

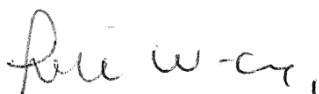
Date of despatch: Wednesday, 8 May 2019

To the Members of Slough Borough Council

Dear Councillor,

You are summoned to attend the Annual Meeting of the Council of this Borough which will be held in The Curve, William Street, Slough, SL1 1XY on **Thursday, 16th May, 2019 at 7.00 pm**, when the business in the Agenda below is proposed to be transacted.

Yours faithfully



JOSIE WRAGG
Chief Executive

PRAYERS

AGENDA

Apologies for Absence

| | | <u>PAGE</u> |
|----|---|--------------------|
| 1. | Declarations of Interest | - |
| | <i>All Members who believe they have a Disclosable Pecuniary or other in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 4 paragraph 4.6 of the Councillors' Code of Conduct, leave the meeting while the matter is discussed.</i> | |
| 2. | To Elect the Mayor for the 2019/20 Municipal Year | - |
| 3. | To Elect the Deputy Mayor for the 2019/20 Municipal Year | - |
| 4. | To approve as a correct record the Minutes of the Council held on 23rd April 2019 | 1 - 4 |
| 5. | To receive the Mayor's Communications. | - |

Officer Reports

| | | |
|-----|--|---------|
| 6. | Report of the Returning Officer - Local Election 2 May 2019 | 5 - 6 |
| 7. | Review of the Constitution - Recommendation of Audit and Corporate Governance (Constitution) and Cabinet (Policy on Maternity, Paternity and Adoption Leave for Members) | 7 - 20 |
| 8. | Appointment of Committees and Allocation of Political Officer Support | 21 - 24 |
| 9. | Appointments to Outside Bodies 2019/20 | 25 - 32 |
| 10. | Localism Act 2011 - Dispensations | 33 - 34 |

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 Curve, William Street, Slough, SL1 1XY on Tuesday, 23rd April, 2019 at 7.00 pm

Present:- The Worshipful the Mayor (Councillor Sohal), in the chair; Councillors Ali, Anderson, B Bains, R Bains, Bedi, Brooker, Carter, Cheema, Dar, Davis, Amarpreet Dhaliwal, Arvind Dhaliwal, M Holledge, N Holledge, Hussain, Kelly, Matloob, Minhas, Nazir, Pantelic, D Parmar, S Parmar, Plenty, Sabah, Sadiq, A Sandhu, R Sandhu, Sarfraz, Sharif, Smith, Strutton, Swindlehurst and Wright.

Apologies for Absence:- Councillors Chaudhry, Mann, Qaseem, Rana, Rasib, Shah and Usmani.

66. Declarations of Interest

None received.

67. To approve as a correct record the Minutes of the Council meetings held on 29th January 2019 and 21 February 2019

Resolved – That the minutes of the Council meetings held on 29 January 2019 and 21 February 2019 be approved as a correct record.

68. To receive the Mayor's Communications.

The Mayor conveyed his best wishes to those members who were seeking re-election and thanked those who would be standing down, for their service and commitment to the Council.

Members were informed of the Charity Walk the Mayor would be undertaking on Saturday, 4th May as part of the Rotary Club's 'Slough Together Walk'.

It was noted that an end of office 'Thank You' event had been arranged in the Mayor's Parlour on Tuesday, 14th May at 7.00pm to which all Members were invited and a formal invitation would be sent in due course.

69. Questions from Electors under Procedure Rule 9.

An Elector question had been received and tabled. The Elector was not present and a written copy of the reply would be sent.

70. Petition - New Home for Slough Gymnastics Club

The Mayor invited Ms Amy Jones, the petition organiser to address the meeting.

Following completion of the subsequent debate,

It was moved by Councillor Anderson,

“That the Council continue to assist Slough Gymnastics Club in it’s search for new premises and that the matter be referred to the Overview and Scrutiny Committee, in the new municipal year, to examine options for suitable premises.”

The recommendation was put to the vote and carried unanimously.

Resolved - That the Council continue to assist Slough Gymnastics Club in it’s search for new premises and that the matter be referred to the Overview and Scrutiny Committee, in the new municipal year, to examine options for suitable premises.

71. Recommendation of the Overview and Scrutiny Committee from its meeting held on 11th April 2019

It was moved by Councillor Arvind Dhaliwal,
Seconded by Councillor S Parmar,

“That the Annual Scrutiny Report 2018/19 be endorsed.”

The recommendation was put to the vote and carried unanimously.

Resolved – That the Annual Scrutiny Report 2018/19 be endorsed.

72. To consider Motions submitted under procedure Rule 14.

A) Section 21 of the Housing Act 1998

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

“This Council notes that eviction from the private rented sector is the largest single reason for homelessness in the UK and therefore calls upon the Government to abolish Section 21 of the Housing Act 1988 which allows landlords to evict tenants without a reason.”

The motion was put to the vote and carried with 26 votes for and 5 abstentions.

Resolved - This Council notes that eviction from the private rented sector is the largest single reason for homelessness in the UK and therefore calls upon the Government to abolish Section 21 of the Housing Act 1988 which allows landlords to evict tenants without a reason.

B) Bus Lane Use

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

“This Council resolves that licenced private hire vehicles can use normal (with-flow) bus lanes in Slough while they are operating – carrying a

Council - 23.04.19

passenger(s) or on the way to pick up a pre-booked customer(s) - in the same way that taxis can use our bus lanes to ease traffic congestion and air pollution within the borough.”

It was moved by Councillor Anderson, as an amendment,
Seconded by Councillor Carter,

“This Council resolves that officers are requested to investigate and report to Overview and Scrutiny Committee the feasibility of licenced private hire vehicles using normal (with-flow) bus lanes in Slough while they are operating – carrying a passenger(s) or on the way to pick up a pre-booked customer(s) - in the same way that taxis can use our bus lanes to ease traffic congestion and air pollution within the Borough; providing they meet EU omission standards of Euro 5 Petrol, Euro 6 Diesel or electric.”

The amendment was put to the vote and the substantive motion was carried unanimously.

(Councillor Dar abstained from voting on the above item)

Resolved - This Council resolves that officers are requested to investigate and report to Overview and Scrutiny Committee that licenced private hire vehicles can use normal (with-flow) bus lanes in Slough while they are operating – carrying a passenger(s) or on the way to pick up a pre-booked customer(s) - in the same way that taxis can use our bus lanes to ease traffic congestion and air pollution within the Borough; providing they meet EU omission standards of Euro 5 Petrol, Euro 6 Diesel or electric.

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

None received within the relevant timeframe.

74. Vote of Thanks

Councillor S Parmar moved and Councillor Swindlehurst seconded a vote of thanks to the Deputy Mayor for her services during the municipal year.

The Mayor thanked all who had provided him with help and support throughout the year, including the Deputy Mayor, Councillor Cheema. The Mayor also thanked all staff in the Mayoral Office, Facilities and other council departments who had supported him.

Councillor Sadiq moved and Councillor Hussain seconded a vote of thanks to the retiring Mayor for his service during the past municipal year. A number of other Members added their thanks to the Mayor.

Chair

(Note: The Meeting opened at 7.00 pm and closed at 8.41 pm)

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SLOUGH BOROUGH COUNCIL

ANNUAL MEETING OF THE COUNCIL

BOROUGH ELECTIONS – 2 MAY 2019

REPORT BY RETURNING OFFICER

The following persons were elected as Councillors at the municipal elections held on 2 May 2019:

| NAME | WARD |
|-----------------------|-------------------------|
| Mohammed Nazir | Baylis and Stoke |
| Pavitar Kaur Mann | Britwell & Northborough |
| Christine Hulme | Central |
| Ruqayah Begum | Chalvey |
| James Swindlehurst | Cippenham Green |
| Natasha Pantelic | Cippenham Meadows |
| Dexter Smith | Colnbrook with Poyle |
| Sabia Hussain | Elliman |
| Maroof Bibi Mohammad | Farnham |
| Paul James Kelly | Haymill & Lynch Hill |
| Harpreet Kaur Cheema | Langley Kedermister |
| Zaffar Iqbal Ajaib | Langley St Mary's |
| Jina Basra | Upton |
| Harjinder Singh Gahir | Wexham Lea |

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SLOUGH BOROUGH COUNCIL

REPORT TO: Council **DATE:** 16th May 2019
CONTACT OFFICER: Shabana Kauser, Senior Democratic Services Officer
(For all enquiries) (01753) 787503
WARD(S): All

PART I
FOR DECISION

REVIEW OF THE CONSTITUTION - RECOMMENDATION OF AUDIT AND CORPORATE GOVERNANCE (CONSTITUTION) AND CABINET (POLICY ON MATERNITY, PATERNITY AND ADOPTION LEAVE FOR MEMBERS)

1 Purpose of Report

The purpose of this report is to seek the Council's approval to revisions of the Council's Constitution and the Policy on Maternity, Paternity and Adoption Leave for Members.

2 Recommendation(s)/Proposed Action

Council is requested to resolve -

- a) That the revisions to the Council's Constitution as set out in the report and Appendix A, be approved.
- b) That the Policy on Paternity, Maternity and Adoption Leave for Members, as set out in Appendix B, be approved.

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

The delivery of all these strategic priorities is dependent on the highest possible standards of openness, honesty and accountability. The adoption of the revisions to the Council's Constitution recommended in this report will serve to enhance the delivery of these priorities through good governance procedures.

4 Other Implications

(a) Financial

There are financial implications relating to the adoption of the policy on Maternity, Paternity and Adoption Leave for Members, however it is not considered that the cost implications of introducing the Policy would be significant and can be contained within existing resources. This will be reviewed once the Policy was operating take up gauged.

(b) Human Rights Act and Other Legal Implications

There are no Human Rights Acts implications arising from this report. Local Authorities have a statutory duty to prepare, keep up to date and publicise a

constitution, whose contents are partly prescribed by statute and partly matters of local content, within a statutory framework.

Equalities Impact Assessment

There is no identified need for an EIA arising from the subject matter of this Report.

5 Supporting Information

- 5.1 Revisions to the Constitution were considered by the Audit and Corporate Governance Committee at its meeting held on 7th March 2019; having been recommended by the Member Panel on the Constitution from its meetings on 12 September 2018, 14 January 2019 and 26 February 2019.
- 5.2 The draft revisions considered and approved by the Audit and Corporate Governance Committee were upon the following topics:
 - 5.2.1 Provisions relating to Children's Care Proceedings
 - 5.2.2 Application of the Ethical Framework to Officers who are not employees
 - 5.2.3 Settlement Agreements
 - 5.2.4 Declaration of Members' Interests
 - 5.2.5 Amendments to facilitate a policy on maternity, paternity, and adoption leave for Members
 - 5.2.6 Amendments to the Whistleblowing Code recommended by internal auditors
 - 5.2.7 Policy on acceptance of donations and sponsorships.
 - 5.2.8 Amendment to Terms of Reference – Joint Parenting Panel
- 5.3 **Provisions relating to Children's Care Proceedings**
 - 5.3.1 As a result of an intervention last year by a Member of the Council on behalf of a constituent in connection with care proceedings being taken by the Council to protect children who the Council have statutory duties to protect, it has come to light that unlike some other Councils Slough Borough Council does not have any provision within its Constitution relating to Members' rights to information in relation to such proceedings.
 - 5.3.2 Part 12 of the Family Procedures 2010 lay down strict rules in respect of information relating to proceedings involving children. Essentially, Information can only be disclosed with the leave of the court. This is not restricted to documents filed with the court but covers any information relating to these proceedings and the children involved. Generally Members cannot see any such information without the leave of the Court, even when he or she is representing a constituent and seeking or receiving such information risks any party disclosing or receiving such information being found to be in contempt of court.

- 5.3.3 The Committee recommended the insertion of a new paragraph 16(j) in the Local Code Governing Relations Between Elected Members and Council Employees in Part 5.4 of the Constitution in the following revised terms :

“(j) Care Proceedings

Part 12 of The Family Procedure Rules 2010 lay down strict rules in respect of information relating to care proceedings. Information can only be disclosed with the leave of the court or in circumstances permitted by those rules and subject to any directions made by the Court. This is not restricted to documents filed with the court but covers any information relating to these proceedings. Members can, therefore, only see any such information as is permitted by Part 12 of the Family Procedure Rules 2010 where he or she is representing a constituent.”

- 5.3.4 It is considered that the amendment proposed above will provide helpful guidance for Members and Officers in relation to any situations where the Member is seeking to intervene with the Council on behalf of a constituent in relation to care proceedings in which the constituent is involved.

5.4 Application of Ethical Framework to Officers who are not Employees

- 5.4.1 All employees of the Council working under a contract of employment are “Officers” of the Council. It is, however, possible for persons who are not employees of the Council, such as interims and contractors, also to be “Officers” of the Council in certain circumstances when discharging duties on behalf of the Council. This was established in the high Court in the case of Pinfold North Limited -v- Humberside Fire Authority [2010] LGR 995.
- 5.4.2 Paragraph 9 of Article 12 of the Council’s Constitution provides that Officers will comply with the “Officers” Code of Conduct and the Protocol on “Officer”/Member Relations set out in Part 5 of the Constitution. What is meant to be referred to here is the Local Code of Conduct for Employees in Part 5.3 and the Local Code Governing Relations Between Elected Members and Council Employees in Part 5.4 of the Constitution.
- 5.4.3 These Codes, however, impose obligations on “employees” and make no reference to “officers”. It is doubtful, therefore, whether these codes apply to interims and contractors who are not employees but are “officers” of the Council.
- 5.4.4 In order to avoid any doubt that the obligations on council employees under these Codes should also apply to interims and contractors who are officers of the Council the Committee recommended that paragraph 9 in Article 12 of the Constitution be amended to read as follows:

“9 Conduct

Officers will comply with the Local Code of Conduct for Employees in Part 5.3 and the Local Code Governing Relations Between Elected Members and Council Employees in Part 5.4 of this Constitution.”

5.5 Settlement Agreements

- 5.5.1 At their meeting on 28 September 2017 full Council resolved that all redundancy/ severance packages over and above an individual's statutory / contractual entitlement will be approved by full Council.
- 5.5.2 This resolution proved difficult to enforce in practice principally because it effectively required every settlement agreement to be approved by full Council regardless of the seniority of the Officer concerned, his or her role and its importance within the Council and the circumstances surrounding the need for the settlement agreement.
- 5.5.3 As most settlement agreements are usually required to be completed in circumstances of urgency it was not practical to await the next available meeting of full Council to approve settlements and these therefore needed to be effected by way of decision by the Chief Executive under the urgency provisions in the Council's Scheme of Delegation to Officers which permit the Chief Executive to act in cases of urgency to discharge all Council side functions. It was considered that it was not appropriate for this to become the default process in circumstances where settlement agreements needed to be completed.
- 5.5.4 Council therefore reconsidered the matter at their Extraordinary Meeting on 18 December 2018 where they resolved to rescind their previous resolution and agreed to adopt new procedures whereby payments in connection with termination of employment of officers in excess of £60,000 above statutory or contractual entitlements in any individual case require the approval of full Council and that the amounts of all payments in connection with termination of employment be reported to the Council annually. Council also instructed the Service Lead for Governance to arrange for any necessary changes to the Constitution to give effect to such new procedures
- 5.5.5 It is considered that the new procedures for settlement agreements resolved upon by Council can be given effect to by way of amendment of Rule 8.27 in the Council's Financial Procedure Rules in Part 4.6 of the Constitution. The Committee recommended that Rule 8.27 be amended by way of the insertion of the additional wording shown in bold italics to read as follows:
- “8.27 The Directors will refer to the Service Lead People and to the section 151 officer matters relating to the application of salary and wage scales and other conditions of service including any payments in relation to redundancy, early retirement or any other payments associated with an employee's termination of employment, and no commitment in these matters shall be entered into without their joint agreement. ***Any payments in connection with termination of employment in excess of £60,000 above statutory or contractual entitlements in any individual case requires the approval of full Council. The Service Lead People and the section 151 Officer shall report annually to full Council the amounts of all payments in connection with termination of employment.*** The Service lead People and s151 officer shall be jointly empowered to automatically apply non-discretionary salary and wage awards, expenses and other allowances approved by the various joint negotiating councils.”

5.6 Declaration of Members' Interests

- 5.6.1 The Monitoring Officer has been re-considering the parts of the Councillors' Code of Code in Part 5.1 of the Constitution dealing with declaration of interests with a view to making this provisions more clearly understandable and easier to operate in practice.
- 5.6.2 It is considered that these provisions are unduly difficult to understand because of multiple use of terms for interests i.e. disclosable pecuniary interests, pecuniary, direct, indirect, personal, prejudicial, sensitive, professional and non-disclosable. It is proposed that Members interests be simplified into two types, namely, "disclosable pecuniary interests" which are required to be declared and failure to disclose which could amount to the commission of a criminal offence, and "personal interest". The draft proposed revisions to the Councillors' Code of Conduct are appended to this Report.
- 5.6.3 It is considered that the adoption of these revised proposals will lead to an easier understanding of the subject of declaration of interests and to a better operation of the system for declaration of Members' interests.

5.7 Amendments to facilitate a policy on maternity, paternity and adoption leave for Members

- 5.7.1 The Cabinet at it's meeting on 18th March 2019 considered and recommended to full Council a parental leave policy for Councillors. The policy is attached to this report as Appendix B for agreement. This will entitle Members of the Council to take maternity, paternity, shared parental and adoption leave from their duties as Councillors.
- 5.7.2 It is considered that certain necessary and consequential amendments to the Constitution will be required to facilitate the implementation of such a policy, if it is recommended by Cabinet and accepted by the Council.
- 5.7.3 Section 85 of the Local Government Act provides that if a Member of a local authority fails throughout a period of six months from the date of his or her last attendance to attend any meeting of the authority he or she shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.
- 5.7.4 At present the Constitution contains no provision as to any approved reasons for failure to attend any meeting of the authority. It is suggested, therefore, to facilitate the proposed policy, if adopted, that paragraph 3(b) of Article 2 of the Constitution be amended to include a new sub-clause (iv) in the following terms :

" (iv) Members will not fail to attend any meeting of the Council without a valid reason. Absence during a period when a Member is exercising an entitlement to maternity leave, paternity leave,

joint parental leave or adoption leave in accordance with a policy approved by the Council for such purposes shall be deemed to be absent for a valid reason during such period”.

- 5.7.5 Paragraphs 2.5 to 2.8 inclusive of the Overview and Scrutiny Procedure Rules in Part 4.5 of the Constitution, which apply to all Committees, Panels Working Parties and the Cabinet by virtue of Article 8 of the Constitution, provide for a procedure to deal with the absence of members from meetings. To facilitate the implementation of the proposed policy, therefore, it is suggested that :

- 5.7.5.1 a new sub-paragraph 2.9 is added to the Overview and Scrutiny Procedure Rules in Part 4.5 of the Constitution in the following terms :

“ 2.9 Rules 2.5 to 2.8 inclusive above shall not apply in any circumstances where a Member is exercising an entitlement to maternity leave, paternity leave, joint parental leave or adoption leave in accordance with a policy approved by the Council for such purposes.”

- 5.7.5.2 Article 8 of the Constitution is amended by replacing the reference to “Paragraphs 2.5 to 2.8 inclusive ” in the last paragraph of that Article with a reference to “Paragraphs 2.5 to 2.9 inclusive”.

5.8 Amendments to the Whistleblowing Code recommended by internal auditors

- 5.8.1 Towards the end of last year the Council’s internal auditors carried out an audit of the Council’s procedures and processes for dealing with whistleblowing complaints. A fuller report on their findings will be brought to the Committee’s next meeting. Encouragingly, in the meanwhile, they found that the Council’s Whistleblowing Code in Part 5.5 of the Constitution is clear and easy to understand, it is comprehensive and it promotes a strong message to readers that the Council are encouraging of genuine whistleblowers.
- 5.8.2 There are three items, however amongst their recommendations, which need amendments to the Constitution to implement.
- 5.8.3 Firstly, their report points out that Paragraph 9.5.6 of the Whistleblowing Code in Part 5.5 of the Constitution says that Council employees should not, in any circumstances, approach the media/press. The internal auditors point out that this can be perceived to be contrary to the Public Interest Disclosure Act 1998 where an employee may make disclosure to other parties in certain circumstances. It is suggested, therefore, that sub-paragraph 9.5.6 be deleted from the Code.
- 5.8.4 Secondly, the internal auditors point out that the Anti Bribery Policy within the Counter Fraud and Corruption Strategy in Part 5.7 of the Constitution clearly states that the Council does not tolerate bribery and refers to criminal sanctions that may be imposed but does not refer to disciplinary sanctions and the fact that bribery would amount to gross misconduct which would lead

to dismissal of staff. It is suggested, therefore, that paragraph 2.2 of the Anti-Bribery Policy within the Counter Fraud and Corruption Strategy in Part 5.7 of the Constitution be amended to include additional wording at the end as follows:

“Apart from any criminal sanctions that may apply any employee found guilty of bribing another or of accepting a bribe will be considered to be guilty of gross misconduct and liable to be dismissed with immediate effect.”

- 5.8.5 Lastly, the internal auditors point out that the definition of fraud presently used within the Counter Fraud Response Plan does not mirror that as defined within the Fraud Act 2006, omitting key aspects of the definition such as dishonesty. It is suggested, therefore, that the existing definition in the Strategy, which is in the following terms:

“an intentional false representation, including failure to disclose information or abuse of a position that is carried out to make gain, cause loss or expose another to a risk of loss”

in paragraph 3.1 of the Anti-Fraud and Corruption Response Plan in the Anti Fraud and Corruption Strategy and Policy in Part 5.7 of the Constitution be replaced with the following words:

“dishonestly making an untrue or misleading statement to another person knowing that the statement might be untrue or misleading or dishonestly failing to declare information to another person which one has a legal duty to disclose or dishonestly abusing a position one occupies where one is expected to safeguard the financial interests of another person all with intention of making a gain for oneself or causing loss to another”.

5.9 Policy on acceptance of donations and sponsorships

- 5.9.1 At their last meeting on 13 December 2018 the Committee considered a report on the subject of blind donations. Following consideration of the Report the Committee directed the Service Lead Governance to formulate a policy on blind donations.
- 5.9.2 The Committee noted the contents of the Report which pointed out that the principal concerns around blind donations related to the fear that donations could be a device to evade money laundering regulations and as cover for fraudulent and corrupt activities. Accordingly, it is considered that the appropriate manner to deal with this issue would be to seek to incorporate a policy on donations and sponsorship within the Counter Fraud and Corruption Strategy in Part 5.7 of the Constitution.
- 5.9.3 The Committee recommended that a new paragraph 1.6 be added to the Anti-Fraud Policy Statement in Section 1 of the Counter Fraud and Corruption Strategy in Part 5.7 of the Constitution in the following terms:

“ 1.6 We recognise that donations to the Council and sponsorship of Council events in money or in kind may be used as a means to launder funds contrary to money laundering regulations and as

a cover for fraudulent or corrupt practices and may bring the Council into disrepute. As a consequence we have adopted a policy on donations and sponsorships as a part of this Counter Fraud and Corruption Strategy which is set out in Section 6 of this document which we will apply to donations to and sponsorship of Council events in money or in kind.”

and a new policy on Donations and Sponsorships in should then be inserted as a new Section 6 to that Strategy. A consequential amendment should then also be made to the table headed “Section” at the front of the Counter Fraud and Corruption Strategy to include an additional line at the end saying :

“ 6. Policy on Donations and Sponsorships”.

5.10 Terms of Reference – Joint Parenting Panel

- 5.10.1 The Joint Parenting Panel reviews its Terms of Reference annually and has recommended that the Terms of Reference of the Panel be amended to include young people’s attendance at meetings. The Committee recommended that the following is added to the Terms of Reference:

“3.4 Attendance at meetings

Representatives of Looked After Children and Care Leavers will be invited to attend at the start of each meeting to present their hot topics or any matters the Panel seeks their views on.”

6 Members’ Allowances Scheme

At its meeting on 21st February 2019 the Council considered the report of the Independent Remuneration Panel and agreed:

The Chair of the Trustee Committee

That the SRA for the Chair of the Trustee Committee be set at £1,982,

Travel Allowances for Co-optees

That the allowances scheme be amended so that Co-optees appointed by the Council are exempt from the rule that in-Borough travel expenses cannot be claimed and that when they attend an approved duty within the Borough they can claim the mileage allowance or if using other forms of transport actual costs subject to most cost effective provisions.

Continuation of Indexation

That indexation of allowances be continued as follows:

- **Basic Allowance, Special Responsibility Allowances, Co-optees’ Allowances, the annual cap on the DCA and the remuneration of the Independent Person:**
Indexed to the annual percentage salary increase for local government staff

as agreed by the NJC (at new spinal column 43) to be adopted from 1st April 2019 and to run for 4 years (31st March 2023).

- **Travel Allowances (Outwith Borough Only):**
Mileage: indexed to the HMRC rates
Other Travel: actual costs subject to most cost effective provisions
- **Travel Allowances (Co-optees within the Borough only):**
Mileage: indexed to the HMRC rates
Other Travel: actual costs subject to most cost effective provisions
- **Subsistence and Overnight Allowances (Outwith Borough Only):**
Indexed to the maximum rates payable under the South East Employers Subsistence scheme.

The Scheme has been amended to include the agreed revisions in the attached appendix.

7 Comments of other Committees

The changes to the Constitution proposed in this Report have been formally considered and approved by both the Member Panel on the Constitution and Audit and Corporate Governance Committee.

8 Conclusion

The revisions to the Council's Constitution recommended by this Report will enhance good governance by providing an updated, clearer and more robust guide for Members and Officers in the conduct of the Council's affairs.

9 Appendices

Appendix A – Revised Constitution (With Tracked Changes) TO FOLLOW
Appendix B – Policy on Maternity, Paternity and Adoption Leave for Members

10 Background Papers

None

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Parental Leave Policy for Councillors

1. Introduction

- 1.1 This Policy sets out Member's entitlement to maternity, paternity, shared parental and adoption leave and relevant allowances.
- 1.2 The objective of the policy is to ensure that insofar as possible Elected Members are able to take appropriate leave at the time of birth or adoption, that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for portfolio holder and others in receipt of Special Responsibility Allowance (SRA) during a period of leave taken.
- 1.3 Improved provision for new parents will contribute towards increasing the diversity of experience, age and background of it's elected members alongside retaining experienced – and particularly female – councillors, alongside making public office more accessible to individuals who might otherwise feel excluded from it.
- 1.4 There is currently no legal right to parental leave of any kind for people in elected public office.

2. Leave periods

- 2.1 Members giving birth are entitled to up to 6 months maternity leave from the due date, with the option to extend up to 52 weeks by agreement if required.
- 2.2 In addition, where the birth is premature, the Member is entitled to take leave during the period between the date of the birth and the due date in addition to the 6 months' period. In such cases any leave taken to cover prematurity of 28 days or less shall be deducted from any extension beyond the initial 6 months.
- 2.3 In exceptional circumstances, and only in cases of prematurity of 29 days or more, additional leave may be taken by agreement, and such exceptional leave shall not be deducted from the total 52 week entitlement.
- 2.4 Members shall be entitled to take a minimum of 2 weeks paternity leave if they are the biological father or nominated carer of their partner/spouse following the birth of their child(ren).
- 2.5 A Member who has made Shared Parental Leave arrangements through their employment is requested to advise the Council of these at the earliest possible opportunity. Every reasonable effort will be made to replicate such arrangements in terms of leave from Council.
- 2.6 Where both parents are Members leave may be shared up to a maximum of 24 weeks for the first 6 months and 26 weeks for any leave agreed thereafter,

up to a maximum of 50 weeks. Special and exceptional arrangements may be made in cases of prematurity.

- 2.7 A Member who adopts a child through an approved adoption agency shall be entitled to take up to six months adoption leave from the date of placement, with the option to extend up to 52 weeks by agreement if required.
- 2.8 Any Member who takes maternity, shared parental, or adoption leave retains their legal duty under the Local Government Act 1972 to attend a meeting of the Council with a 6 month period unless the Council Meeting agrees to an extended leave of absence prior to the expiration of that six month period.
- 2.9 Any Member intending to take maternity, paternity, shared parental or adoption leave will be responsible for ensuring that they comply with the relevant notice requirements of the Council, both in terms of the point at which the leave starts and the point at which they return.
- 2.10 Any Member taking leave should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave

3. Basic Allowance

- 3.1 All members shall continue to receive their Basic Allowance in full whilst on maternity, paternity, shared parental or adoption leave.

4. Special Responsibility Allowance (SRA)

- 4.1 Members entitled to a SRA shall continue to receive their allowance in full in the case of maternity, paternity, shared parental or adoption leave.
- 4.2 Where a replacement is appointed to cover the period of absence that person shall receive an SRA on a pro-rata basis for the period of the temporary appointment
- 4.3 The payment of the SRA, whether to the primary SRA holder or the replacement, during a period of maternity, paternity or adoption leave shall continue for a period of six months, or until the date of the next Annual Meeting of the Council., or until the date when the member taking leave is up for election (whichever is soonest). At such point, the position will be reviewed, and will be subject to a possible extension for another period of up to six months.
- 4.4 Should a member appointed to replace the member on maternity, paternity or adoption leave already hold a remunerated position, the ordinary rules relating to payment of more than one SRA shall apply.
- 4.5 Unless the Member taking leave is removed from their post at an Annual Meeting of the Council whilst on leave, or unless the Group to which they belong loses control of the Council during their leave period, they shall return

at the end of their leave period to the same post, or to an alternative post with equivalent status and remuneration which they held before the leave began

5. Resigning from Office and Elections

- 5.1 If a Member decides not to return at the end of their maternity, paternity, shared parental or adoption leave they must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.
- 5.2 If an election is held during the Member's maternity, paternity, shared parental or adoption leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA if appropriate will cease on the fourth day after the day of election.

6. Arrangements for effective representation of constituents

Members exercising rights granted under this policy shall use all reasonable endeavours to ensure that arrangements made through their party groups or with other Members are in place for constituents' interests to be effectively represented during their period of absence.

7. Special circumstances relating to perinatal bereavement

7.1 in the tragic circumstances that a Member gives birth to a still born baby or the baby dies at, or shortly after birth after 24 weeks of pregnancy, their entitlement to rights under this policy shall be unaffected. In the event that a Member has had a still birth or whose baby has died indicates a desire to return to their duties early and then changes her mind, or resumes her duties but is absent again should be shown patience and understanding and offered all possible support. Any Member whose partner has had a stillbirth after 24 weeks of pregnancy, or whose child has died after birth, shall be entitled to leave from their duties and to receive allowances under this policy in the same manner as they would have in other circumstances.

7.2 Members returning to duties after such sad events should be shown special sensitivity. Any member with concerns about the grieving process impacting on the performance of their duties should discuss this in confidence with their Group Leaders or the Chief Executive to ensure that any reasonable arrangements that may be necessary are discussed and put into place and that the Member is supported in the full range of their duties prior to the bereavement or their duties are adjusted as necessary. The member may want to return to duties on a phased return basis. All requests must be carefully considered. Members may also access support from Child Bereavement UK at www.childbereavementuk.org

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SLOUGH BOROUGH COUNCIL

REPORT TO: Annual Council **DATE:** 16th May 2019

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

WARD(S): All

PART I
FOR DECISION

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

1 **Purpose of Report**

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

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

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

2. **Recommendations**

The Council is requested to resolve:

- (a) That Committees be appointed and seats thereon allocated to political groups in accordance with the rules of proportionality (To Follow - **Appendix 1**)
- (b) That appointments be made to Committees in accordance with the nominations received from political groups (To Follow-**Appendix 2**).
- (c) That the report of the Leader on appointment of the Deputy Leader and Commissioners (the Cabinet) and their portfolios be received. (To Follow-**Appendix 2**).
- (d) That the Chairs and Vice-Chairs of Committees be appointed as submitted (To Follow-**Appendix 2**).
- (e) The allocation of Political Officer support to Political Groups
- (f) To note that, in accordance with Article 7 of the Constitution, the Leader holds office until 28th November 2021.
- (g) That appointments be made to quasi-judicial and other bodies as set out in **Appendix 3**, in accordance with the requirements of proportionality (where applicable) and group nominations (To Follow).

3. **Community Strategy Priorities**

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

4. **Other Implications**

(a) **Legal Implications**

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

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

The Council operates a 'strong leader' model which requires the Leader to be a Member elected to the position of Leader by the Council. At the meeting of Council in November 2017, Councillor Swindlehurst was appointed as Leader of the Council for a period of four years. In accordance with Article 7 of the Constitution the Leader holds office for a period of up to four years from the date of appointment by the Council or for such lesser period of time as the Leader holds office as a Councillor. Councillor Swindlehurst was re-elected on 2 May 2019 for a period of four years and his term of office as a Councillor will end in May 2023.

(b) **Financial Implications**

None.

5. **Supporting Information**

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

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

- 5.2 Memorials confirming the establishment of political groups following the local elections are awaited. Following receipt of this information a revised 'basket' of seats will be circulated to the Council.
- 5.3 The Council is asked to agree the allocation of seats on Committees, quasi-judicial and other bodies and to appoint to those seats. The allocation of seats on those Committees where proportionality applies has been calculated and is set out in **Appendix 1 (To Follow)**
- 5.4 Nominations from political groups for appointments to seats on Committees, etc have been sought and will be circulated when received.

Allocation of Political Group Officer Support

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

Dates of Council Meetings – 2019/20

- 5.6 The Constitution requires the timetable of ordinary meetings of the Council for the forthcoming year to be approved at the Annual Meeting. The dates of Council meetings (all at 7.00pm) for 2019/20 were previously agreed at the Council meeting on 21st February 2019 and are as follows:

23rd July 2019
26th September 2019
26th November 2019
28th January 2020
20th February 2020 (Budget)
28th April 2020
21st May 2020 (Annual Meeting)

6. Appendices

Appendix 1 – Allocation of Seats (TO FOLLOW)
Appendix 2 - Cabinet and Committee appointments in accordance with proportionality rules (TO FOLLOW)
Appendix 3 - Quasi-judicial and other bodies: appointments/nominations (TO FOLLOW)

7. Background Papers

None

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SLOUGH BOROUGH COUNCIL

REPORT TO: Annual Council **DATE:** 16th May, 2019

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

WARD(S): All

PART I
FOR DECISION

APPOINTMENTS TO OUTSIDE BODIES 2019/20

1. Purpose of Report

To appoint/nominate representatives to serve on outside bodies.

2. Recommendations

The Council is requested to resolve the appointments and nominations to the outside bodies set out in Appendices A and B, for the Municipal year 2019/20.

3. Slough Joint Wellbeing Strategy Priorities

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

4. Other Implications

4.1 Legal & Human Rights Implications

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

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

4.2 Financial

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

4.3 Workforce

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

5. Supporting Information

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

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

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

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

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

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

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

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

6. Appendices

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

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

7. Background Papers

Correspondence file relating to Outside Bodies.

OUTSIDE BODIES
APPOINTMENTS TO OUTSIDE BODIES / PARTNERSHIPS 2019 / 2020

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

| | Outside Body | Total Reps (Member/Officer) | Purpose of Outside Body | Whether a Statutory (S), Best Practice (BP) or Other (O) Appointment & Meeting Arrangements | Representative(s) appointed 2018/2019 or other period as stated | Status (Director / Trustee / Councillor) | Nominations required 2019/20 |
|----|--|---|---|---|--|--|---------------------------------|
| 1. | Berkshire Healthcare NHS Foundation Trust – Council of Governors | 1 Member (preferably Lead Member for Health & Social Care) | Provision of Mental Health services to the Slough area | BP | Councillor Pantelic | Governor Observer | 1 |
| 2. | Berkshire Local Transport Body | 1 Member (preferably Lead Member for Planning and Transport) and 1 named Deputy) | From 2015 funding for major transport schemes will be devolved to the BLTB which is a voluntary partnership between Local Enterprise Partnerships and the LA, Slough BC is the Accountable Body that will provide Section 151 Officer, legal and secretariat support to the LTB. The main purpose of BLTB will be to prioritise infrastructure schemes to receive the funding allocated. | S Three times a year | Councillor Carter (Deputy, Councillor A Sandhu) | Councillor | 1 Plus Deputy |
| 3. | Board of Development Initiative Slough Housing Ltd (DISH) | 3 Members | DISH was established in the late 1980s in response to the Government's requirement that more homes for rent be built by bodies other than local councils, with rents at economic levels. | (O) Twice a year unless other business to attend to | Councillors Nazir, A Sandhu and Swindlehurst | Director | 3 |
| 4. | Frimley Health NHS Foundation Trust | 1 Member (preferably Lead Member for Health & Social Care) | Provision of acute hospital services to the Slough area. (Observer Status) | BP | Councillor Pantelic | Governor | 1 |

| | Outside Body | Total Reps (Member/Officer) | Purpose of Outside Body | Whether a Statutory (S), Best Practice (BP) or Other (O) Appointment & Meeting Arrangements | Representative(s) appointed 2018/2019 or other period as stated | Status (Director / Trustee / Councillor) | Nominations required 2019/20 |
|---------|---|--|---|---|--|--|---------------------------------|
| 5. | Slough Local Asset Backed Vehicle (LABV) Board | One elected Member plus one named Deputy (nominated by Cabinet) and: The Director of Regeneration, or substitute; Service Lead for Regeneration Delivery or substitute. | LABV was established in September 2012 to maximise the value of the disposal of Council assets for the benefit of the local community. | O | Councillor Sabah (Deputy - Councillor A Sandhu) | Board Member | 1 Plus Deputy |
| 6. | Royal Berkshire Fire Authority *Allowance payable 2018/19 was £2311 per annum | 3 Members | To provide a fire service for Berkshire | S 4 times a year Rotates 6.30 p.m. | Councillors S Parmar, Plenty, Smith, | Members | 3 |
| Page 28 | Safer Slough Partnership | 1 Member | Requirement for the police, local authorities and other key agencies to work together to tackle crime and disorder. Safer Slough Partnership seeks to reduce crime, anti-social behaviour and the fear of crime. | BP | Councillor Mann | Member | 1 |
| 8. | Slough Children's Partnership Board | 1 Member (Lead Member for Children and Education) | Children's Trusts bring together all services for children and young people in an area, underpinned by the Children Act 2004 duty to cooperate, to focus on improving outcomes for all children and young people. | S Six times a year. Daytime – usually St Martins Place. | Councillor Sadiq | Board Member | 1 |
| 9. | Slough Local Safeguarding Children Board | 1 Member (Lead Member for Children and Education) | The objective of LSCBs is to coordinate and to ensure the effectiveness of their member agencies in safeguarding and promoting the welfare of children. Membership includes local authorities, health bodies, the police and others. | S 4 times a year. Daytime at St Martins Place | Councillor Sadiq | Board Member | 1 |

| | Outside Body | Total Reps (Member/Officer) | Purpose of Outside Body | Whether a Statutory (S), Best Practice (BP) or Other (O) Appointment & Meeting Arrangements | Representative(s) appointed 2018/2019 or other period as stated | Status (Director / Trustee / Councillor) | Nominations required 2019/20 |
|-----|--|--|--|---|--|--|---------------------------------|
| 10. | Slough Safeguarding Adults Partnership Board | 2 (including the Lead Member for Health & Social Care) | National guidance requires each local authority to establish a Safeguarding Adults Partnership. Members are from across health and social care agencies and service user groups. | S 4 times a year. Daytime-venue varies. | Cllrs Pantelic | Board Members | 2 |
| 11. | Thames Valley Athletics Centre Management Committee | 1 (Lead Member for Environment and Leisure) 1 Deputy required | Supervision and monitoring of the management contractor and acting to dispense the daily business in short-term planning in operation of the facility (including financial matters) except where either the trust or the Committee are of the opinion that the matter should be referred to the trust. | S (Joint Arrangement) At least four times per annum. Eton. | Councillor Anderson (Councillor S Parmar – Deputy) | Member | 1 Plus deputy |
| 12. | Thames Valley Athletics Centre Trust | 1 (Lead Member for Environment and Leisure) 1 Deputy required | The provision of facilities for recreation or other leisure time occupation for the benefit of the public in the interests of social welfare, particularly in the Royal Borough of Windsor & Maidenhead and the Borough of Slough. The advancement of education (particularly physical education) for the benefit of pupils at Eton College and any other schools or other places of education in the Boroughs of Windsor & Maidenhead and Slough. | S (Joint Arrangement) At least twice per year. Eton. | Councillor Anderson (Councillor S Parmar – Deputy) | Trustee | 1 Plus deputy |
| 13. | Slough Children's Services Trust Board Remuneration Rate of £200 per day. | 1 Member | Delivering agreed Children's and Young People's Services | O As and When Required. Time Commitment of between 15-20 days per year. | Councillor Usmani | Non Executive Director | 1 Member |

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

| | Outside Body | Total Reps (Member/Officer) | Purpose of Outside Body | Whether a Statutory (S), Best Practice (BP) or Other (O) Appointment & Meeting Arrangements | Representative(s) appointed 2018/2019 or other period as stated | Status of Appointment (Director / Trustee / Councillor) | Nominations required 2018/19 |
|----|--|--|--|--|--|--|---------------------------------|
| 1. | Heathrow Airport Consultative Committee | 1 (Member or Officer) (Suggested Lead member for Regeneration and Strategy plus deputy) | The Committee is an advisory body constituted by Heathrow Airport Limited in accordance with Section 35 of the Civil Aviation Act 1982. Provides a means of consultation with regard to any matter concerning the management of administration of the airport which affects the interests of nearby local authorities. | O At six weekly intervals at Heathrow. Daytime | Councillor Swindlehurst | Councillor/ Member | 1 (plus deputy) |
| 2. | James Elliman Trust. (Charitable Trust) | 7 (Trustees appointed for a term of 4 years by the Council). | Application of income from the charity in the provision or in assisting in the provision of facilities for the inhabitants of Slough for recreation, or any other leisure-time occupation, in the interests of social welfare with the object of improving the conditions of life for said inhabitants. | O Meetings arranged as and when required. Subject to sufficient income from capital to distribute. Evening. | Councillors Anderson, BS Bains and N Hollidge (2018- 2022) Councillors Davis, A Sandhu, Sarfraz (2016-2020) | Trustee | 1 |
| 3. | Parking & Traffic Regulation Outside London Joint Committee (PATROLJC) | 1 Member | To oversee the operation of the National Parking Adjudication Service which hears appeals against penalty tickets issued under Decriminalised Parking Enforcement. | S Twice yearly Venue varies Day time | Councillor Carter | Councillor | 1 |
| 4. | Slough Local Access Forum | 2 Members | A statutory advisory forum providing advice and guidance to the Council and the Countryside Agency on ways in which the area can be made more accessible and enjoyable for open-air recreation while having regard to social, economic and environmental interests. | S Quarterly. Evening at SMP. | Councillors Parmar & Rasib | Councillor | 2 |

| | | | | | | | |
|----|---|--|--|---|---|-------------|-------------------|
| 5. | Berkshire Community Foundation | 1 (Member or Officer) | Encourages companies and individuals in Berkshire to put something back into the community in which they live and work. Support for a wide range of local causes given by the Trust from donated funds by various contacts within the Community. | O At least twice per year at Reading, evening. | Councillor Sadiq (Deputy -Hussain) | Councillor | 1 |
| 6. | Groundwork South (formerly Groundwork Thames Valley) | 1 (Member or Officer) | Promotes environmental regeneration in and around the Colne and Thames Valley. | O Meets four times a year. Denham Country Park daytime. | Councillor Dar | Councillor | 1 |
| 7. | South East Employers | 2 Members plus 2 deputies (Lead Member and Chair of Employment & Appeals Cttee) (Should not be employee of another LA or an employee or official of any of the LG unions) | To be an active and influential employers' organisation for local government in the South-East of England. | BP Twice per annum, in London during the daytime. | Councillors Brooker and Swindlehurst (Deputies Hussain and Chaudhry) | Councillors | 2 Plus 2 deputies |
| 8. | St Mary's School Charity. (Charitable Trust) | 2 Members | Enhancement of education of children and young persons in Slough. | O Meets at least twice per year in Slough. Evening meetings. | Councillors Brooker and Plenty | Trustee | 2 |

| | | | | | | | |
|-----|---|---------------------------------|--|---|---|------------|----------------------|
| 9. | Standing Conference on Archives | 1 (Member) and 1 (Officer) | To act as a channel of communication with the major users and depositors of documents; to be a means of consultation to identify their views and expectations; and to serve as forum for debate regarding the future direction of the Record Office. | Twice a year- (usually in October) | Councillor Cheema | Councillor | 1 |
| 10. | Strategic Aviation Special Interest Group (SASIG) | 1 Member plus deputy | SASIG seeks to ensure that any national aviation strategy for the UK is implemented through regional planning guidance and other planning processes so as to reconcile economic, social and environmental issues in a sustainable way. | O | Councillor Carter | Councillor | 1 plus deputy |
| 11. | Slough Council for Voluntary Service. (Unincorporated Association and Registered Charity) | 1 Member plus Deputy. 1 Officer | Provides forum where voluntary and statutory bodies can discuss local issues relating to advancement of education, furtherance of health and relief of poverty and sickness. | BP At least monthly in Slough. Evening meetings. | Councillor Sadiq (Councillor Sohal - Deputy) | Councillor | 1 Member plus deputy |
| 12. | Local Government Association | 3 Members | LGA is the national voice of local government. Aim to influence and set the political agenda on the issues that matter to councils. | Twice a year Daytime | Councillors Hussain, Mann and Swindlehurst | Councillor | 3 Members |

SLOUGH BOROUGH COUNCIL

REPORT TO: Council **DATE:** 16th May 2019

CONTACT OFFICER: Catherine Meek, Head of Democratic Services

(For all Enquiries) (01753) 875011

WARD(S): All

PART I
FOR DECISION

LOCALISM ACT 2011 - DISPENSATIONS

1. **Purpose of Report**

That a general dispensation is granted to all Members to be present, speak and vote where they would otherwise have a Disclosable Pecuniary Interest (DPI).

2. **Recommendation**

The Council is requested to resolve that the grant of general dispensations, as set out in paragraph 5.1 of the report, be approved.

3. **Slough Joint Wellbeing Strategy Priorities**

The report indirectly supports all of the strategic priorities and cross cutting themes by maintaining strong governance across the Council.

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

4. **Other Implications**

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

5. **Supporting Information**

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

(a) Housing: where the member (or spouse or partner) holds a tenancy or lease with the Council as long as the matter does not only relate to the member's particular tenancy or lease*.

- (b) school meals or school transport and travelling expenses where the member is a parent or guardian of a child in full time education, or is a parent governor of a school, provided that the matter does not only relate to the particular school which the child attends;
- (c) Housing Benefit: where the member (or spouse or partner) directly receives housing benefit in relation to their own circumstances
- (d) Allowances, travelling expenses, payments or indemnity for members;
- (e) Setting the Council Tax or a Precept; and
- (f) Decisions in relation to Council Tax Benefit.

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

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

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

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

It is recommended that the Council considers granting general dispensations each year at its annual meeting.

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

6. **Comments of other Committees**

None.

7. **Conclusion**

Agreeing dispensations will allow members to participate fully in matters as set out in the report.

8. **Background Papers**

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