared by Jackie Alexander LL.B, Chartered FCIPD

## **Review of the CEO recruitment process for Slough Borough Council**

### **Introduction**

This report has been commissioned by Surjit Nagra on behalf of Slough Borough Council. CIPD were asked to review the most recent recruitment process for the CEO. We have provided an overview of the key principles underpinning standard CEO recruitment and reviewed the process recommended by Penna.

**Important to note:** As a professional institute, while we can help with advice and training on HR practices, we do not comment on how these are specifically carried out nor on the quality of decision making that arises from these processes – in this case, the hiring of your CEO.

### **Standard practice for senior level recruitment**

It is standard practice for senior level recruitment to use a third party consultancy. This is a combined activity between the consultancy and the employer - with the consultancy recommending process and the employer choosing which elements to change to suit their internal culture.

The process begins once a consultancy has been chosen, some organisations will do this by competitive tender, others by going directly to a consultancy that they have used before. Key to this is the consultancy's knowledge of the specific market and awareness of current trends.

It is the employer who usually produces the job pack to go to candidates and identifies core competencies but the method of candidate attraction will be jointly decided with advice from the consultancy based on market research. Often an employer will require a microsite to be developed and in this case the consultancy will do the work.

It is standard for a consultancy to handle all enquiries from prospective candidates and take in and acknowledge applications. The consultancy will have agreed timescales and the screening criteria/competencies with the employer. After the closing date they will evaluate applications against these criteria and produce the long-list of candidates to be considered. They will also have agreed the rating terminology for candidates on this list and throughout the process.

In setting up the process there are a considerable range of activities that can be used to evaluate candidates and these can include personality and psychometric testing. There are a large number of test providers and ultimately it is the consultancy that advises, and the employer who chooses, which to use and at what stage in the process.

Similarly interview structure and the number of interviews will depend upon the employer culture. There can be screening interviews carried out by the consultancy in person or by phone, a varying number of employer interviews either one to one or by panels and assessment days managed by the consultancy. The consultancy will provide advice on this and, once the employer decides how they want to proceed, will manage the process, providing written guidance.

Standard practice is for the consultancy to provide full written reports on who to take forward at each stage of the process - both comparative and on individual candidates. These will be discussed with the employer. The reports will contain recommendations and it is the employer who decides whether to accept them or not.

Any interview panels should receive training either from the consultancy or internally. Often the consultancy will provide questions for the panels. At interview the employer can ask the consultancy to take notes or provide an internal resource to do so.

At all stages the consultancy will manage the candidates, either rejecting them or taking them through to the next stage and ultimately to referencing and negotiating the offer.

## Review of the selection process for Slough Borough Council's CEO

***Please note:** In the first discussion with Slough Borough Council about this work, I was made aware that Penna advised on the recruitment process. I declared that I had worked with Penna in the past, in previous roles. As I had never worked with the Penna Consultant Julie Towers who advised the Council, it was confirmed by Belinda Colins that there was no conflict of interest.*

In conducting this review, I have spoken to Belinda Collins for an initial briefing and Surjit Nagra, both employees of Slough Borough Council. With the Council's permission, I have received relevant documentation and spoken to Julie Towers from Penna, the consultant responsible for the recruitment exercise. All discussions have been over the phone.

I have also reviewed a number of documents pertaining to the recruitment process (as referenced below).

I comment as follows:

1. The invitation to quote from Slough Borough Council and the tender response from Penna. I cannot comment on this part of the exercise, as I am not a procurement specialist.
2. Papers written by Surjit Nagra to the Council dated:
  - a. 31st January 2017 asking for approval of the job description and advertisement
  - b. 31st January 2017 outlining the process to be followed
  - c. 20th and 26th June 2017 relating to the appointment of the various committees that were involved in the process.These papers follow a standard Council format and the content is clear.
3. The Council Recruitment and Selection Policy: this is a clear document
4. The Penna documentation:
  - a. The Job Pack provided by the Council: Julie Towers told me that Penna managed the development of the micro site which was used to attract candidates and also candidate enquiries.
  - b. The longlist pack dated 31st August 2017 and meeting details.
  - c. Watson Glaser Critical Thinking test results. Watson Glaser is a well-known test supplier.
5. Technical interview reports by Penna

- a. Penna briefing papers for panels. Panel training was carried out internally by the Council and has not been reviewed.
- b. Initial interview questions for panels and notes taken at the interviews
- c. Interview and assessment reports on individual candidates
- d. Shortlist reports
- e. Final interview timetable

## **Conclusion**

My conclusion is that the Penna process is a standard process for this level of recruitment and all reports are written in a clear fashion.

## **About Jackie Alexander**

Jackie Alexander is a Chartered Fellow of the CIPD and a solicitor. She is an HR consultant, coach and trainer. Jackie has held a number of senior HR positions, namely Managing Director Resources LCH. Clearnet, a leading Clearing House; Recruitment Partner PricewaterhouseCoopers, HR Director BBC Worldwide, interim HR Director at the Royal Automobile Club. She started her career at British Airways and then worked in local authority and the NHS. Jackie is a Chair on Nursing and Midwifery Council fitness to practice hearings; chairs CIPD investigations and until December 2014 was a member of the General Dental Council Appointments Committee.

## **Training, education and qualifications**

LL.B Southampton University

Solicitor

Chartered Fellow, Institute of Personnel and Development

British Psychological Society, Certificate of Competence in Occupational Testing

Accredited AOEC coach

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>CHIEF EXECUTIVE</b>
<b>RESPONSIBLE TO:</b>	The council, through the leader of the council
<b>RESPONSIBLE FOR:</b>	Strategic management Leadership including responsibilities as head of paid services Partnership and community development Resource management Working with members Equality and diversity

### **MAIN PURPOSE OF JOB:**

- To provide leadership in the strategic management of the council and to support Members with the objective of achieving its vision, priorities, aims and ambition for Slough
- To be the head of paid service and ensure that the council is organised efficiently and effectively to deliver excellent customer focused services.
- To enhance *and be the guardian* of the reputation of the Council with residents, businesses and other stakeholders
- *To act as the Returning Officer and the Electoral Registration Officer*

### **MAIN RESPONSIBILITIES:**

#### **Strategic management**

1. To ensure that the council's vision, priorities and aims are made a reality by providing a clear sense of direction, optimism and purpose and by marshalling the resources of the whole organisation to achieve these ends.

2. To be the council's principal adviser on corporate strategy by setting a clear framework for the development and achievement of corporate policies and objectives and through working effectively with members through the council's democratic structure.
3. *To ensure effective governance, safeguarding the Councils financial and statutory duties and ensuring proper public accountability*

### **Leadership**

4. To be the head of paid service and to lead the corporate management team so that positive contributions are made by directors in the development and implementation of policies that will optimise service delivery to the people of Slough.
5. To inspire, empower and develop the council's workforce to secure a real sense of ownership of its vision and priorities, seek continuous improvement, encourage cross-council working and move decision making and responsibilities as close as possible to the point of service delivery.
6. To develop and maintain a flexible and focused organisation which is able to embrace, absorb and respond positively to changing requirements and priorities.

### **Partnership and community development**

7. To lead the council's commitment to working with a range of stakeholders with the aim of maximising positive and sustainable **external** investment in the **town centre** and other initiatives.
8. To develop and maintain effective systems of consultation, community involvement and partnership working to achieve the council's community strategy.
9. To promote the interests and image of the council and enhance its influence in constructive relationships with key stakeholders in the community, in government and other public bodies, the voluntary sector and in the business community.

### **Resource management**

10. To ensure that effective organisational structures and performance management systems are in place to plan, delivery and monitor strategic and service objectives.
11. To plan and keep under review the council's budget strategy and other significant financial funding arrangements in line with the priorities agreed by the council; to ensure that budgets are monitored and controlled and that there is clear accountability.

### **Working with members**


12. To have overall responsibility for the management of relationships between elected member, political groups and officers by establishing a clear understand of roles and





by developing and maintain clearly understood procedures for converting policies into action within the constraints of propriety and legality.

13. To provide the leadership, communication and action will exemplify the council's values and commitment to value diversity, ensure equality of opportunity and strengthen cohesion in the community.

## Person Specification

	Description	Essential/ Desirable		Method Application Interview, Test
<b>Experience</b>				
1.1	Significant experience as a senior director or as a Chief Executive in local government or similar public sector organisation with a track record of success as a senior manager	Essential	✓	A/I
1.2	Successful corporate leadership with significant track record in strategic planning and performance management leading improved outcomes for local people	Essential	✓	A/I
1.3	Successful working with elected members or stakeholder and in building relationships of trust	Essential	✓	A/I
1.4	A track record of achievement in partnership working with a wide range of stakeholders	Essential	✓	A/I
1.5	Establishing effective relationships with multicultural communities and in dealing confidently with diversity issues	Essential	✓	A/I
1.6	Successfully leading organisational change to achieve major improvements	Essential	✓	A/I
1.7	Success in financial, people and resource management of a significant scale and complexity	Essential	✓	A/I
2.1	A clear understanding of the major challenges in local government and of the current social policy issues to be faced in a multicultural urban environment	Essential	✓	I/T
2.2	Strategic planning and performance management systems including external inspections	Essential	✓	I/T
2.3	Legislative and financial frameworks within which local authorities operate	Essential	✓	I
2.4	High level of understanding and commitment to	Essential	✓	I/T

	Description	Essential/ Desirable	 disability confident EMPLOYER	Method Application Interview, Test
	diversity issues.			
<b>Knowledge</b>				
3.1	Has highlight developed leadership skills to inspire commitment from team's individuals throughout the council.	Essential	✓	I/T
3.2	Has high personal credibility and political sensitivity to work with elected members and a wide range of key stakeholders.	Essential	✓	I/T
3.3	Demonstrates a well developed strategic perspective that can be applied to achieve results in a broad range of corporate, community and services issues.	Essential	✓	I/T
3.4	Has the ability to plan, organise and review corporate systems and structures to deliver results and achieve continuous improvement.	Essential	✓	I/T
3.5	Can lead major changes in an inspirational way.	Essential	✓	I/T
3.6	Communicates clearly and effectively to a range of audiences and is confident in dealing with the media.	Essential	✓	I/T
3.7	High interpersonal, influencing and persuasive skills and is a good negotiator.	Essential	✓	I/T
3.8	Can build effective partnerships with a wide range of stakeholders.	Essential	✓	I/T
3.9	Shows sound judgement, balanced decision making and had good analytical skills.	Essential	✓	I/T
3.10	Committed, robust, resilient and has the drive and energy to achieve results within a challenging and complex environment	Essential	✓	I/T
<b>Key competencies</b>				
4.1	Degree or equivalent qualification	Essential	✓	A
4.2	An appropriate professional qualification	Desirable		
4.3	Management qualification	Essential	✓	A
			✓	

	Description	Essential/ Desirable		Method Application Interview, Test
4.4	Evidence of continuing professional development	Essential		A

## Main Conditions Of Service

### PERMANENT STAFF

**DATE:****CLOSING DATE:****DIRECTORATE:** Chief Executive**JOB TITLE:** Chief Executive      **REF NUMBER:** xx-xxxx

This post is subject to the Joint Negotiating Committee (JN) for chief executives of local authorities terms and conditions as supplement by Slough Borough Council local agreements.

#### Salary

The chief executive grade consists of 4 incremental points, £132,544, £140,365, £149,121 and £159,054 and is fully inclusive of all additional elements including local weighting.

#### Payment of Salary

Your salary will be paid monthly in twelve equal payments into a bank, giro bank or building society account of your choice. This will be on or about the last working day of the month.

Annual increments are paid on 1<sup>st</sup> April each year subject to 6 months service and satisfactory performance against key tasks endorsed by the Leader of the council.

#### Annual Leave

Our annual leave is generous and the longer you work for us and local government the more you get. You are entitled to 30 days per annum per complete holiday year. The annual leave provision is increased to 32 days inclusive after 5 years service.

The annual leave year runs from 1 April to 31 March.

The yearly entitlement is based on full time staff; for part time staff the entitlement is pro rata.

You are also entitled to 8 public and bank holidays, which is pro rata for part time staff.

#### Hours of Work

37 hours a week. However, the nature of the post and its level of seniority and responsibilities are such that the post holder will be expected to undertake additional hours including evening and weekend working as necessary to fulfil the requirements of the role.

The Council supports a range of flexible working arrangements to promote work-life balance dependant on the operational needs of each service.

#### Pension

Unless you specifically opt out in writing, you will automatically become a member of the Local Government Pension Scheme (LGPS). Further details are available from the council or you can link to the website for a Guide for New Employees to the pension fund on <http://www.rbwm.gov.uk/berks-pension/index.htm> .

The main benefits of being a scheme member can be found under [http://www.rbwm.gov.uk/berks-pension/LGS1B\(0411\)EmployerShortGuide.doc](http://www.rbwm.gov.uk/berks-pension/LGS1B(0411)EmployerShortGuide.doc)

You may choose to remain in or arrange your own personal pension plan (PPP), or remain in the State Earnings Related Pension Scheme (SERPS).

**Allowances**

**Relocation package:**

You will be eligible to receive an allowance under the council's relocation assistance scheme to cover removal and relocation expenses up to a maximum of £8,000 should you need to relocate to take up this post i.e. to move from outside a 26 mile radius of the council offices.

**Mileage allowances:**

The Council will reimburse all business mileage undertaken, whether inside or outside the borough, in accordance with HM Revenue and Customs rates. Currently this will be paid at 45p/mile for the first 10,000 business miles in the tax year and 25p for each business mile over 10,000 miles in the tax year. All mileage claims need to be supported by VAT receipts.

Business mileage undertaken by motorcycle or bicycle, whether inside or outside the borough, will be paid in accordance with HM Revenue and Customs rates, i.e. for motorcycles 24p per mile (claims to be supported by VAT receipts) and for bicycles (claims to be submitted) 20p per mile.

These provisions are subject to review, variation and discontinuance at the Council's discretion and/or in the light of operational needs.

All employees who use their cars for official business must ensure that their vehicle insurance policy is suitably endorsed for official and authorised Council business use.

**Evening Meetings:**

The salary of the chief executive covers the requirement for attendance at evening meetings and at other unsocial times.

**Professional subscriptions:**

The Council will reimburse you for the cost of one professional subscription per annum if agreed by your Director as relevant and necessary to the fulfilment of your duties.

**Other schemes**

Other payments may be made for additional work, outstanding performance, temporary cover for senior staff and other special circumstances.

**Smoke Free**

Slough Borough Council is a Smoke Free Council and smoking is not permitted within any Council premises, non-residential buildings and Council Vehicles.

**Health Assessment**

The Council believes that screening new employees is an important management process and therefore you will be asked to complete a Health Assessment Questionnaire, however this is not a condition of employment. As part of this process we may ask you to take a medical examination if the council's medical adviser feels it is necessary to the position. Certain key members of staff are medically examined periodically. The council will pay for this.

**Probationary period**

During the first six months of your appointment you will be covered by the council's probationary policy and procedure. Your work performance will be monitored closely and you will be expected to demonstrate your suitability for the post.

**Political restrictions**

This post is politically restricted under the Local Government and Housing Act 1989.

This means that you can be a member of a political party but cannot hold office for that party or stand for election as a councillor or MP.

**Period of notice**

3 months

**Emergency planning**

Due to the seniority of this post you will be required to assist in providing an effective response on the part of the authority to many major civil emergencies that may arise. This involves a range of co-ordinative, liaison and communication tasks working both within the council's offices and at other locations and can involve stand-by or call-out on a roster basis. Training will be provided to enable this duty to be fulfilled. This requirement is reflected in the grading of the post and no further remuneration will be payable.

**General Employment Information**

**Data Protection Act**

The information you provide will be processed in accordance with the Data Protection Acts 1998 and any subsequent legislation.

**Equality Act 2010**

This Act protects people with disabilities from unlawful discrimination. The Council operates a "Guaranteed Interview Scheme" for applicants who declare they have a 'disability' (as defined by the Equality Act 2010. Any 'disabled' applicant who meets the essential criteria for the job will be offered an interview.

*Definition of Disability*

The definition of disability, as outlined in the Equality Act 2010 is as follows:

"A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities".

To be protected under the Act,

- An individual must have, or have had, an impairment which can be physical or mental
- It must have adverse effects which are substantial, that is something more than minor or trivial.
- It needs to be long term, i.e. the impairment has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected

And

- It must affect normal day-to-day activities at work on a regular basis

**Equal Opportunities in Employment**

Slough Borough Council is committed to being an employer of choice. Our aim is to ensure that no job applicant or employee receives less favourable treatment on grounds of age, disability, gender reassignment, marriage or civil partnership, maternity and pregnancy, race, religion or belief, sex and sexual orientation. These are protected characteristics under the Equality Act 2010. In addition, the Council also recognises trade union membership and activity or any other reason which cannot be shown to be justified which will also result in grounds for unfair discrimination.

Recruitment and selection criteria, procedures and practices will be kept under regular review to ensure that individuals are selected or promoted on merit. All employees will be given equal opportunity and, where appropriate, training to progress within the Council.

Local authorities have a legal responsibility to promote Equality of Opportunity. The Council is committed to the use of those statutory provisions which permit Positive Action to improve recruitment and access to training where disadvantaged groups are under-represented. In particular the Council aims for its workforce to be representative of the local population of whom over a third are of ethnic minority origin.

The Council continually monitors this policy to assess its effectiveness.

### **Feedback**

Anyone who applies for a job with Slough Borough Council and is unsuccessful can arrange for verbal feedback to be given by contacting the Chair of the shortlisting / interview panel.

### **Interview Expenses**

Reasonable out of pocket expenses will be reimbursed when attending for interview; travelling expenses are limited to 2nd class rail/bus fare. Mileage is reimbursed at a rate of 19.8p per mile. Candidates will be sent their expenses by cheque after the interview. If a candidate is invited from overseas, travel expenses will be calculated from the nearest airport/ seaport in this country.

### **Pre-Employment Screening**

It is our policy to carry out checks to confirm the details on the application form/CV. False information which results in an appointment will render the individual liable to dismissal without notice.

- **Proof of Qualifications**

You will be asked to produce certificates confirming your qualifications or membership of professional bodies that are stated in your application form/CV.

- **References**

References offered will be taken up. We reserve the right to contact any other previous employer for a reference. We will also take into consideration relevant information received from any source. This may include information held by the authority, for example in social care or education, and information received from other external authorities or bodies.

- **Work Permit**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. You will be asked to submit original proof of identification (photocopies are not acceptable), such as a birth certificate, national insurance number, passport or driving licence. You will be asked to submit all marriage/relevant certificates in cases where you have changed your name, and previous address details.

### **Childcare Vouchers**

#### **Computershare Voucher Services (CVS)**

Childcare vouchers are a Government approved tax-efficient way of paying for childcare. They can be used for children of all ages (up to 16) to pay for any Qualifying Childcare in a wide range of childcare settings.

The table below shows how much tax and NI you can save each month if you order the maximum amount eligible for your tax band (figures published 2013):

	<b>If you pay Basic rate tax</b>	<b>If you pay Higher rate tax</b>	<b>If you pay Additional rate tax</b>
Maximum monthly voucher value	£243	£124	£110
Tax Rate	20%	40%	45%
NI	12%	2%	2%
Tax savings	£48.60	£49.60	£49.50
Ni Savings	£29.16	£2.48	£2.20
<b>Total monthly savings</b>	<b>£77.76</b>	<b>£52.08</b>	<b>£51.70</b>

For further, detailed information, please log onto:

[www.computersharevoucherservices.com/parentpack](http://www.computersharevoucherservices.com/parentpack)



**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Council

**DATE:** 30<sup>th</sup> January 2018

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

**WARD(S):** All

**PART I**  
**FOR DECISION**

**APPOINTMENT TO COMMITTEES, PANELS AND OUTSIDE BODIES**

1. **Purpose of Report**

- 1.1 To appoint to vacancies on various committees, panels and outside bodies and to note an appointment made to the Employment & Appeals Committee in accordance with Council Procedure Rules, Part 4.1, Paragraph 1.2 (vi).

2. **Recommendations**

The Council is requested to resolve:

- (a) That Members be appointed to the Investigating and Disciplinary Committee and the Appeals Committee in accordance with the wishes expressed by Political Groups in respect of the seats allocated to them.
- (b) That appointments of Louis Lee, David Comben and Murray Litvak to the Independent Panel be noted.
- (c) That the requirement for political proportionality, as set out in the Local Government and Housing Act 1989, be waived with regard to the Joint Parenting Panel and that Councillor Coad be appointed to the vacancy on the Panel.
- (d) That the appointment of Councillor Swindlehurst to the Employment & Appeals Committee, made under Council Procedure Rules Part 4.1, Paragraph 1.2 (vi), be noted.
- (e) That the Lead Member for Health & Social Care, Councillor Pantelic, be appointed as the Council's Outside Body representative on Berkshire Healthcare Foundation Trust.
- (f) That the revised proportionality and entitlement to committee seats as set out in Appendix 1 be noted and seats be allocated accordingly.

3. **Slough Joint Wellbeing Strategy and Five Year Plan Priorities**

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

#### 4. **Other implications**

##### (a) Legal Implications

The recommendations within this report meet legal requirements, primarily the Local Government Housing Act 1989 and associated regulations. The Joint Parenting Panel is subject to political proportionality and any variation to this can only be agreed if no member votes against. It is a requirement of the Council's Constitution that the Employment & Appeals Committee must include at least one member of the Executive.

##### (b) Financial Implications

There are no other workforce, financial or other implications arising from this administrative report.

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

##### **Appointments to Committees and Panels**

- 4.1 The Council agreed new arrangements for the dismissal of Head of Paid Service, Monitoring Officer and Chief Finance Officer at the meeting held on 18<sup>th</sup> May 2017. This included the establishment of the following new committees and panels:
- Investigating and Disciplinary Committee to deal with disciplinary matters relating to the relevant officers. It is a politically balanced committee of five Members, only one of whom is to be a member of the Executive (not the Leader or Cabinet Member with responsibility for human resource or finance).
  - Appeals Committee to deal with disciplinary matters short of dismissal relating to the relevant officers. It is also a politically balanced committee of five Members, only one of whom is to be a member of the Executive (not the Leader or Cabinet Member with responsibility for human resource or finance).
  - Independent Panel comprising of three people appointed under section 28 of the Localism Act 2011 to advise Council in the event of a recommendation from the Investigating and Disciplinary Committee to dismiss a relevant officer.
- 4.2 No appointments have yet been made to either the Investigating and Disciplinary Committee or the Appeals Committee and nominations have been sought from the Political Groups and will be reported at the meeting.
- 4.3 The three Independent Persons appointed to the Independent Panel are Louis Lee, the Council's Independent Person, and David Comben and Murray Litvak who have been appointed as Independent Persons at other authorities.
- 4.4 Councillor Matloob has resigned from the Joint Parenting Panel and Councillor Coad has been nominated to take the vacant seat on the Panel. In accordance with the requirements such a change can only be made if no member votes against.

- 4.5 Following the appointment of the new Cabinet by the Leader of the Council a number of changes to committees were required and were agreed by Council on 19<sup>th</sup> December. A further change needed to be made to the Employment & Appeals Committee as it is a requirement that it includes at least one member of the Executive. The Committee meets on 25<sup>th</sup> January 2018 and an appointment was required prior to the Council meeting. Councillor Michael Holledge has resigned from the Committee and Councillor Swindlehurst has been appointed to the vacancy under delegated authority in Council Procedure Rules Part 4.1, Paragraph 1.2 (vi).

### **Outside Bodies**

- 4.6 The Cabinet Member for Health & Social Care would normally be the Council's Outside Body representative on Berkshire Healthcare Foundation Trust. Councillor Hussain was appointed by Council on 18<sup>th</sup> May 2017 as the portfolio holder at that time. Following the appointment of the new Cabinet, it is proposed that Councillor Pantelic be appointed as the representative for the remainder of the municipal year.

### **Committee Membership / Proportionality**

#### **Councillor Coad**

- 4.7 Members are informed that Councillor Coad has resigned from the United Kingdom Independence Party (UKIP) and with effect from 16<sup>th</sup> January 2018, will be an Independent Councillor. This change does not affect entitlement to Committee Places/Proportionality.

#### **Councillor Munawar**

- 4.8 A Memorial signed by a majority of the Members of the Labour Group, was received on 22 January 2018, advising that Councillor Munawar is no longer to be treated as a member of the Labour Group. Councillor Munawar is therefore an Independent (Labour) Councillor.
- 4.9 Proportionality on Committee Places has therefore been re-calculated and Appendix 1 details entitlement to Committee Places. The result of the change in the membership of the Labour Group from 33 to 32 means that Labour lose one seat on Audit & Corporate Governance Committee. The Independent Councillors (Councillors Coad and Munawar) are entitled to two committee seats in total, one seat on the Licensing Committee and one seat on Audit and Corporate Governance Committee.

### **5. Conclusion**

- 5.1 The Council is requested to note and approve the appointments to committees, panels and outside bodies as set out in this report.

### **6. Appendices**

Appendix 1 – Basket of Entitlement .

### **7. Background Papers**

None.

This page is intentionally left blank

**ALLOCATION OF SEATS – COUNCIL JANUARY 2018**

	<b>Total No. of Seats on Body</b>	<b>Labour (32) (76.19%)</b>	<b>Conservative (8) (19.05%)</b>	<b>Independent (1) (2.38%)</b>	<b>Independent (1) (2.38%)</b>
Cabinet (Executive)	8	8			
Audit and Corporate Governance	7	5(5.33)	1(1.33)	(0.16)	1 (0.16)
Overview & Scrutiny	9	7(6.85)	2 (1.71)	(0.21)	(0.21)
Planning	9	7(6.85)	2(1.71)	(0.21)	(0.21)
Licensing	11	8 (8.3)	2 (2.09)	1 (0.26)	(0.26)
Employment & Appeals	9	7 (6.85)	2 (1.71)	(0.21)	(0.21)
<b><u>TOTAL SEATS ALLOCATED</u></b>	<b>45</b>	<b>34</b>	<b>9</b>	<b>1</b>	<b>1</b>
<b><u>GROUP SEAT ENTITLEMENT (Basket)</u></b>		<b>34 (34.28)</b>	<b>9 (8.57)</b>	<b>1 (1.07)</b>	<b>1 (1.07)</b>

This page is intentionally left blank

**SLOUGH BOROUGH COUNCIL**

**REPORT TO** Council

**DATE:** 30 January 2018

**CONTACT OFFICER:** Stuart Aislabie, Principal Asset Manager  
(01753) 477226

**WARD(S):** Chalvey

**PART I**  
**FOR DECISION**

**Consent for Alterations - Kashmiri Karahi Restaurant, Salt Hill Park, Slough**

**1 Purpose of Report**

The purpose of this report is to request Slough Borough Council acting in its capacity as a corporate trustee of the Salt Hill Playing Fields Trust to agree to enter into a Licence for Alterations consenting to external alterations proposed by the tenant of the Kashmiri Karahi Restaurant (“KKR”), Salt Hill Park, Bath Road, consisting of the construction of a conservatory.

**2 Recommendation/Proposed Actions**

The Council is requested to agree to enter into a Licence for Alterations with KKR for the construction of a conservatory at KKR, Salt Hill Park.

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

Although the following strategies and objectives of the Council would be served by the actions requested of the Council in this Report, it must be borne in mind that in this instance the Council is acting in its capacity as the corporate trustee of the Salt Hill Playing Fields Trust and its considerations must therefore be governed by the interests of the Trust and not by the strategies and objectives of the Council in its capacity as the local authority.

**3a Joint Wellbeing Strategy Priorities**

The proposal meets the following priorities of the Joint Wellbeing Strategy

**Priority 2: Increasing life expectancy**

The proposal will allow for investment in an existing park premises. This may have the wider benefit of attracting more local residents into the Salt Hill Park and make use of open space and facilities to improve and maintain health.

**3b Five Year Plan Outcomes**

The proposal also has the potential to make the following contributions to corporate objectives:

**Outcome 3: Slough will be an attractive place where people choose to live, work and visit**

The proposal will mean investment and improvement into Salt Hill Park facility improving its appearance and operation.

#### 4. **Other Implications**

##### (a) Financial

There are no immediate financial revenue/capital spend implications as a direct consequence of this report.

##### (b) Risk Management

<b>Risk</b>	<b>Mitigating action</b>	<b>Opportunities</b>
<b>Community</b>	None	
<b>Property</b>	None	
<b>Financial</b>	None	
<b>Legal</b>	None	
<b>Human Rights</b>	None	
<b>Employment</b>	None	
<b>Planning</b>	None	
<b>Public Consultation</b>	None	

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

As the subject matter of this Report relates to a lease of Property there is potential for the right to the protection of property in the first protocol to the Convention for the protection of Human Rights and Fundamental Freedoms to be engaged. This right is however subject to the qualification that it shall not in any way impair the right of a state to enforce such laws as it deems necessary to control the use of property in the general interest. It is not considered, therefore, that any challenge on such grounds is likely.

The lease of KKR is a protected tenancy under the Landlord and Tenant Act 1954 giving the tenant a statutory right to renewal of the lease subject to the provisions of that Act. The current lease is for a term of 15 years from 1 April 2015 with five yearly rent reviews. Under the lease the Tenant may not make any additions, alterations or improvements to the premises without the Landlord's consent which the Landlord cannot unreasonably refuse.

Under the Trust Deed of the Salt Hill Playing Fields (Appendix B) the site and buildings of the KKR is identified as "The Barn" and illustrations of the original building appear at page 13. There is a provision in the Trust Deed relating to "The Barn" on page 7 in the following terms:

*"The Council will maintain and manage the Barn in a manner conformable to the comfort and requirements for the purposes of rest and retreat of persons who do not play games and of females and of males engaged in games played by males and females together commonly known as mixed games and the refreshments supplied in the Barn shall be of a simple nature only and that refreshments will not be supplied in and from the Barn to persons other than the above mentioned as the persons for whose benefit the Barn is to be maintained and managed by the Council"*



It is not considered that the grant of the licence to make the alterations requested would cause the Council to be in breach of this provision as in itself it does not prohibit any alterations to the buildings.

It is also likely that in all the circumstances a refusal of consent could be considered as unreasonable and subject to challenge by the tenant.

(d) Equalities Impact Assessment

There is no identified need to carry out an EIA.

(e) Land and Property Implications

There are no further land and property implications beyond entering into a Licence for Alterations.

**5. Supporting Information**

**Background**

- 5.1 The restaurant building in Salt Hill Park is located towards the centre of the park, to the east of the former bowling alley and to the west of the outdoor tennis courts.
- 5.2 The restaurant is currently known as the Kashmir Karahi. KKR has been in occupation since 2008 and in 2015 undertook a statutory renewal of its lease for a further 15 year term commencing on 30 June 2015.
- 5.3 On the 7<sup>th</sup> August 2017, KKR was granted Planning Permission under ref P/07370/006 for the construction of a conservatory at KKR.
- 5.4 The proposed conservatory consists of the erection of glazing on the lower ground level enclosing the area beneath the balcony that over looks the former bowling green.
- 5.5 As per the terms of the renewal lease, KKR is entitled to make alterations upon seeking Landlord's consent. The Trust cannot unreasonably withhold consent to the proposed alterations. In this instance, I do not see any ground on which the Trust could withhold consent to the proposed alterations.
- 5.6 There is no consideration that can be requested from KKR on this occasion as charging a premium for consent would be deemed unlawful as such alterations are permitted under the terms of its lease. However, KKR will be responsible for covering the surveyor and legal costs in dealing with this matter.
- 5.7 The long term governance issues with regards the Trust are in the process of being resolved but this item needs to be resolved whilst the long term governance issues are being prepared to be brought to Council. The Trust is exposed to a legal challenge from the KKR with regards the withholding of consent should this issue not be resolved.

**6. Conclusion**

- 6.1 There is no reasonable ground for refusing consent for these works, particularly in light of the approved Planning Application. The consent will afford continued investment and improvement of a park asset.

**7. Appendices Attached**

**Appendix A:** Planning Consent P/07370/006 and drawings

**Appendix B:** Trust Deed of Salt Hill Playing Fields

**8. Background Papers**

Lease of KKR

## Appendix A: Planning Consent P/07370/006 and drawings



Taking pride in our communities and town

Mr. Kashif Bashir,  
K Designs  
1, Henry Road  
Slough  
SL1 2QN

Town and Country Planning Act 1990 (as amended)  
Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO)  
(as amended)

IN pursuance of their powers under the above-mentioned Acts and Orders, the Council of the Borough of Slough as the Local Planning Authority, **HEREBY GRANTS PLANNING PERMISSION**, in accordance with your application, **P/07370/006**, dated 09 March 2017 and the accompanying plans and particulars, for:

Proposal:	<b>Construction of a conservatory for additional seating area</b>
Location:	<b>KASHMIRI KARAH, SALT HILL PARK, BATH ROAD, SL1 3SR</b>

**Dated this 07 August 2017**

SUBJECT TO THE FOLLOWING CONDITION(S):

1. The development hereby permitted shall be commenced within three years from the date of this permission.

REASON: To prevent the accumulation of planning permissions, and to enable the Council to review the suitability of the development in the light of altered circumstances and to comply with the provisions of Section 91 of the Town and Country Planning Act 1990.

2. The development hereby approved shall be implemented only in accordance with the following plans and drawings hereby approved by the Local Planning Authority:

- (a) Drawing No. 1/SHP/04, Dated 02/03/2017, Recd On 10/03/2017
- (b) Drawing No. 1/SHP/05, Dated 02/03/2017, Recd On 10/03/2017
- (c) Drawing No. 1/SHP/06, Dated 02/03/2017, Recd On 10/03/2017
- (d) Drawing No.1/SHP/01, Dated 02/03/2017, Recd On 10/03/2017
- (e) Drawing No.1/SHP/02, Dated 02/03/2017, Recd On 10/03/2017
- (f) Drawing No.1/SHP/03, Dated 02/03/2017, Recd On 10/03/2017
- (g) Drawing No. 1/SHP/07, Dated 02/03/2017, Recd On 10/03/2017
- (h) Drawing No. Site Location Plan, Dated 2014, Recd On 10/03/2017
- (i) Drawing No. Block Plan, Dated undated, Recd On 10/03/2017

REASON: To ensure that the site is developed in accordance with the submitted application and to ensure that the proposed development does not prejudice the amenity of the area and to comply

with the Policies in the Development Plan.

3. All new external work shall be carried out in materials that match as closely as possible the colour, texture and design of the existing building at the date of this permission.

REASON: To ensure a satisfactory appearance of the development so as not to prejudice the visual amenities of the locality in accordance with Policy EN1 of The Adopted Local Plan for Slough 2004.

4. No development shall be begun until details of the cycle parking provision (including location, housing and cycle stand details) have been submitted to and approved in writing by the Local Planning Authority. The cycle parking shall be provided in accordance with these details prior to the occupation of the development and shall be retained at all times in the future for this purpose.

REASON: To ensure that there is adequate cycle parking available at the site in accordance with Policy T8 of The Adopted Local Plan for Slough 2004, and to meet the objectives of the Slough Integrated Transport Strategy.

5. No development shall commence on site until details of the proposed boundary treatment including position, external appearance, height and materials have been submitted to and approved by the Local Planning Authority. Before the development hereby permitted is occupied, a suitable means of his boundary treatment shall be implemented on site prior to the first occupation of the development and retained at all time on the future.

REASON: In the interests of the visual amenity of the area and accordance with Policy EN3 of The Adopted Local Plan for Slough 2004.

INFORMATIVE(S):

1. The applicant is advised that if it is intended to use soakaways as the method of dealing with the disposal of surface water then the permission of the Environment Agency will be necessary
2. It is the view of the Local Planning Authority that the proposed development does improve the economic, social and environmental conditions of the area for the reasons given in this notice and it is in accordance with the National Planning Policy Framework.

Informatives

The applicant is hereby informed that commencing development without first having complied with any pre-commencement conditions as set out in this decision notice may mean that the decision notice will expire and render the development to be unlawful.

This notice DOES NOT convey any consent that you may require for Building Regulations. If you are unsure whether you need Building Regulations approval and before you start any work please contact Building Control Services independently on (01753) 875810 to check whether they require an application.

Your attention is drawn to the attached notes.

This approval does not convey any approval or consent under the Building Regulations or any enactment other than the Town and Country Planning Act 1990.

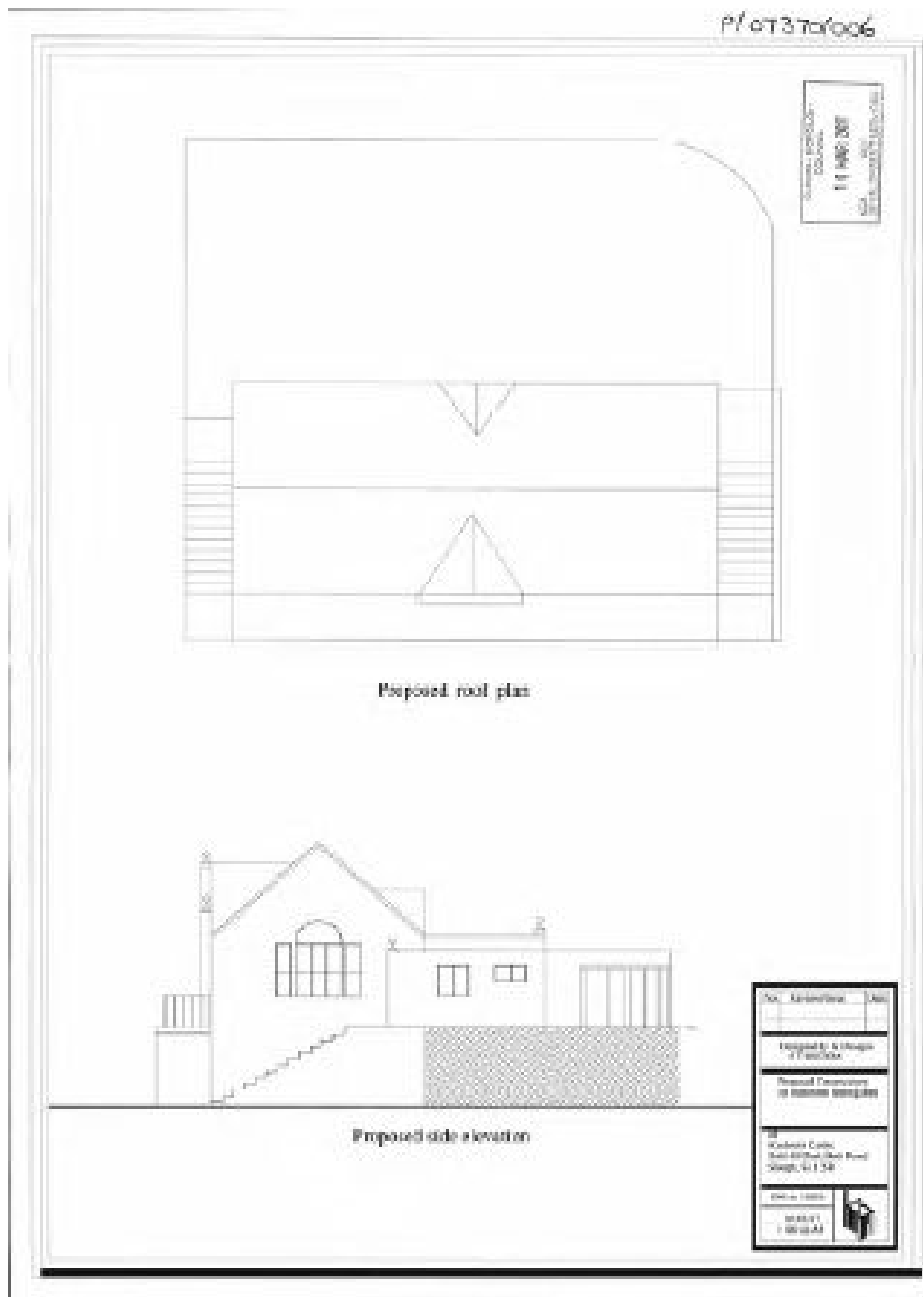
*Janet Ferguson*

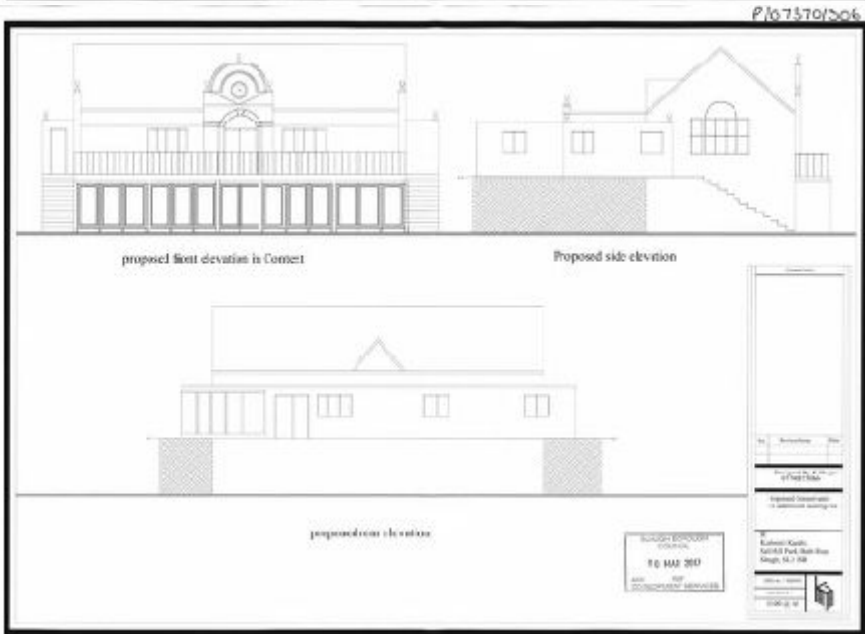
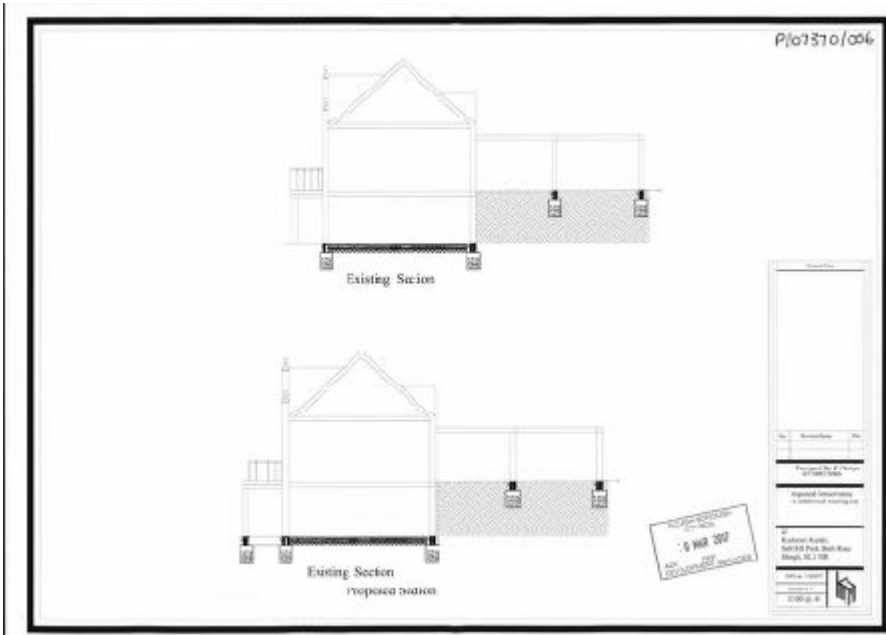
*JF*

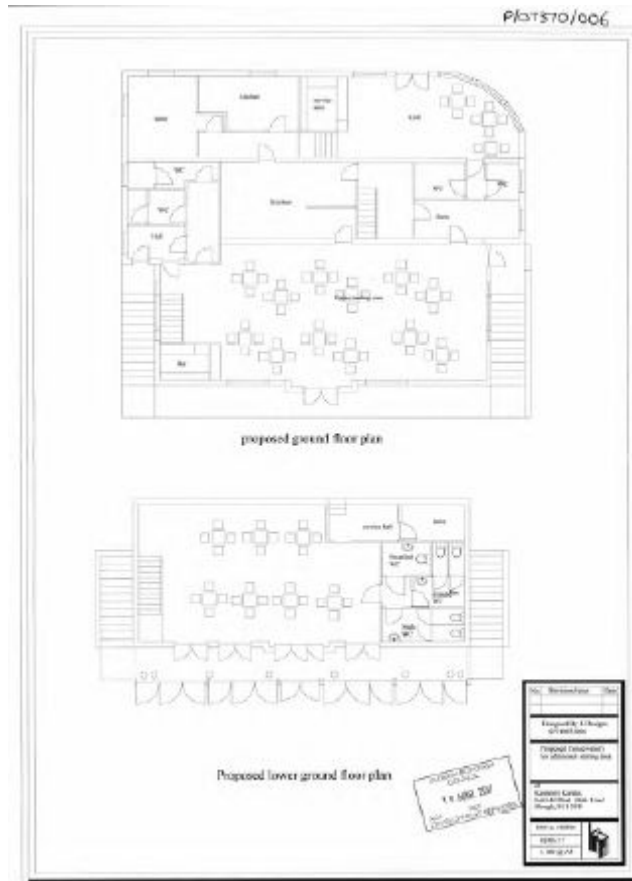
Janet Ferguson  
 On behalf of

Head of Planning & Building Control

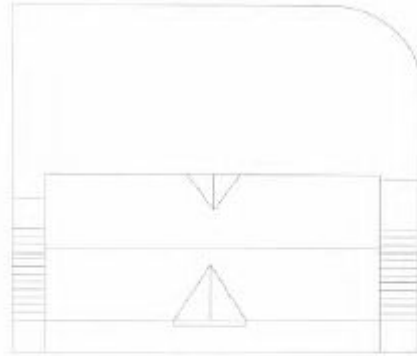
DEC1fccaci







P107370/006



Existing roof plan



Existing side elevation

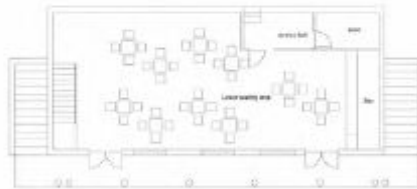
PROFESSIONAL  
DESIGNER  
18 MAR 2019  
BY  
[Signature]

No.	Revision/Date	Drawn
Prepared by: [Name]		
Checked by: [Name]		
Approved by: [Name]		
Customer: [Name]		
Project: [Name]		
Scale: [Scale]		
Date: [Date]		
Time: [Time]		

P107370/006



existing ground floor plan



Existing lower ground floor plan

PROFESSIONAL  
DESIGNER  
18 MAR 2019  
BY  
[Signature]

No.	Revision/Date	Drawn
Prepared by: [Name]		
Checked by: [Name]		
Approved by: [Name]		
Customer: [Name]		
Project: [Name]		
Scale: [Scale]		
Date: [Date]		
Time: [Time]		



I certify that this is a  
copy of the original contract.



S. P. F.

THE  
SALT HILL PLAYING FIELDS.

---

Printed by:

Printed by Charles Laff, "Observer" Office.

## Table of Contents.

---

	PAGE
AN OPEN LETTER ... ..	3
PLAN OF GROUND ... ..	4
COPY OF TRUST DEED ... ..	5—11
ILLUSTRATION OF LODGE ... ..	12
ILLUSTRATION OF BARN ... ..	13
SOME DETAILS OF WORK DONE ... ..	14
LIST OF PRINCIPAL FIRMS EMPLOYED ... ..	15—16
COPY OF BYE-LAWS ... ..	17—31

## An Open Letter.

**T**HE LAND AS PLAN see page 4, offered to Slough and accepted by the Slough Urban District Council, under the circumstances reported in the local papers of December 23rd, 1903, being now ready for use in accordance with those terms, I publish this letter and Souvenir Booklet.

**I desire to thank** the Slough Urban District Council for so patiently awaiting the fulfilment of my promise, and for freely lending to me the valuable assistance of the Town Surveyor, Mr. W. W. Cooper.

**Mr. Cooper** has cordially responded to all applications for specifications, quantities, and general advice, and I wish to thank him for his prompt attention to my requirements.

**I desire to invite attention** to the important results achieved through the co-operation of my advisory Committee, and to publicly thank these members: Mr. W. W. Pope; Mr. T. H. Rendell; Mr. Arthur Turner; Mr. Benjamin Slocock, for the assistance so freely rendered.

**To Mr. Pope** I am especially grateful, for acceding to my request, to relieve me of the burden of attention to the multifarious details necessitated by that work; thereby ensuring *realization* of vague ideas.

**To Mr. Reginald Blomfield, A.R.A.**, I am indebted for the design of the Barn and Lodge.

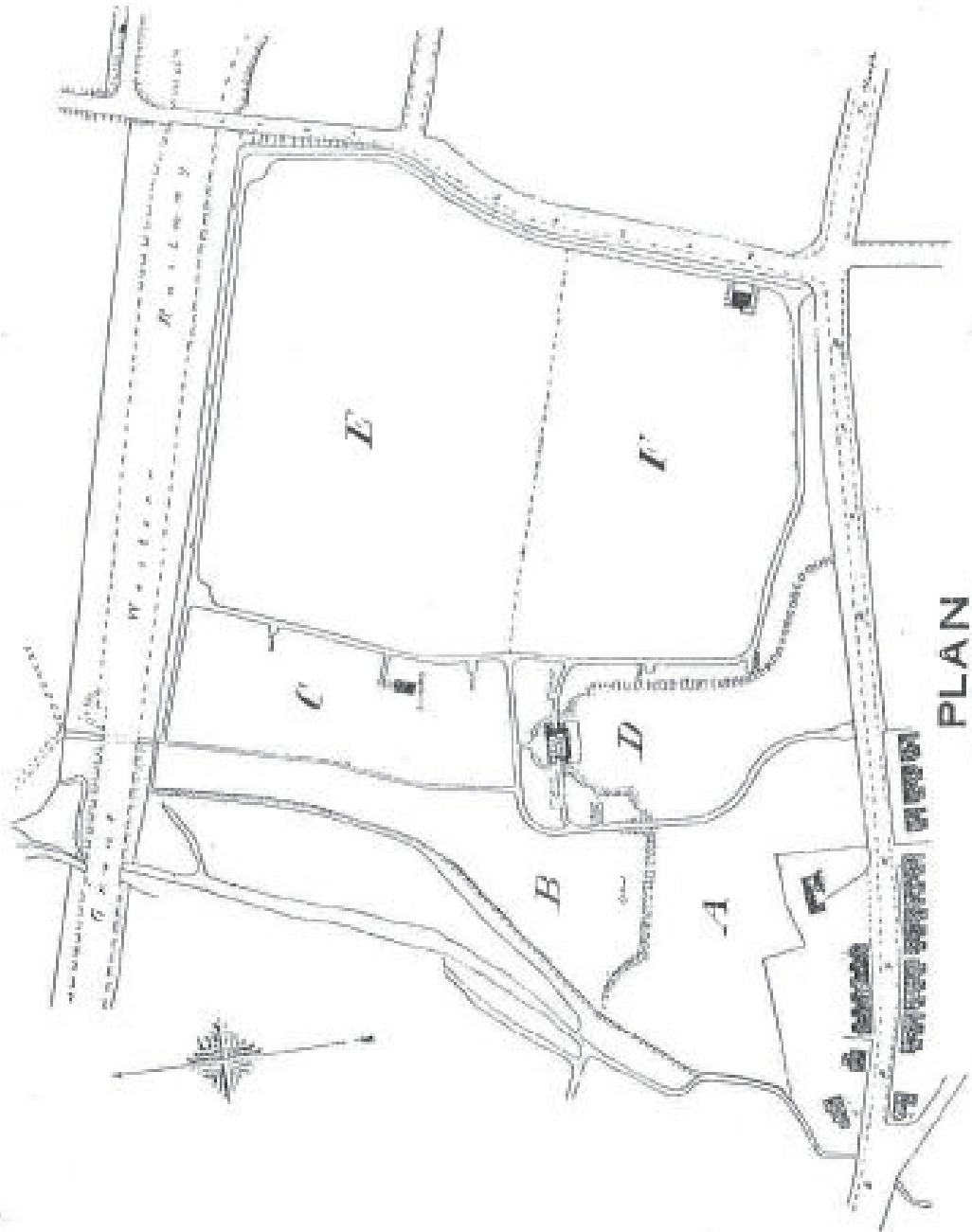
**The Trust Deed governs the Bye Laws**, which are devised to secure that the Fields and Buildings shall be used in accordance with my intentions—shortly:

1. To maintain the largest possible area for Play, encroachments upon the Land are prohibited; and to protect the public from discomfort, restrictions are imposed.
2. To encourage general exercise. Cricket League and Football League Competition Matches are not allowed.
3. Sunday Play permitted. To demand uniformity of inaction is unreasonable, so long as diversity of occupation causes "one man's meat to be another man's poison."
4. No Alcohol.—The only stimulant needed is exercise; upon a Public Playing Ground.

In conclusion, I respectfully ask the public to cordially co-operate with the Council in their endeavour to control the property in accordance with the Trust.

Signed, JAMES ELLIMAN.

# SALT HILL PLAYING FIELDS



PLAN

STAY CONSISTENT WITH ORIGIN OF...  
...  
...  
...

MAKE MORE RELEVANT TO LOCAL COMMUNITY?  
FUNDAMENTAL - SEEK TO EXHIBIT PUBLIC USE?

# This Indenture

made the 13th day of August 1906  
BETWEEN JAMES ELLIMAN of Lancaster House Slough in the County  
of Buckingham Esquire of the one part and THE URBAN DISTRICT  
COUNCIL for the Urban District of Slough in the County of Buckingham  
(hereinafter called "the Council") of the other part

Purpose

WHEREAS by an Indenture dated the 3rd day of November 1902  
and made between the Most Noble George Godolphin (Fifth) Duke of Leeds  
(hereinafter called the "Duke of Leeds") of the one part and the said James  
Elliman of the other part the land hereinafter described and intended to be  
hereby conveyed was assured unto and to the use of the said James Elliman  
his heirs and assigns subject to certain public paths or ways which then existed  
over the said land but otherwise free from incumbrances and the said James  
Elliman by the Indenture now in recital entered into a covenant with the  
Duke of Leeds restrictive of the right of the user of the land and hereditaments  
thereby conveyed a copy of which covenant is set out in the first Schedule  
hereto

AND WHEREAS by an Order of the Justices of the Peace of the  
County of Buckingham made at the General Quarter Sessions of the Peace at  
Aylesbury on the 26th day of June 1905 it was ordered that a certain highway  
particularly mentioned or referred to therein should be diverted and turned  
such highway being portion of the rights of way referred to in the hereinbefore  
recited Indenture and that the proposed new highway also particularly men-  
tioned or referred to in the said Order as the same now exists over and across  
the land intended to be hereby conveyed should be and ever after continue a  
public highway to all intents and purposes whatsoever

AND WHEREAS the said James Elliman being desirous of encouraging  
and promoting healthful exercises in the open air tending to the physical  
development of the young people of both sexes resident within the ratable  
area of the Council (which area is hereinafter called "the District of the  
Council") has caused the land hereinafter described and intended to be hereby  
conveyed to be laid out as a Recreation Ground to be called and known as  
"The Salt Hill Playing Fields" and has caused pathways to be made thereon  
has fenced and planted the said land and has erected or constructed thereon a  
Lodge or Superintendent's House and a building to be known as "The Barn"  
to be used as a Rest House and for the purpose of providing simple refresh-  
ments and also certain lavatories situate on the north side of the Barn and has  
determined to grant and convey the same (subject to the restrictions imposed  
by the covenant entered into as hereinbefore recited by the said James Elliman  
with the Duke of Leeds) to the Council as a Public Recreation Ground to be  
used in accordance with the stipulations and provisions hereinafter expressed  
and the Council have agreed (in exercise of the powers vested in them by  
virtue of the Public Health Act 1875 and the Public Health Acts Amendment Act  
1890) to accept such grant and conveyance and to enter into the covenants  
hereinafter contained for giving effect to the said provisions and stipulations it

DELIVERED  
TO THE  
COUNCIL  
ON  
THE  
13th  
DAY  
OF  
AUGUST  
1906

CHANGE: (MATERIAL PART OF THE 1875 + RECREATION) AND THE PRESENT ACT



FOR ALL PURPOSES OF THE ENDOWMENT

6

RECREATION  
NOT  
RECREATION  
GROUND

being the desire and intention of the said James Elliman that the land hereby conveyed shall be maintained and managed solely for the purpose of encouraging and giving facilities for out-door games and physical and athletic exercises calculated to promote the physical health of the young people of the district and not for the purpose of providing a promenade or mere pleasure ground or public resort only.

DO NOT  
RECALL THE  
DOE

AND WHEREAS the said James Elliman being desirous of providing an endowment fund to assist out of the income thereof in maintaining the Salt-Hill Playing Fields in a proper condition for use according to the terms of these presents has transferred to the credit of the Council the sum of ten thousand pounds to be held by the Council upon and subject to the Trusts provisions and stipulations hereinafter declared and contained concerning the same.

AS ENDOWMENT: (MATERIAL PART OF THE 1875 + RECREATION)

NOW THIS INDENTURE WITNESSETH that in pursuance of his said recited determination and in consideration of the premises and of the covenants on the part of the Council hereinafter contained and by virtue of the Public Health Act 1875 he the said James Elliman DOETH hereby freely and voluntarily convey and grant to the Council

(NEED NOT):

ALL THAT piece of freehold land called Bloomfield and situate in the Parish of Stoke Poges in the County of Buckingham and containing by admeasurement 9a. 3r. 4p. and bounded on the north side by the Great Western Railway and on the west side by land belonging to the Duke of Leeds AND ALL THAT piece of freehold land situated in the aforesaid Parish of Stoke Poges and containing by admeasurement 15a. 1r. 18p. and bounded on the west side by the lastly hereinbefore mentioned piece of freehold land on the north side by the Great Western Railway and on the east side by the Stoke Lane AND ALSO ALL THAT piece of freehold land situate in the Parish of Upton-cum-Chalvey in the aforesaid County of Buckingham and containing by admeasurement 1a. or. 38p. and bounded on the north side by the two hereinbefore mentioned pieces of freehold land in the Parish of Stoke Poges and on the south side by the Bath Road all of which premises are situate within the District of the Council and are for the sake of explanation but not of restriction delineated in the plan drawn on these presents and therein colored yellow violet brown green pink and blue TOGETHER with the Lodge or Superintendent's house the Barn and the lavatories erected thereon which said piece of land is now known and is intended to be known as "The Salt-Hill Playing Fields"

TO HOLD the same unto the Council subject to the said covenants whereof a copy is contained in the said First Schedule hereto and subject to the public right of way over the said land appearing by the said Plan to the use of the Council in fee simple upon trust to use the same or permit the same to be used in perpetuity as a Public Recreation Ground subject to and in accordance with the provisions hereinafter contained and for no other purpose and in no other manner whatsoever

?

1  
2

AND THIS INDENTURE ALSO WITNESSETH and the Council do hereby declare that they will hold the said sum of £10,000 upon trust to invest the same in any of the securities or means of investment for the time being authorised by law for the investment of trust money with power at the discretion of the said Council to vary such investments and upon further trust to apply the income arising therefrom in manner hereinafter mentioned

PLEASE

AND IT IS HEREBY FURTHER DECLARED that the said sum of £10,000 and the stocks funds or securities for the time being representing the same shall be distinguished by the designation of "The Salt-Hill Playing Fields Endowment Fund"

AND THIS INDENTURE FURTHER WITNESSETH that in pursuance of the said agreement and in consideration of the premises and of the grant and conveyance by the said James Elliman hereinbefore contained the Council do hereby covenant with the said James Elliman that they the Council will at all times hereafter duly observe and perform the covenants on the part of the said James Elliman contained in the hereinbefore recited Indenture of the 3rd day of November 1902 in relation to the land hereby conveyed and will at all times keep fully indemnified the said James Elliman his heirs executors and administrators and his and their respective estates and effects against all actions and proceedings costs damages losses expenses claims liabilities and demands whatsoever by reason or on account of the non-observance or non-performance of the said covenants in the said Indenture of the 3rd day of November 1902 or any of them

AND that they the Council will at all times hereafter preserve the Playing Fields as a Recreation Ground for the benefit of the inhabitants of the district of the Council and will allot and reserve spaces for play by persons entitled to the use thereof as follows:—

THE portion of the Playing Fields lying to the west of the pathway running from south to north across the same and marked A upon the plan shall be allotted and reserved solely for the use of children of tender years the portions thereof marked B C and D upon the said plan shall be allotted and reserved respectively as may be found convenient one of such portions exclusively for the use of girls and one of such portions exclusively for the use of boys. The portion of The Playing Fields marked E upon the said plan shall be allotted and reserved exclusively for youths above the age of 14 or 16 years as the Council may deem best and the portion thereof marked F upon the said plan for games to be played by young women alone or by young women and young men together

Young People

THE Council will maintain and manage the Barn in a manner conformable to the comfort and requirements for the purposes of rest or retreat of persons who do not play games and of females and of males engaged in games played by males and females together commonly known as mixed games and the refreshments supplied in the Barn shall be of a simple nature only and that refreshments shall not be supplied in or from the Barn to persons other than those above mentioned as the persons for whose benefit the Barn is to be maintained and managed by the Council

Should be added after the Barn is finished NEW Provisional Football Refreshment of WHF etc etc

PROVIDED that the trust hereinbefore declared for the benefit of the inhabitants of the town and district of Slough shall not operate to prevent the Council from allowing the playing upon the Playing Fields of cricket matches between clubs supported by the said town and district or between such clubs and visiting clubs or football matches between clubs having headquarters in the district of the Council the playing of such matches however to be regulated by the provisions and restrictions relating thereto contained in the Second Schedule hereto

AND for the purpose of maintaining good order in the Playing Fields and also for insuring that players using the same shall not be disturbed in their games and for the security of others for the time being lawfully using the said Playing Fields the Council will (so far as they lawfully can) make and enforce bye-laws containing or embodying (together with any other regulations which the Council may think desirable) the prohibitions restrictions and conditions set out in the Second Schedule hereto provided that no such other regulations shall be inconsistent with any of the said prohibitions restrictions or conditions. And (in order to give effect to the intention of the said James Elliman that no encroachment shall be made upon the land as now laid out by him whereby any diminution should be caused in the area set apart for the purpose of play) that no band stand shall at any time be erected upon the portions of the Playing Fields marked E and F upon the said plan and that except with the consent of the said James Elliman no building shall at any time be erected upon any portion of the Playing Fields other than a band stand and the buildings already standing thereon and that no portion of the Playing Fields shall be laid out for the planting of trees shrubs or plants other than such portions as have already been laid out for that purpose and that no further planting of trees shrubs or plants upon the said Playing Fields shall take place except so far as may be necessary to replace any trees shrubs or plants which may be removed or become injured or decayed

THAT no means of ingress to or egress from the Playing Fields shall be provided in the future other than those which have already been provided

THAT the Council will not on Sundays between the hours of 12 o'clock at noon and sunset close the Playing Fields or prohibit the playing of games on such portions thereof as shall not for the time being be closed for purposes of rest renovation or restoration

THAT no club established in the district of the Council shall receive preferential treatment over any other club entitled to use the Playing Fields in being accorded the use of the Playing Fields or any portion thereof

THAT no entrance fee or gate money shall be charged or taken for the right of entry to the Playing Fields or any part thereof

THAT no cricket league or football league competitions may be played upon the Salt-Hill Playing Fields. That no club shall be permitted to acquire the use of a cricket pitch or football ground for a whole season. That such cricket or football matches shall not be played on more than two days in one week on the portion of the fields marked E on the plan. That the number of such cricket matches permitted at any one time upon the portion of the fields marked E on the plan shall not exceed two

THAT no club the headquarters of which shall be situated outside the district of the Council shall take part in any football match on the pleasure ground

THAT cricket pitches may be railed off or otherwise enclosed only if and so far as the general players of various games resident within the district of the Council shall not be inconvenienced by such railing off or enclosure. That the Council shall so far as practicable make provision for the protection from danger or injury by cricket balls or the like of persons walking on the pathways



in the Playing Fields but not participating in the games. That the permanent hurdles already fixed on the playing Fields shall not be used for railing off the cricket pitches or other similar purposes.

THAT there shall be kept at the offices of the Council a full and complete copy of these presents and that all ratepayers of the district of the Council shall be entitled to inspect such copy during the usual office hours upon payment of a fee of 2/6 for each such inspection.

THAT in the event of the income arising from the Salt-Hill Playing Fields Endowment Fund and any other sources from which income may be provided being insufficient for the maintenance and superintendence of the Playing Fields and Buildings thereon the Council will make up the deficiency out of rates or out of any other moneys of the Council which may lawfully be so applied and that in the event of the income from the said Endowment Fund being in any year in excess of the amount required for the due maintenance and superintendence of the Playing Fields and Buildings thereon such excess of income shall be accumulated for the purpose of use for such maintenance and superintendence with power to the Council to resort thereto for such purpose at any time and from time to time.

AND the said James Elliman DOETH HEREBY DECLARE that the railings or fences along the Bath Road boundary of the Playing Fields have been constructed by him in such a manner as to provide that the Playing Fields shall be under the observation of passers by and that it is his desire and intention that the said railings or fences shall for ever hereafter be maintained in the same or a similar condition.

AND the said James Elliman DOETH HEREBY ALSO DECLARE that the Council may from time to time engage and employ such persons as they shall think necessary or proper for the management maintenance and preservation of the Playing Fields and of any Buildings thereon and may pay or allow them out of the income of the Salt-Hill Playing Fields Endowment Fund or otherwise such salaries wages remuneration or allowances as the Council may from time to time think reasonable and proper. The Council may also from time to time purchase and provide out of the income of the Salt-Hill Playing Fields Endowment Fund or otherwise such furniture fittings tools machinery apparatus appliances articles and things as they shall consider necessary or proper for use in or about the Playing Fields and the Buildings thereon. The Council may also for the purpose and with the object of resting the turf or renovating or restoring any part of the Playing Fields or any Buildings thereon close to the public such part of the Playing Fields or any such Buildings for such time as they may deem necessary for any of such purposes. The Council may also make all such bye-laws orders and regulations for the regulation of the Playing Fields (not being inconsistent with these presents or the Schedules hereto) as they may lawfully make under the provisions of the Public Health Act 1875 or otherwise in respect of Public Pleasure Grounds acquired under that Act in as full and ample a manner as if the Council had purchased the land forming the Playing Fields for the purpose of the same being used as a Pleasure Ground in pursuance of the powers conferred by the 164th Section of such Act and the 43th Section of the Public Health Act Amendment Act 1890 or any Amendments thereof.

IN WITNESS &c.

THE FIRST SCHEDULE above referred to

COPY COVENANT contained in the Conveyance to the said James Elliman above referred to:—

PROVIDED ALWAYS AND IT IS HEREBY DECLARED that the said James Elliman doth for himself his heirs executors administrators assigns and to the intent and so as to bind not only himself personally but also (so far as is practicable) all persons claiming title under him hereby covenant with the present Duke of Leeds his heirs and assigns and so that the benefit of this covenant shall run with the land. That he the said James Elliman his heirs and assigns will not erect on so much of the hereditaments hereby assured as is bordered with a blue line in the said plan drawn in the margin hereof any building other than a private dwelling house or private dwelling houses and such other dwelling house or dwelling houses on the southern frontage and abutting on the said Bath Road shall be of the value of not less than £500 for a detached house and £800 for two semi-detached houses the value for the purposes of this covenant to be the prime cost of such houses respectively. And that the said James Elliman his heirs and assigns so far as he or they lawfully can will prevent the hereditaments hereby assured or any part thereof from being used for the purpose of extending or making any canal or waterway or for any purpose whatsoever in connection therewith. And that he will not erect or permit or suffer to be erected on the land hereby conveyed any hospital or other building of the like nature for the occupation of persons suffering from infectious diseases.

THE SECOND SCHEDULE above referred to

PROHIBITIONS RESTRICTIONS AND CONDITIONS to be embodied in bye-laws to be made by the Council.

1. The prohibition of entrance into the Playing Fields of circuses menageries roundabouts shooting galleries and travelling shows and of vehicles of every kind drawn by an animal or animals excepting only carts or waggons entering solely for the purposes connected with the maintenance upkeep or improvement of the Playing Fields and the prohibition of fêtes or school treats on the portion of the Playing Fields marked E and F on the plan.
2. The prohibition of entrance into the Playing Fields of automobiles of every kind other than motor bicycles or tricycles and the prohibition of the riding of bicycles and tricycles of every kind and of all vehicles propelled by human force (other than bath chairs or perambulators mail carts or like conveyances for invalids or children) within the Playing Fields.
3. The prohibition of the entrance into the Playing Fields at the South Gate adjacent to the Stoke Lane of children unless accompanied by adults and the prohibition of entrance at that gate and of circulation round the portion of the Playing Fields marked E and F on the plan of perambulators mail carts and similar vehicles such prohibition however not to include the entrance or circulation of bath chairs conveying invalids who at their own risk or damage from the action of players of games upon the Playing Fields may be wheeled round the pathway laid out upon the portion of the Playing Fields marked E and F on the plan.
4. The prohibition of the walking on the grass of the Playing Fields by any person not being a player for the time being of a game recognised and allowed by the Council.

old 'wasteful' people.

3. The absolute exclusion from the Playing Fields of tramps,  
4. The exclusion of dogs from the Playing Fields. —  
5. The prohibition of the delivery of any public address or lecture or  
the holding of any religious or public service discussion or meeting within the  
Playing Fields.

6. A provision enabling the Council or any committee or manager  
duly authorised by the Council to regulate the playing of games upon the  
Playing Fields in such manner as may be thought necessary for the safety of  
the players or for the preservation or resting of the turf or for the restoration or  
renovation of any part of the Playing Fields or any building thereon and  
giving power for any such purpose to prevent the playing of games generally  
or of any one or more specified games or of any particular class or kind of  
games either upon the Playing Fields as a whole or upon any portion thereof  
and either permanently or at any particular time or for any particular period  
of time or during any specified period of the year.

7. A provision enabling the Council or any committee or manager  
duly authorised by the Council to make arrangements by which the public will  
be prevented from acquiring a right of way or taking short cuts across the  
Playing Fields whether for the purpose of reaching the pathway running from  
the Bath Road under the Great Western Railway to Farnham Royal or of  
proceeding from the said pathway across the Playing Fields or for the purpose  
of reaching any other point lying outside the Playing Fields.

8. The prohibition of the sale upon the Playing Fields and upon  
every part thereof of intoxicating liquors of every description.

9. The prohibition of gambling betting or soliciting alms and the use  
of all obscene filthy profane indecent or insulting language or behaviour in  
the Playing Fields.

10. The prohibition of the erection of bill posters boardings and of the  
exhibition of trade advertisements of all kinds both on or within the Playing  
Fields and on the outside or inside of the boundary fences thereof or such of  
them as may belong to the Council or outside or inside any building or  
in vicinity thereon, save for the cases hereinafter provided for.

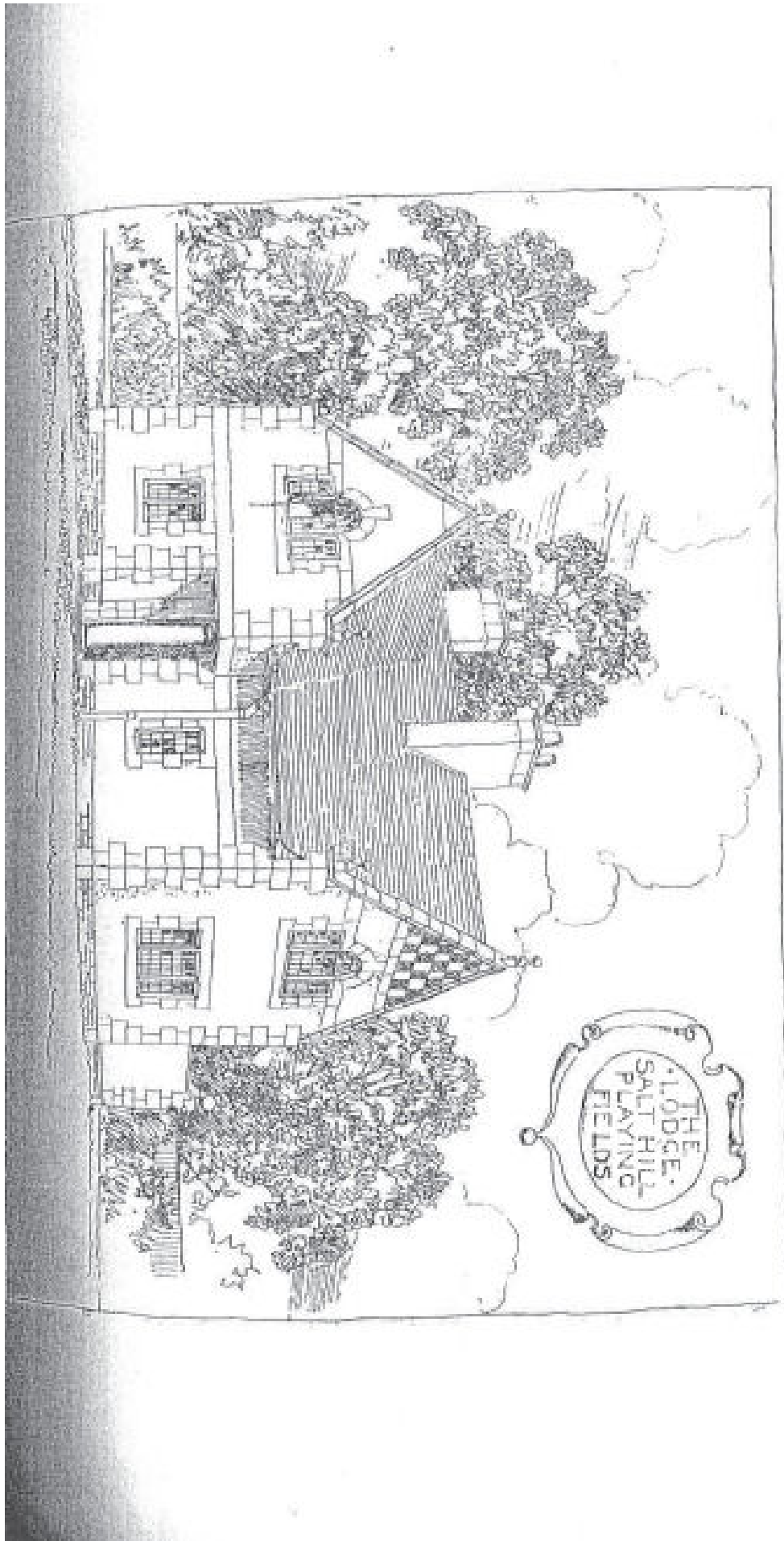
11. The prevention of any interruption of or interference with any  
game or exercise in the Playing Fields or the wilful obstruction or disturbance  
or interference with the players or other persons engaged in any such game or  
exercise or any persons who may be lawfully using any portion of the Playing  
Fields and the prohibition of any person other than those authorised to do so  
going upon or into or attempting to go upon or into any portion or portions of  
the Playing Fields or any Building or Buildings thereon for the time being set  
apart for any game or exercise or for the use and accommodation of any par-  
ticular class of persons as spectators or otherwise.

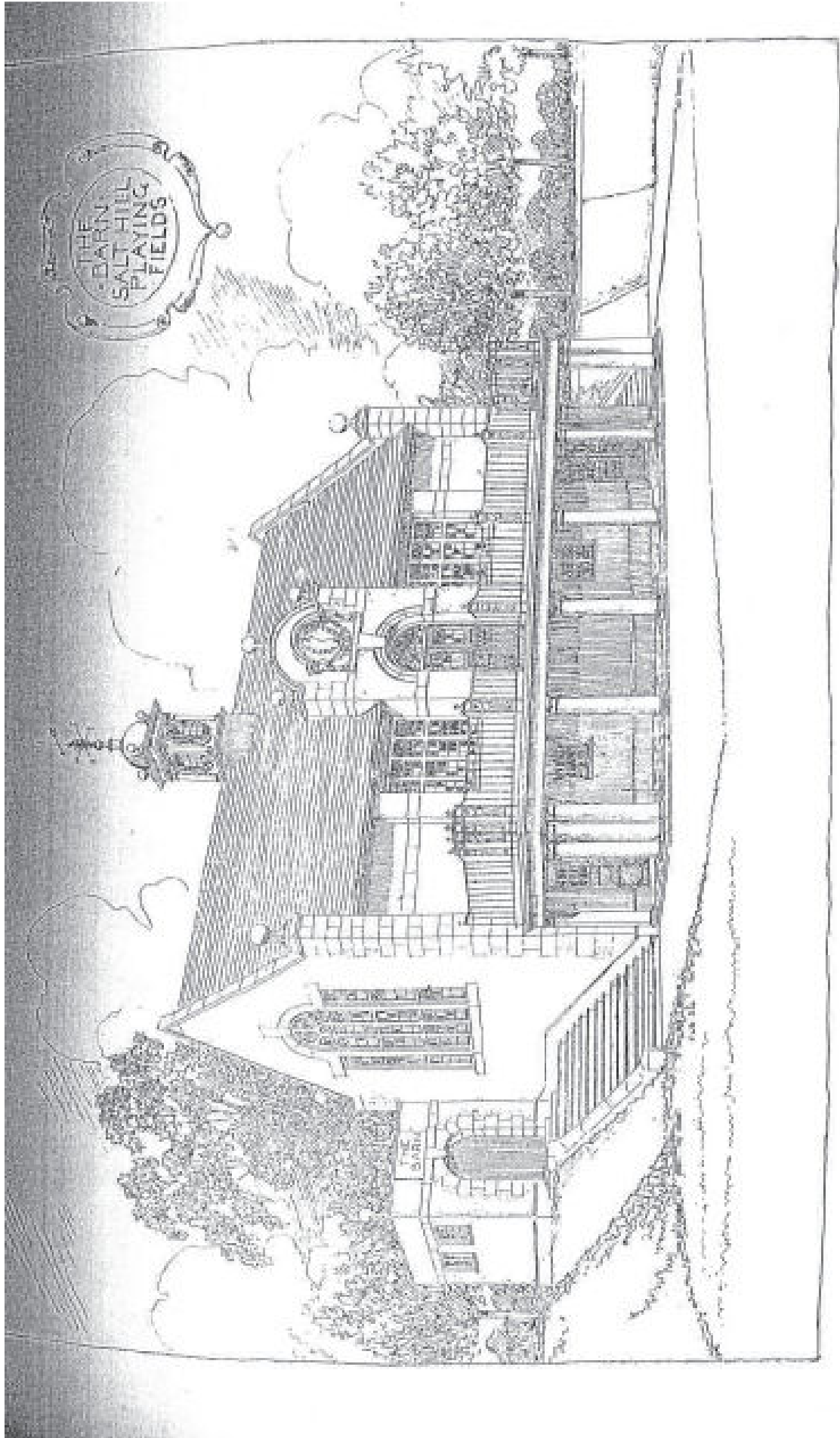
12. A provision reserving or enabling to be reserved some portion or  
portions of the Field marked E on the plan for such cricket or football matches  
(as distinct from informal games of cricket and football) as may be authorised  
by the terms of the above written Indenture.

13. A provision enabling the Council to make it a condition of the  
grant of the use of the portion of the Playing Fields marked A B C or D on  
the plan or of any of them for fêtes school treats or other similar entertain-  
ments or gatherings that adequate security shall be given to the Council for  
the making good of any damage done to the Playing Fields or to any building  
growing tree shrub plant implement tool apparatus or thing thereon in the  
course of the use of the Playing Fields for such fête school treat entertainment  
or gathering.

Prohibition of any commercial activity or activity for such a purpose  
is levied on the actual apparatus built on the ground

Handwritten notes on the right margin, including the word "Saver" and other illegible scribbles.





This page is intentionally left blank

**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Council **DATE:** 30<sup>th</sup> January, 2018

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

**WARD(S):** All

**PART I**  
**FOR DECISION**

**MOTIONS SUBMITTED TO COUNCIL UNDER PROCEDURE RULE 14**

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

**A) Accommodation Facilities for Homelessness**

(Moved by Councillor Smith, seconded by Councillor Wright)

“This Council resolves to:

Enter into negotiations with London and Quadrant Housing Trust (L&Q) and Slough Homeless Our Concern (SHOC) to:

- Provide a long-term base for SHOC to manage the 64 purpose-built temporary accommodation units at the site of The Foyer, 52 Stoke Road, providing specialist support and rehabilitative services for single homeless people and vulnerable persons of all ages to give them an alternative to rough sleeping.
- Require that SBC concentrate all its staff dealing with homeless and related welfare problems, either within the Foyer building or the adjacent L&Q offices at 50 Stoke Road; with SHOC taking over the management and maintenance of the gym facilities shared underneath these two buildings that have been used as an emergency night shelter whenever SBC senior staff deem that necessary, under legislative requirements.
- Explore the possibility of L&Q redeveloping part of the shared site of 50 and 52 Stoke Road, particularly the carpark area, to provide some additional specialist supported half-way-house type accommodation for needy and vulnerable clients in Slough on the path toward independent living.
- Rename the resultant complex of buildings and facilities the Darren Morris Centre, in memory of the work and special commitment of a councillor who died in-service a year ago striving in a non-partisan manner to help citizens such as these.”

**B) Homelessness**

(Moved by Councillor Swindlehurst, seconded by Councillor Nazir)

“This Council believes the Government’s response to rising homelessness is inadequate and has allowed the situation to become a national crisis. We believe more action is required to prevent homelessness, the Council therefore calls upon the Government to:

- Provide adequate funding to enable Councils to successfully implement the Homelessness Reduction Act;
- Ensure that changes to the way that supported housing is funded meet the needs that Councils have identified;
- Reform the legal framework for assured shorthold tenancies to give those renting privately greater security and certainty

Furthermore this Council urgently resolves to step up our efforts locally to help prevent homelessness in Slough, support action to help people stay in their homes and provide additional funding to boost the supply of temporary accommodation in Slough.”



**AGENDA ITEM 13**

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank