

Date of issue: Friday, 8 March 2019

<b>MEETING:</b>	<b>CABINET</b>	
	Councillor Swindlehurst	Leader of the Council and Cabinet Member for Regeneration & Strategy
	Councillor Hussain	Deputy Leader of the Council and Cabinet Member for Transformation & Performance
	Councillor Anderson	Environment & Leisure
	Councillor Carter	Planning & Transport
	Councillor Mann	Regulation & Consumer Protection
	Councillor Nazir	Corporate Finance & Housing
	Councillor Pantelic	Health & Social Care
	Councillor Sadiq	Children & Education
<b>DATE AND TIME:</b>	<b>MONDAY, 18TH MARCH, 2019 AT 6.30 PM</b>	
<b>VENUE:</b>	<b>VENUS SUITE 2, ST MARTINS PLACE, 51 BATH ROAD, SLOUGH, BERKSHIRE, SL1 3UF</b>	
<b>DEMOCRATIC SERVICES OFFICER: (for all enquiries)</b>	<b>NICHOLAS PONTONE</b>	
	<b>01753 875120</b>	

NOTICE OF MEETING

You are requested to attend the above Meeting at the time and date indicated to deal with the business set out in the following agenda.



**JOSIE WRAGG**  
Chief Executive

**AGENDA**

**PART I**



<u>AGENDA ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>WARD</u>
	Apologies for absence.		
1.	Declarations of Interest	-	-
	<i>All Members who believe they have a Disclosable Pecuniary or other Interest 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.	Minutes of the Meeting held on 4th and the Extraordinary meeting held 25th February 2019	1 - 24	
3.	Performance & Projects Report: Quarter 3, 2018/19	25 - 76	All
4.	Statutory Equalities Report (including Gender Pay Gap Report) 2018/19	77 - 120	All
5.	Parental Leave Policy for Councillors	121 - 130	All
6.	<b>Local Welfare Provision Policy</b>	131 - 160	All
7.	<b>Discretionary Housing Payments Policy 2019-20</b>	161 - 194	All
8.	<b>Proposals for Private Rented Property Licensing</b>	195 - 206	All
9.	<b>Transport for the South East</b>	207 - 256	All
10.	<b>Slough Mass Rapid Transit Phase 2 including A4/Sutton Lane Park and Ride</b>	257 - 272	Colnbrook with Poyle; Foxborough
11.	References from Overview & Scrutiny	To Follow	All
12.	Notification of Forthcoming Decisions	273 - 282	All
13.	Exclusion of Press and Public	-	-
	It is recommended that the Press and Public be excluded from the meeting during consideration of the item in Part 2 of the Agenda, as it involves the likely disclosure of exempt information relating to the financial or business affairs of any particular person (including the Authority holding the information) as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 (amended).		
<b>PART II</b>			
14.	Part II Minutes - 4th and 25th February 2019	283 - 286	All

## 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.

Note:-

**Bold = Key decision**

Non-Bold = Non-key decision

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**Cabinet – Meeting held on Monday, 4th February, 2019.**

**Present:-** Councillors Swindlehurst (Chair), Hussain (Vice-Chair), Anderson, Carter, Mann, Nazir, Pantelic and Sadiq

**Also present under Rule 30:-** Councillors Strutton and Wright

**Apologies for Absence:-** None.

**PART 1**

**99. Declarations of Interest**

No declarations were made.

**100. Minutes of the Meeting held on 21st January 2019**

**Resolved –** That the minutes of the meeting of the Cabinet held on 21<sup>st</sup> January 2019 be approved as a correct record.

**101. Quarterly Financial Update - Revenue, Quarter 3 2018/19**

The Service Lead Finance introduced a report that provided the Cabinet with an update on the financial position of the Council's revenue account for the third quarter of the 2018/19 financial year.

The total net expenditure at the end of December 2018 was £81.360m, which was £2.448m higher than the budget for the period. The forecast year end position was currently an overspend of £2.120m due to in year pressures in areas such as temporary accommodation, adult social care and home to school transport, however, work was taking place in directorates to contain the overspends and identify compensatory savings. The Cabinet received assurance that Officers expected that a breakeven position would be achieved by the end of the year. No new significant pressures had emerged since the previous report to Cabinet and the main areas of overspend were unchanged. Lead Members noted the current position and the detailed work to address the overspend by the end of the financial year.

Approval was sought for the budget virements detailed at paragraph 8.01 of the report and the write off requests at paragraph 8.03. These were considered and agreed.

**Resolved –**

- (a) That the reported and underlying financial position of the council as at the third quarter of the year be noted;
- (b) That the management actions being undertaken by officers to reduce the budget pressures be noted;

(c) That the budget virements as explained in paragraph 8.01 of the report be approved; and

(d) That the write offs as requested in paragraph 8.03 of the report be approved.

**102. Quarterly Financial Update - Capital, Quarter 3 2018/19**

The Service Lead Finance introduced a report that provided the Cabinet with a summary of spend against capital budgets for the period to the end of December 2018.

The revised capital budget for 2018/19 was £256m of which 54% had been spent to date. It was expected that 85% of the budget would be spent by the end of the year and the 15% slippage rate was a significant improvement on historic levels. The main area of slippage was for some school expansion schemes, particularly £9.3m of the SASH2, £3.3m for SEN Resource Expansion and £2m for the Special School Expansion project which would be moved into 2019/20. It was projected that 82% of the revised Housing Revenue Account capital budget would be spent by the end of the year.

The Cabinet noted the updated position.

**Resolved** – That the Capital activities for the third quarter of 2018/19 (April to December 2018) as set out in the body of the report be noted.

**103. Five Year Plan 2019-2024**

The Service Lead Strategy & Performance gave a presentation on the Council's updated Five Year Plan 2019-24. The Cabinet was requested to recommend approval of the document to Council on 21<sup>st</sup> February 2019.

The plan set out the vision and priority outcomes and had been developed in close alignment to the Medium Term Financial Strategy to ensure that the strategy informed decisions about resources. The five outcomes were unchanged but there was an increased focus in the plan on early intervention and prevention to reduce future demand for services where possible. The plan had been developed to be evidence based, forward looking and centred on the needs of local people.

The Cabinet supported the greater emphasis on maximising commercial opportunities to support frontline services and contribute to the transformation programme and it was requested that appropriate indicators be identified in the performance scorecard to measure progress. Lead Members also highlighted the importance of ensuring that this approach balanced income and community access so that facilities were well used by residents.

Partnership working with other public bodies, the community and voluntary sector, businesses and other stakeholders was agreed to be critical to

ensuring the effective delivery of the plan. This was particularly important given the funding pressures locally and nationally in areas such as adult social care for which long term funding reform had been consistently delayed.

The Cabinet agreed to recommend approval of the Five Year Plan to Council on 21<sup>st</sup> February 2019.

**Recommended –** That the refresh of the Five Year Plan attached as at Appendix A to the report be approved.

#### **104. Revenue Budget 2019/20**

The Cabinet considered a report that set out the proposed revenue budget for 2019/20 and sought approval to recommend it to Council on 21<sup>st</sup> February 2019.

Service Lead Finance summarised the key features of the budget and Medium Term Financial Strategy which included:

- Local authorities continued to face significant funding pressures due to sustained reductions in central Government funding. There was also rising demand for services such as social care and temporary accommodation.
- Strong financial management meant that the Medium Term Financial Strategy showed a balanced budget for the next three years.
- A total of £12.4m worth of savings had been identified, however, frontline services had once again been protected.
- The SBC element of Council Tax would rise by 2.8% for 2019/20 which was an increase of 60p per week for a Band C property.
- There was £8.1m growth in the budget which included service improvements as well as to cover inflationary costs and to increase the base budget in areas such as adult and children's social care and home to school transport to more realistically reflect the rising demand for such support.
- Fees and charges had been considered carefully to promote usage of facilities.
- 96% of income would be from Council Tax and Retained Business Rates which meant the Council was more financially independent.

The Cabinet discussed a number of aspects of the budget and highlighted that the decisions this year were part of the long term approach over the past decade to seek to protect front line services despite the very substantial year on year reductions in funding from central Government. Strong financial management meant that the Council was well placed to meet these challenges and in the future maximise the opportunities of greater financial independence. This was reflected in the Transformation Programme and emphasis on prevention and commercialisation. In relation to Council Tax, the Leader commented that a 2.8% rise was in line with inflation and would be the lowest increase in Berkshire.

Members also welcomed the additional resources identified for service improvements which included resources to 'deep clean' the town centre and develop the Slough App offering discounts to residents. Additional resources were proposed to tackle the problems of street homelessness and Members discussed how this money would be used to provide support to rough sleepers. Other issues discussed included the introduction of a Brexit reserve and the risks of greater reliance on Business Rates income given the likely reforms and rebasing. Although the future of the Business Rates Retention Pilot was not clear, assurance was provided that robust plans were in place.

The Cabinet thanked Officers for the significant work that had gone into to developing the budget and agreed to recommend approval to Council on 21<sup>st</sup> February 2019.

**Recommended –** That the revenue budget 2019/20 be approved.

As the billing authority, approve the Council Tax amounts for each band in the borough including precepts from The Police and Crime Commissioner for Thames Valley Police and the Royal Berkshire Fire and Rescue Service the whilst noting that both are still to confirm their final council tax precept requirements;

**Council Tax Resolution –** In relation to the Council Tax for 2019/20

- (a) That in pursuance of the powers conferred on the Council as the billing authority for its area by the Local Government Finance Acts (the Acts), the Council Tax for the Slough area for the year ending 31 March 2020 is as specified below and that the Council Tax be levied accordingly.
- (b) That it be noted that at its meeting on 18 December 2018 Cabinet calculated the following Tax Base amounts for the financial year 2019/20 in accordance with Regulations made under sections 31B (3) and 34(4) of the Act:
  - (i) 42,789.8 being the amount calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 2012 (the Regulations) as the Council Tax Base for the whole of the Slough area for the year 2019/20; and
  - (ii) The sums below being the amounts of Council Tax Base for the Parishes within Slough for 2019/20:
    - a) Parish of Colnbrook with Poyle 1,923.3
- (c) That the following amounts be now calculated for the year 2019/20 in accordance with sections 31A to 36 of the Act:



- (i) £376,032,584 being the aggregate of the amounts which the Council estimates for the items set out in section 31A (2)(a) to (f) of the Act.  
(Gross Expenditure);
- (ii) £317,437,088 being the aggregate of the amounts which the Council estimates for the items set out in section 31A (3) (a) to (d) of the Act.  
(Gross Income);
- (iii) £58,595,496 being the amount by which the aggregate at paragraph c(i) above exceeds the aggregate at paragraph c (ii) above calculated by the Council as its council tax requirement for the year as set out in section 31A(4) of the Act. (Council Tax Requirement);
- (iv) £1,369.38 being the amount at paragraph c(iii) above divided by the amount at paragraph b(i) above, calculated by the Council, in accordance with section 31B(1) of the Act, as the basic amount of its Council Tax for the year, including the requirements for Parish precepts.
- (v) That for the year 2019/20 the Council determines in accordance with section 34 (1) of the Act, Total Special Items of £102,583 representing the total of Parish Precepts for that year.
- (vi) £1,366.98 being the amount at paragraph c (iv) above less the result given by dividing the amount at paragraph c (v) above by the relevant amounts at paragraph b (i) above, calculated by the Council, in accordance with section 34 (2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates.
- (vii) Valuation Bands

<b>Band</b>	<b>Slough Area</b>	<b>Parish of Colnbrook with Poyle</b>
	<b>£</b>	<b>£</b>
A	911.32	32.93
B	1,063.21	38.42
C	1,215.09	43.91
D	1,366.98	49.40
E	1,670.75	60.38
F	1,974.53	71.36
G	2,278.30	82.33
H	2,733.96	98.80

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

- (viii) Calculate that the Council Tax requirement for the Council's own purposes for 2019/20 (excluding Parish precepts) is £58,492,641.
- (ix) That it be noted that for the year 2019/20 the Thames Valley Police Authority precept has been increased by 13.2% in accordance with Home Office guidance in the provisional police grant settlement. The Police and Crime Panel are meeting on the 1<sup>st</sup> February to consider the PCP's precept proposals. The following amounts are stated in accordance with section 40 of the Act, for each of the categories of dwellings shown below:

<b>Band</b>	<b>Office of the Police and Crime Commissioner (OPCC) for Thames Valley £</b>
A	137.56
B	160.49
C	183.41
D	206.34
E	252.19
F	298.05
G	343.90
H	412.68

- (x) That it be noted that for the year 2019/20 the Royal Berkshire Fire Authority has proposed increasing its precept by 2.99% in accordance with section 40 of the Act, for each of the categories of dwellings shown below:

<b>Band</b>	<b>Royal Berkshire Fire Authority £</b>
A	44.19
B	51.55

C	58.92
D	66.28
E	81.01
F	95.74
G	110.47
H	132.56

***These precepts have not been formally proposed or agreed by the Royal Berkshire Fire Authority and may be subject to further revision.***

- (xi) Note that arising from these recommendations, and assuming the major precepts are agreed, the overall Council Tax for Slough Borough Council for 2019/20 including the precepting authorities will be as follows:

<b>Band</b>	<b>Slough</b>	<b>Office of the Police and Crime Commissioner (OPCC) for Thames Valley</b>	<b>Royal Berkshire Fire Authority</b>	<b>TOTAL</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
A	911.32	137.56	44.19	1,093.07
B	1,063.21	160.49	51.55	1,275.25
C	1,215.09	183.41	58.92	1,457.42
D	1,366.98	206.34	66.28	1,639.60
E	1,670.75	252.19	81.01	2,003.95
F	1,974.53	298.05	95.74	2,368.32
G	2,278.30	343.90	110.47	2,732.67
H	2,733.96	412.68	132.56	3,279.20

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

such other authorised post-holder be authorised to act as before said in his or her stead.

- (xv) That in the event that there are any changes to the provisional precept of the Fire Authority, arising from their precept setting meeting being held on 25 February, the Section 151 Officer is delegated authority to enact all relevant changes to the Revenue Budget 2019/20, Statutory Resolution and council tax levels.

**Fees and Charges –**

- (d) Resolve to increase the Council's fees and charges as outlined in Appendix E for 2019/20.

**The Robustness Statement**

- (e) Note the statutory advice of the Chief Finance Officer outlined in Appendix G, The Robustness Statement. This is required to highlight the robustness of budget estimates and the adequacy of the reserves.

**Top-up funding for children and young people with special educational needs and disabilities**

- (f) (a) Note the mechanism outlined in Appendix J to access top-up funding to support children and young people with Special Educational Needs which is currently under review.  
  
(b) Note the move to adjust our local factors to 65% toward the National Funding Formula factors from 2019/20 as outlined in paragraph 5.4.1

**Use of Flexible Capital Receipts –**

- (g) Resolve to agree the Use of Flexible Capital Receipts Strategy outlined in Appendix K.

**Pay Policy –**

- (g) Note the Pay Policy Statement agreed at the Employment and Appeals Committee on 24<sup>th</sup> January 2019 as detailed in Appendix L.

**Business Rate Pilot –**

- (h) Agree to participate in the 2019/20 Berkshire Business Rates Pilot Scheme.

**Court Costs**

- (i) Agreed:

- (a) That the Court Costs associated with non-payment of Business Rates remain at the same level for 2019/20 as the current year.
- (b) That the Court Costs associated with non-payment of Council Tax be increased to £144.95 in total for 2019/20.

### **Empty Property Relief**

- (j) Agreed:
  - (a) That the long term empty premium for properties that are empty for more than two years is increased from April 2019 to 100% thereby doubling the charge.
  - (b) That the long term empty premium for properties that are empty for more than five years is increased from April 2020 to 200%
  - (b) That the long term empty premium for properties that are empty for more than ten years is increased from April 2021 to 300%

### **Council's Public Room Booking**

- (k) Agreed:
  - (a) The proposed changes to the Council's Public Room Booking Policy and Terms & Conditions (Appendix M), as summarised in Section 8 of this report.
  - (b) The updated pricing schedule (Appendix N), as summarised in section 8 of this report.
  - (c) All users of our public buildings will be required to pay rates as per the updated policy and pricing schedule and that no exclusions will be made for any group, charity or other organisations without the consent of the Service Lead, Building Management in conjunction with the Council's S151 Officer.

## **105. Capital Strategy 2019-2024**

The Service Lead Finance introduced a report that requested the Cabinet to recommend to Council the approval of the Capital Strategy 2019-24 and the capital programme 2019/20.

The core principles of the strategy were to be affordable, support the Five Year Plan priorities and maximise the Council's assets. A programme of £239m was proposed for the next year which included a range of projects such as £40m for school expansions; £62m for improvements to Council housing stock; £41m for James Elliman Homes; £25m for the new hotels schemes on the Old Library Site and £15m for the development of new

community centres/hubs. There was also provision to continue the Community Investment Fund to invest in neighbourhood level projects identified by Ward Members.

The Cabinet welcomed the ambitious programme to would help deliver the strategic priorities in the Five Year Plan. The financing of the programme was discussed including the impact on borrowing and the use of Section 106 receipts. The Overview & Scrutiny Committee had discussed this issue at their meeting on 31<sup>st</sup> January and had asked for a more detailed report to ensure Section 106 monies were maximised and effectively managed. The Cabinet requested a report on this matter prior to it being considered by the Overview & Scrutiny Committee.

It was noted that the total revenue financing required to fund the capital strategy's borrowing requirements of £139.5m was £4.188m over five years. The strategy was closely aligned to the Treasury Management Strategy to ensure the financing was in place to support the programme.

At the conclusion of the discussion, it was agreed to recommend approval of the Capital Strategy and capital programme to Council.

**Recommended –**

- (a) That the capital strategy of £239.3m and the Minimum Revenue Provision be approved and recommended to full Council.
- (b) That it be noted that the notional costs of borrowing for the capital programme to the revenue budget would be an increase of up to £4.188m per annum -commencing during the period of the capital strategy to fund borrowing.
- (c) That the principles underpinning the capital programme in paragraph 5.1.2 of the report and the Minimum Revenue Provision principles in Section 6 be approved.
- (d) That appendices A and B to the report detailing the capital programmes be approved.

**106. Treasury Management Strategy 2019/20**

The Service Lead Finance introduced a report that requested the Cabinet to recommend approval to Council of the Treasury Management Strategy 2019/20. The strategy set out how the Council would manage the treasury risks and fund the capital programme.

The Council currently had £460m of borrowing and an average investment balance of £45m throughout the year. Officers worked closely with treasury advisors Arlingclose. The Cabinet noted that the highest forecast of Capital Financing Requirement during the next three years was £671m and the total

debt for 2019/20 was expected to be £569m. It was therefore confirmed that the Council would be operating within its borrowing limits for the year ahead.

After due consideration, it was agreed to recommend approval of the Treasury Management Strategy to Council on 21<sup>st</sup> February.

**Recommended –** That the Treasury Management Strategy for 2019/20 be approved.

#### **107. Care Leavers Council Tax Exemption Policy**

A report was considered that sought approval for a policy to exempt Slough's Care Leavers from Council Tax as part of the Council's commitment to support Looked After Children (LAC).

The policy had been developed following a Children's Society report in 2015 titled 'Wolf at the Door' which recommended such as exemption to support young adults through the challenges in the transition from care to independent accommodation. The Cabinet had previously agreed to introduce a scheme in Slough for which care leavers living both inside and outside of Slough would be eligible. It was noted that in the 9 months that the scheme had been in operation 34 care leavers living in the borough and 3 who lived outside had been awarded the discount at a cost of £26,108.79. It was requested that the Cabinet agree that the pilot scheme be made permanent.

The Cabinet was fully supportive of the policy to assist such young people transition into adult life. It was noted that it was part of a much wider piece of work to support LAC such as leisure passes to promote their health and wellbeing. Lead Members recognised the important role that the Reach Out! Group had in identifying the priorities of LAC which had included the idea of the Council Tax exemption.

The Cabinet agreed the policy to exempt Care Leavers from Council Tax.

**Resolved –** That the policy for Care Leavers exemption from Council Tax as set out in Appendix A to the report be approved.

#### **108. Alpha Street Car Park - Appropriation to Planning**

The Director of Regeneration introduced a report that sought approval to appropriate the Alpha Street Car Park site to planning. The Cabinet had already agreed the principle of disposing of the site for development as part of the Small Sites Development Strategy approved on 14<sup>th</sup> March 2016.

The intention was to utilise the site as a donor site to the residential element of the Old Library scheme to deliver 14 homes for affordable housing in accordance with the Section 106 agreement. Cabinet approval was required to change the sites status from car parking to planning to enable this development.

After due consideration, the Cabinet agreed the recommendations in the report.

**Resolved –**

- (a) That the Alpha Street Car Park site (shown on the plan at Appendix 1 to the report) which belonged to the Council was no longer required for the purposes for which it was presently held;
- (b) To appropriate the Alpha Street Car Park site (shown on the plan at Appendix 1 to the report) which belonged to the Council for planning purposes to facilitate the carrying out of development, re-development or improvement on or in relation to that land.

**109. Proposed (Tower and Ashbourne) Compulsory Purchase Order 2019**

The Service Lead Housing Development and Contracts introduced a report that sought approval for the Council to use its compulsory purchase powers for the acquisition of land necessary for the delivery of the redevelopment of Tower House and Ashbourne House for approximately 197 affordable homes.

Appendices C, D and E to the report contained exempt information and were considered in resolving the matters in Part I of the agenda without disclosing any of the exempt information.

If the Cabinet agreed to use CPO powers in relation to the Order Land it would not undermine due process of pursuing negotiation with the final leaseholder with whom agreement had not been reached. However, negotiation had been ongoing for some time and a summary of the negotiations was included at Appendix C. The Cabinet recognised that the use of CPO powers should be a last resort however it considered that extensive efforts had been made to reach a negotiated agreement and the redevelopment of much needed affordable homes should not be unduly impeded. It was therefore agreed to use CPO powers, if required, as set out in the report and appendices.

**Resolved –**

- (a) That the Council makes a compulsory purchase order (the CPO) for the acquisition of land for the purposes of facilitating development, redevelopment and improvement of the Order Land.
- (b) That the Cabinet delegates to the Director, Regeneration, following consultation with the Cabinet member for Corporate Finance & Housing, the power to effect the making, confirmation and implementation of the CPO and to take all necessary steps to give effect to the CPO in respect of the Order Land including, but not limited to, the following procedural steps:



## Cabinet - 04.02.19

- i finalise a Statement of Reasons to properly reflect the Council's position regarding the proposed CPO so as to properly present the Council's case;
- ii making the CPO, the publication and service of any press, site and individual notices and other correspondence for such making;
- iii acquire for planning purposes all interests in land and new rights within the Order Land as may be necessary to facilitate the Scheme, either by agreement or compulsorily, including entering into negotiations with any third parties for the acquisition of their land interests and/or for new rights over their land (as appropriate), the payment of compensation and dealing with any blight notices served in connection with the CPO;
- iv approve agreements with land owners or statutory undertakers as applicable, setting out the terms for withdrawal of any objections to the CPO, including where appropriate seeking exclusion of land or new rights from the CPO;
- v make any additions, deletions or amendments to the plans at Appendix A and to seek any requisite modifications to the CPO Order and any CPO maps;
- vi seek confirmation of the CPO by the Secretary of State (or, if permitted, by the Council pursuant to Section 14A of the Acquisition of Land Act 1981) (the 1981 Act), including the preparation and presentation of the Council's case at any Public Inquiry which may be necessary;
- vii publication and service of notices of confirmation of the CPO and thereafter to execute and serve any general vesting declarations and/or notices to treat and notices of entry, and any other notices or correspondence to acquire those interests within the area;
- viii referral and conduct of disputes, relating to compulsory purchase compensation, at the Upper Tribunal (Lands Chamber); and
- ix make an application to the Secretary of State under section 19(1)(aa) of the 1981 Act to ensure any land found to be open space is preserved and managed as such.

### 110. References from Overview & Scrutiny

There were no references from the Overview & Scrutiny Committee or scrutiny panels.

**111. Notification of Forthcoming Decisions**

The Cabinet considered and endorsed the Notification of Decisions published on 4<sup>th</sup> January 2019 which set out the key decisions expected to be taken by the Cabinet over the next three months. It was noted that a further notice had subsequently been published for the extraordinary Cabinet meeting to be held on 25<sup>th</sup> February 2019.

**Resolved** – That the published Notification of Key Decisions for the period between February to April 2019 be endorsed.

**112. Exclusion of Press and Public**

**Resolved** – That the press and public be excluded from the meeting during the consideration of the items in Part II of the agenda as they involved the likely disclosure of exempt information relating to the financial business affairs of any particular person (including the authority holding that information) as defined in paragraph 3 of Part 1 the Schedule 12A the Local Government Act 1972.

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

**113. Part II Minutes - 21st January 2019**

The Part II minutes of the meeting held on 21<sup>st</sup> January 2019 were approved.

**114. Proposed (Tower and Ashbourne) Compulsory Purchase Order 2019 - Appendices C, D and E**

Appendices C, D and E which summarised the negotiations with the remaining leaseholders, the schedule and potential costs and funding issues were considered and noted.

**115. Commercial Update**

The Cabinet agreed the way forward about the future of one of the Council's major contracts which was critical to the delivery of the transformation programme.

Chair

(Note: The Meeting opened at 6.36 pm and closed at 8.18 pm)

## **Cabinet – Meeting held on Monday, 25th February, 2019.**

**Present:-** Councillors Swindlehurst (Chair), Hussain (Vice-Chair), Anderson, Carter, Mann, Nazir and Pantelic

**Also present under Rule 30:-** Councillors Brooker and M Holledge

**Apologies for Absence:-** Councillor Sadiq

### **PART 1**

#### **1. Declarations of Interest**

No interests were declared.

#### **2. Localities Strategy**

The Cabinet considered a report that sought agreement on the principles of the Council's Localities Strategy.

The strategy aimed to deliver services in a co-ordinated way, close to where residents lived, and was part of the wider Transformation Programme to put customers at the heart of everything the Council did. Joining up services with partners through co-location where possible was also part of the approach. The strategy was based on three locality areas – North, South and East – which were based on the service delivery areas of adult social care and Thames Valley Police. A 'hub and spoke' model was proposed with the new HQ building in the town centre and six hub locations in communities. The development programme for these facilities in Chalvey, Britwell, Langley, Bath Road, Cippenham and Wexham were described. The services available at each hub would be flexible and varied depending on the different needs of the community.

The Cabinet strongly welcomed the aims of the hub plans to put residents closer to the Council teams and services and partners closer to residents. The opportunities to join up services with partners was highlighted by the Cabinet as a key priority of the approach with residents taking ownership of local services and buildings. The cost of accessing facilities in the new community centres and hubs would need to set at levels that were affordable to promote their use.

Lead Members emphasised the importance of involving residents at an early stage in the plans for hubs in their areas. It was also suggested that the working group of Councillors include ward Members when plans for their areas were being developed. It was agreed that the update report to Cabinet in June or July 2019 include further detail on how the working group would engage Members and partners. Discussions had taken place with Thames Valley Police and East Berkshire Clinical Commissioning Group amongst

others about how their plans could fit into the strategy and this engagement would continue as the options for each site moved forward.

In relation to the development programme for specific sites, the Cabinet agreed there were particular opportunities in neighbourhoods affected by the abolition of Wexham Court and Britwell Parish Council's arising from the transfer of buildings to the borough council to maintain vibrant hubs. It was agreed to amend recommendation (c) to reflect the Cabinet commitment to seek to enhance community provision in these areas in the future.

At the conclusion of the discussion the Cabinet welcomed the work that had been done to date and agreed that the principles of the strategy be agreed. Much more work would be needed to effectively deliver the plans and an update would be received in June or July 2019.

**Resolved –**

- (a) That the over-riding proposal for a Localities Strategy be agreed and that it be aligned to the three operating areas (North, South and East) of the Council's strategic partners as set out in Appendix A to the report.
- (b) That the proposals be agreed for the six buildings to be located within the operating areas as set out in the report in section 5.9.
- (c) That the programme set out in section 5.11 of the report and the potential future opportunities across the Council's wider asset base and two former parish buildings in Britwell and Wexham be noted.
- (d) That an update report be presented to Cabinet in June or July 2019.
- (e) That a working group of Councillors (including relevant Lead and Ward Members) and officers be formed to monitor project delivery and that an update on these arrangements be provided in the next report to Cabinet.

**3. Trelawney Avenue Redevelopment and Hub**

A report was considered on the business case for the redevelopment of land in Trelawney Avenue and Meadow Road. The proposal was to agree Head of Terms with Karter Developments Ltd (KDL) for the disposal of the freehold interest in the site in order to develop new healthcare/commercial facilities and housing and to seek approval in principle to enter into a Development Agreement with KDL to build Council facilities to include a new Council Hub, 4 houses and at least 5 apartments, subject to planning.

The plans for the site included a GP surgery, pharmacy, hub with community space and housing provision including apartments above the hub. Officers would continue to explore the possibility of co-locating library services. The first floor plans included office accommodation for 35 workstations in line with

the Localities Strategy that was approved earlier in the meeting. The options for the second floor were either five apartments or office space for a further 55 workstations. The scheme was still in the pre-planning phase and agreement of the Draft Head of Terms would allow the project to progress with a view to the submission of a planning application in June 2019 with a provisional completion date of 2021.

The Draft Heads of Terms and detailed financial information were set out in Appendices A and B in Part II of the agenda as they contained exempt information. The Cabinet agreed to briefly exclude the press and public during discussion on this item to clarify some matters in the appendices before taking the decision in Part I.

The Cabinet reviewed the projected revenue costs for the project but noted that the hub could accommodate 70 or 160 staff depending on the option chosen which would offset accommodation costs elsewhere in the Council.

Lead Members commented that the hub provided an excellent opportunity to put facilities back into the heart of the local community, particularly a GP surgery in a part of Langley with relatively high demand for primary care services. The One Public Estate approach of working with health partners with neighbourhood and possibly library services was supported.

After due consideration, the Cabinet agreed the recommendation to progress the redevelopment and hub plans.

**Resolved –**

- (a) That subject to planning requirements and highways restrictions associated with car parking spaces, note that the eventual use of the proposed third floor of the SBC element could be either 350m<sup>2</sup> of office space or 5 residential apartments;
- (b) That the disposal of the freehold interest in land in Trelawney Avenue (as outlined in red on the plan in Appendix C and described as the “development site”) to Karter Developments Limited, subject to planning, for a sum to be agreed between parties based on independent valuations carried out February 2018 as set out in the Heads of Terms (attached as Confidential Appendix B) be agreed;
- (c) That it be noted that a new Council Hub, healthcare facilities and housing would be built on the site by KDL;
- (d) That delegated authority be given to the Director of Regeneration to appropriate the development site from the HRA for a sum to be agreed once the sale price is finalised;
- (e) That subject to approval of (a) and (b), delegated authority be given to the Director of Regeneration following consultation with the Leader of the Council and the s151 Officer to agree the final configuration of the

building, all financial and non-financial terms of the HoTs and the Building Agreement, agree the final red line plan for disposal and the final value of investment by the Council;

- (f) That delegated authority be given to the Director of Regeneration to approve all financial and non-financial terms in relation to the disposal of the 4 houses funded by the Council which will be offered to the HRA and thereafter to James Elliman Homes. In the event that neither party be interested, the fall back position would be an open market sale;
- (g) That delegated authority be given to the Director of Regeneration to approve all financial and non-financial terms in relation to the proposed purchase and subsequent disposal of the apartments above the SBC freehold site;
- (h) That delegated authority be given to the Director of Regeneration, acting in consultation with the s151 Officer and the Leader of the Council to introduce, approve and agree a project contingency of up to 15% of the total project cost for the SBC element (as set out in the associated Part II report), provided such an increase did not impact on the viability of the project or the Council's short-term financial plan;
- (i) That any profit after the land transactions in (a) and (f) would be reinvested into construction of the Council element of the new Hub and 4 houses with the balance funded by the Council;
- (j) That it be noted that officers would continue to explore options to co-locate the library within the SBC hub.

#### **4. Transport Vision for the Centre of Slough**

The Lead Member for Planning & Transport and the Service Lead Major Infrastructure Projects introduced a report that sought approval for the key principles of a new transport vision for the centre of Slough. It was noted that an updated version of the vision, at Appendix A to the report, had been circulated in the Supplementary Agenda and this replaced the version in the original agenda pack.

The transport vision was an ambitious, high level, long term plan which aimed to make public transport the dominant mode of travel to and from the centre of Slough; provide capacity on the public transport network to enable a higher scale of development; and create a safe, healthy and vibrant urban space which encouraged people to live, work and relax locally. The plans were also central to the Council's ambitions in the Low Emissions Strategy to improve air quality.

The transport vision would provide input to the Centre of Slough Development Strategy and emerging Local Plan which would help shape the regeneration of Slough over the next twenty years. It was a public transport led vision to help facilitate regeneration and enable the continued growth of Slough in the

long term. Lead Members welcomed the vision and agreed that it was crucial to have a strategic plan that shaped future development and facilitated growth. The vision included a Mass Rapid Transit scheme along the A4 east-west corridor which was segregated from general traffic to provide high capacity, quick and reliable journeys. There were various options for the specific technology that would be adopted which could include guided buses or light rail/trams. There were also plans for park and ride sites and a reduction in car parking provision in the town centre. Further detailed testing would be carried out and the next update to Cabinet would be in June or July 2019.

The Cabinet discussed a number of aspects of the vision including connectivity to communities across Slough. It was noted that the network would enable conventional buses to and from destinations not served by MRT for part of their journey as part of a 'hub and spoke' model utilising the new east-west spine. Lead Members agreed that the vision was of much wider importance than transport in that it would have a significant impact on transforming the town centre and ensuring the town had a clear plan for growth in the coming years.

At the conclusion of the discussion, the Cabinet endorsed the transport vision as at Appendix A to the report.

**Resolved –**

- (a) That the key principles of the transport vision for 2040 be welcomed as input to the Centre of Slough Development Strategy and the emerging Local Plan.
- (b) That the importance of transport in achieving the vision for the centre of Slough be noted and how the transport vision will:
  - make public transport the dominant mode of travel to and from the centre of Slough;
  - provide a public transport network with the capacity to enable a higher scale of development, and which maximises the benefits of Crossrail and Western Rail Access to Heathrow;
  - make walking and cycling to and from the centre of Slough an attractive option;
  - create a safe, healthy and vibrant urban space which encourage people to live, work and relax locally;
  - reduce the dominance of the car, improving air quality and road safety.
- (c) That the commencement of work on the next stages of technical work be approved to feed into the Centre of Slough Development Strategy and the Local Plan and to provide the basis for subsequent decisions on implementation.

- (d) That delegated authority be given to the Service Lead Major Infrastructure Projects, following consultation with the Lead Member for Planning & Transport, to submit a response to the Department for Transport consultation on Pay-as-you-go on Rail.
- (e) That the Cabinet receive a further report in June or July 2019 to update on the delivery of proposals and milestones for reporting.

## **5. Highway Improvement Works to Adopt Private Streets**

The Parking Team Leader introduced a report that sought approval to execute street works on four private streets that were not to the Council as the street works authority and to agree an approach to make such improvements to other streets in the future.

The streets identified for improvement – Faircroft, Westfield Road, part of Hillrise and Springfield Road – were unadopted and required significant improvement works as they were either not sewered, levelled, metalled, flagged, channelled and lighted to a satisfactory standard. The cost of works was expected to be £1.5m and charges could be made to each property to recover these costs.

Lead Members commented that they had previously worked with residents to try to bring forward improvements on some of the roads identified on a voluntary basis for several years but it had not been possible as unanimous approval of property owners on the street was required. It was agreed that the required works would not therefore happen without the intervention of the Council. It was noted that the costs were based on the scale of the frontage to the streets and spread amongst the property owners it was considered to be a reasonable charge. Owners were likely to benefit to an uplift in the property values as a result of the highway improvements.

The Cabinet agreed the recommendations for Faircroft, Westfield Road, part of Hillrise and Springfield Road and there was approval for a similar approach to further streets identified without the specific need for Cabinet approval on each occasion.

### **Resolved –**

- (a) That Faircroft, Westfield Road, Springfield Road and part of Hillrise are not, to the satisfaction of the Council as the street works authority, sewered, levelled, paved, metalled, flagged, channelled, made good or lighted;
- (b) That the specifications for street works to be carried out to those streets and as appended to this report be approved;
- (c) That the street works detailed in the said specifications be carried out at Faircroft, Westfield Road, part of Hillrise and Springfield Road to



render them satisfactory to the Council as the street works authority in accordance with Section 205 (1) of the Highways Act 1980;

- (d) That the estimated expenses of £1.5m for these works be noted;
- (e) That the provisional apportionment apportioning the said expenses between the premises liable to be charged with them under the street works code be approved;
- (f) That the Highways Team apply the criteria for a private street works scheme as set out in part of XI of the Highways Act 1980 and Sections 205 to 218 (The Private Street works code) on Faircroft, Westfield Road and Springfield Road;
- (g) That following the completion of the said street works subject to satisfactory safety audit the Council declare Faircroft, Westfield Road and Springfield Road as set out in drawings HW 19/20 – PR – 001, HW 19/20 – PR – 001 & HW 19/20 – PR – 001 appended to this Report to be highways in accordance with Section 228 of the Highways Act 1980; and
- (h) To apply the above criteria to other unadopted private streets identified in the future and for funding be allocated to new streets as they are identified and agreed.

**6. Creation of a Local Authority Trading Company to Carry out Functions of Existing DSO**

The Lead Member for Environment & Leisure and the Chief Executive introduced a report that sought approval to create a local authority trading company. Appendix B in Part II of the agenda contained exempt financial information and was considered in resolving the matters in the Part I report.

It had been an aspiration to establish a local authority trading company of this kind when environmental services were brought back in house in 2017 but it had been decided to take an incremental approach by focusing on the core business of the DSO initially. The company would be tasked to carry out the current functions of the Environment Direct Services Organisation (DSO) and use a Teckal exemption to trade, in order, to generate surpluses and / or reduce the overall overhead costs for the Council.

The Council had looked at the experiences of other authorities that had set up trading companies for such work and the lessons had been incorporated in the plans. The company would be seeking to offer a trusted and quality range of environmental services. The Cabinet agreed that the trading company had to the opportunity to generate income for the Council; provide a valuable chargeable service for residents; and help improve the quality of the public estate by carrying out additional works to a high standard.

**Resolved –**

- (a) That a new company (name to be determined) limited by shares and wholly owned by the council be created.
- (b) That the arrangements for the new company satisfy the requirements of the Public Contracts Regulations 2015 (Regulation 12).
- (c) That the responsibility for delivery of services carried out by the existing Environment DSO be transferred to the new company.
- (d) That Council officers be instructed to work with the new company to increase the volume and value of work placed with the new company that is currently placed with other, external providers. In particular in the areas of highways and property maintenance.
- (e) That a service delivery agreement be created to set out, amongst other matters, the scope and performance levels provided by the new company.
- (f) That the employment and pension arrangements of the DSO staff transfer to the new company in accordance with, and subject to, the relevant legislation and council policy.
- (g) That the Chief Executive may transfer other staff to the new company in the future if it is the broader interests of the council to do so in accordance with, and subject to, the relevant legislation and council policy. In particular Highways functions may be considered for transfer to the Teckal company as part of wider public realm improvements.
- (h) That the Council provides the existing range of support services (eg finance, HR, commercial, property) to the new company unless and until the council and the new company agree otherwise.
- (i) That a service delivery agreement be created to set out, amongst other matters, the scope and performance levels of support services provided by the council and the appropriate charging regime.
- (j) That the new company would use its best endeavours to deliver the Business Plan.
- (k) That appropriate banking, transactional finance and payroll arrangements be put into place.
- (l) That a flexible credit facility of up to £1m be made available to the new company on terms to be agreed and with the authorisation of the Section 151 Officer.
- (m) That appropriate governance arrangements are put in place in accordance with the council's policies and relevant law (eg the Commercial Strategy and companies' legislation).

(n) That any further decision making required to complete these recommendations be delegated to the Chief Executive.

**7. Exclusion of Press and Public**

**Resolved –** That the press and public be excluded from the meeting during the consideration of items in Part II of the agenda as they involved the likely disclosure of exempt information relating to the financial and business affairs of any particular person (including the authority holding that information) as defined in paragraph 3 of Part 1 the Schedule 12A the Local Government Act 1972.

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

**8. Trelawney Avenue Redevelopment and Hub - Appendices A and B**

Appendices A and B were considered and noted in resolving the matters in the Part I report.

**9. Creation of a Local Authority Trading Company to Carry out Functions of Existing DSO - Appendix B**

Appendix B was considered and noted in resolving the matters in the Part I report.

Chair

(Note: The Meeting opened at 6.35 pm and closed at 8.13 pm)

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**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Cabinet **DATE:** 18th March 2019

**CONTACT OFFICER:** Dean Tyler, Service Lead - Strategy & Performance

**(For all enquiries)** (01753) 87 5217

**WARD(S):** All

**PORTFOLIO:** Councillor Hussain, Lead Member for Transformation and Performance

**PART I**  
**NON-KEY DECISION**

**PERFORMANCE & PROJECTS REPORT: QUARTER 3 2018/19****1 Purpose of Report**

To provide Cabinet with the latest performance information for the 2018-19 financial year as measured by:

- The corporate balanced scorecard indicators to date during 2018-19.
- An update on the progress of the 24 projects on the portfolio, which are graded according to project magnitude as gold (6), silver (12) or bronze (6).
- An update on the progress of the current manifesto commitments.

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

Cabinet is requested to resolve that the Council's current performance as measured by the performance indicators within the balanced scorecard, the progress status of the gold projects and the manifesto commitments be noted.

**3 The Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan****(a) Slough Joint Wellbeing Strategy Priorities**

The report supports the Slough Joint Wellbeing Strategy by detailing how the Council has performed against its priority outcomes as follows:

- Protecting vulnerable children
- Increasing life expectancy by fostering on inequalities
- Improving mental health and wellbeing
- Housing

## (b) Five Year Plan Outcomes

The report supports each of the Five Year Plan outcomes by detailing how the Council has performed against its priority outcomes, as evidenced in the performance balanced scorecard and gold projects reporting. The outcomes are:

- Slough children will grow up to be happy, healthy and successful
- Our people will be healthier and manage their own care needs
- Slough will be an attractive place where people choose to live, work and stay
- Our residents will live in good quality homes
- Slough will attract, retain and grow businesses and investment to provide opportunities for our residents

## 4 Other Implications

### (a) Financial

*There are no financial implications.*

### (b) Risk Management

<b>Risk</b>	<b>Mitigating action</b>	<b>Opportunities</b>
Legal	N/A	N/A
Property	N/A	N/A
Human Rights	N/A	N/A
Health and Safety	N/A	N/A
Employment Issues	N/A	N/A
Equalities Issues	N/A	N/A
Community Support	N/A	N/A
Communications	N/A	N/A
Community Safety	N/A	N/A
Financial	N/A	N/A
Timetable for delivery	N/A	N/A
Project Capacity	N/A	N/A
Other	N/A	N/A

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

There are no Human Rights Act or other legal implications.

### (d) Equalities Impact Assessment

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

## 5 Supporting Information

5.1. This is the quarter three report to Cabinet reporting on the 2018-19 financial year in respect of the performance position of the Council.

5.2. Please refer to the attached corporate performance report (Appendix A) which summarises progress against the Council's priorities in quarter 3 of the financial year 2018/19.

5.3. The report comprises of the following three sections:

- The high-level performance indicators of the corporate balanced scorecard;
- The summary of highlight reports from the Council's Project Management Office (PMO);
- A summary of the current manifesto commitments.

## 6 **Comments of Other Committees**

None. The report will also be reviewed by Overview and Scrutiny Committee on 11<sup>th</sup> April 2019.

## 7 **Conclusion**

### **Corporate Balanced Scorecard**

7.1. 47% (8 of 17) of the selected performance indicators are achieving desired target results with current near-misses in child protection plans, number of people active, number of homeless households in temporary accommodation and access to employment rates.

7.2. Key improvements this quarter:

- The percentage gap between disadvantaged pupils and all others at key stage 2 in reading, writing and maths reduced by 4% from 20% in 2016/17 to 16% in 2017/18 and is well below than the national average of 20%. This placed Slough in the top quartile nationally, ranked 18th out of 152 local authorities.
- For the first time, the number of adults managing their care and support via a direct payment has risen over the 500 mark threshold to 536 at the end of quarter 3. This has been achieved by primarily targeting carers who would benefit from direct payments.
- We have seen a decline in the number of households accommodated in temporary accommodation, currently stands at 428 compared to 446 from the previous quarter.

### **Project Portfolio**

7.3. Progress continues on all major schemes and projects. Across all projects on the portfolio 46% (11 projects) were rated overall as 'Green' as on target, 38% (9 projects) were rated overall as 'Amber' and 17% (4 projects) were rated overall as 'Red'.

7.4. Key improvement this quarter:

- The Slough Half Marathon - successfully delivered in October 2018.

7.5. The portfolio is regularly reviewed to ensure that the projects deliver strategic objectives, including the Five Year Plan, Manifesto and Service Plans.

7.6. The Council's PMO maintains oversight of all projects included in the portfolio to ensure that risks and issues are managed and progress maintained.

7.7. The PMO routinely carries out Lessons Learned and Benefits reviews for key projects which is helpful to project managers implementing projects of a similar nature.

### **Manifesto Commitments**

7.8. At the end of quarter 3, 96.5% (55 pledges) were rated overall as 'Green' as achieving or on schedule and 3.5% (2 pledges) were rated overall as 'Amber', signifying as working towards. None of the pledges were rated overall as 'Red'.

7.9. The following Manifesto pledges were reported as delivered this quarter:

- Invest £18 million in buying homes to increase the supply of genuinely affordable housing for Slough families.
- Use our new in-house waste service to keep our streets cleaner; roll out more bins across Slough; and reduce charges for bulky waste collection.
- Deliver a new frequent, rapid "SMaRT" bus service along the A4.
- Increase the number of cycle hire points, putting them where people want them; plus improve and expand walking routes across Slough.
- Improve our bus network by working with new partners to deliver better buses, reduced fares and a more accessible bus network.
- Invest over £2 million in our highway network; resurfacing roads and footpaths, improving pavements and landscaping the environment.
- Increase free sports facilities in our parks and install more green gyms.
- Bring back the Slough Half Marathon and 5k Family Fun Run.
- Carry out a town survey to gather residents' views on how best to improve the High Street.
- Give all school-starters a free book and library card, to help improve literacy.
- Bring forward plans to regenerate the Canal Basin and TVU site with enhanced open space, and new homes, retail and community facilities
- Spread the benefit of regeneration from central Slough to local neighbourhoods
- Introduce a 'Slough Card' to give Slough residents priority and cheaper access to our services and facilities
- Increase post-16 skills and job training for young people with disabilities and special educational needs
- Create at least 400 new early years places across the Borough

### **8 Appendices Attached (if any)**

- 'A' - Corporate Performance Report, December 2018
- 'B' - Manifesto Commitments, December 2018

### **9 Background Papers**

Please email [programme.managementoffice@slough.gov.uk](mailto:programme.managementoffice@slough.gov.uk) for a copy of Project Highlight reports for this reporting period.



Slough Borough Council

Appendix A:

# Corporate Performance Report

2018/19 – Quarter 3

(October to December 2018)

Strategy and Performance Service

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## Introduction

Slough Borough Council uses a variety of performance indicators and evidence bases to monitor how well our services are performing in meeting the needs of our residents and businesses, and to monitor their efficiency and value for money. This report describes performance during the third quarter of the current year (October to December 2018) against the ambitions set out in Slough's Five Year Plan, and the pledges made in the Labour Party Manifesto.

The report looks first at the 'top line' set of our key performance indicators, which measure performance across a wide range of council activities including: school support, child safeguarding, youth services, adult social care services, public health, leisure services, street cleaning and waste management, crime reduction, communications, housing services, planning department, employment support, and traffic management. Many of these outcomes involve active joint working by the council with its partners, particularly schools, the health service, and the police.

Further information is provided to evidence how well we are progressing against the range of projects currently undertaken and monitored by the Council and the number of pledges we made to deliver within the current performance year. The individual pledges made in the ruling Labour administration's 2018 Manifesto are also explicitly addressed.

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This report is intended to provide a rounded and easily digested view of the councils overall performance across the totality of our services and across our corporate priority outcomes which are:

1. **Slough children will grow up to be happy, healthy and successful**
2. **Our people will be healthier and manage their own care needs**
3. **Slough will be an attractive place where people choose to live, work and stay**
4. **Our residents will live in good quality homes**
5. **Slough will attract, retain and grow businesses and investment to provide opportunities for our residents**

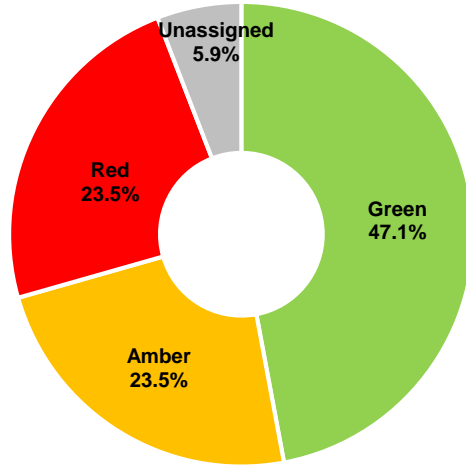
These 5 priority areas are described in the Slough 5 Year Plan:

<http://www.slough.gov.uk/council/strategies-plans-and-policies/five-year-plan.aspx>

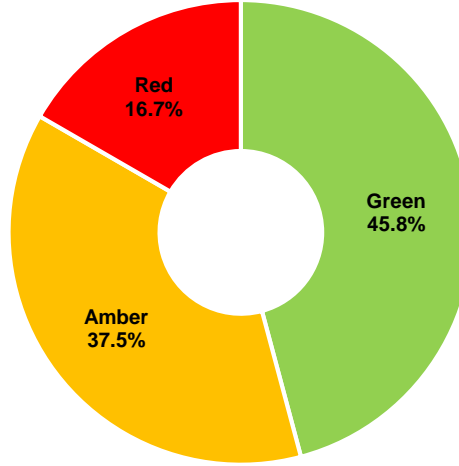
## Performance against target (RAG)

The latest position at the end of quarter 3, an overview of the Council's performance was as follows:

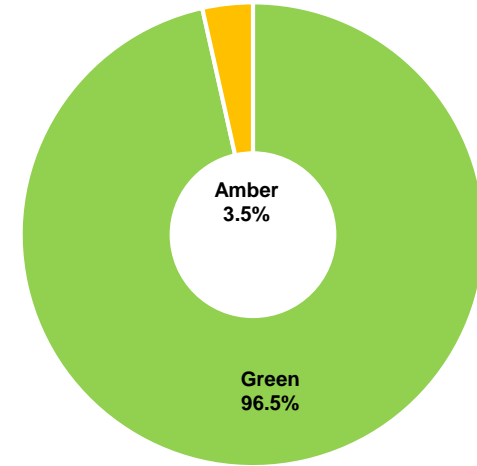
**Key Performance Indicators**



**All Projects: Overall Status**

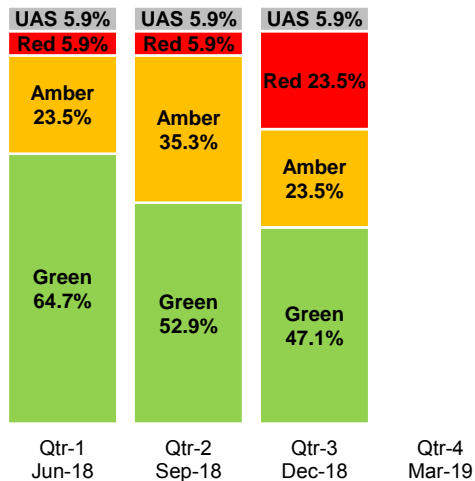


**Manifesto Pledges: Overall Status**

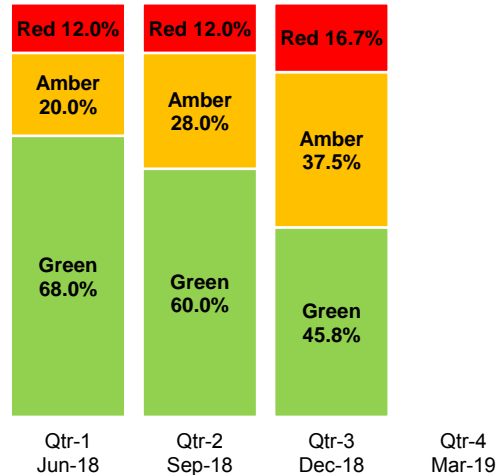


## Comparison with previous quarter

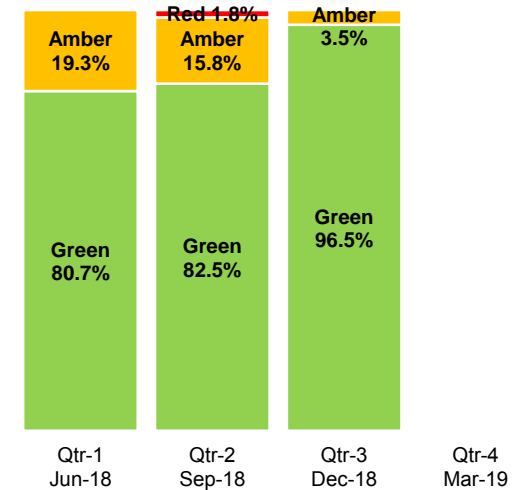
**Key Performance Indicators**



**All Projects: Overall Status**



**Manifesto Pledges: Overall Status**



Please refer to the relevant sections for detailed information on performance indicators (pages 3-12), projects (pages 13-18) and manifesto pledges (pages 19-22)

## Performance Indicator Key

### Direction of travel

The *direction* of the arrows shows if performance has improved, declined, or been maintained relative to the previous quarter or same period in previous year.

↑	↔	↓
Performance improved	Performance remained the same	Performance declined

For example for overall crime rate indicator where good performance is low:

- A decline in the crime rate would have an upwards arrow ↑ as performance has improved in the right direction.
- An increase in the crime rate would have a downwards arrow ↓ as performance has declined.

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### Performance against target

The *colour* of the arrow indicates performance against target for each KPI.

Black arrows are used for indicators where performance has changed but no target has been defined.

GREEN	AMBER	RED	GREY
Met or exceeded target	Missed target narrowly	Missed target significantly	No target assigned

Targets and criteria for RAG status are shown for each indicator.


Benchmarking rankings compared to other councils are shown below each chart, where comparisons are available:

Dark Green	Local performance is within the top quartile
Green	Local performance is within the 2nd quartile
Amber	Local performance is within the 3rd quartile
Red	Local performance is within the bottom quartile


# Quarter 3: Performance Indicator Scorecard

## Slough children will grow up to be happy, healthy and successful

Attainment gap between all children and bottom 20% at Early Years (annual)

 **31.0 %**


Attainment gap between disadvantaged children and all others at Key Stage 2 (annual)

 **16.0 %**


Attainment gap between disadvantaged children and all others at Key Stage 4 (annual)

 **34.7 %**

Percentage of Child Protection Plans started in year that were repeat plans within 2 years (quarterly)

 **10.6 %**

Proportion of young people not in education, training or employment (annual)

 **3.2 %**

## Our people will be healthier and manage their own care needs


Number of adults receiving a Direct Payment (quarterly)

 **536**

Uptake of targeted NHS health checks (quarterly)

 **1.44 %**

Number of people inactive (annual)

 **34.8 %**

## Our residents will live in good quality homes

Number of homeless households in temporary accommodation (quarterly)

 **428**

Number of permanent dwellings completed during the year (annual)


 **846**

Number of mandatory licensed HMOs (quarterly)

 **91**

## Slough will be an attractive place where people choose to live, work and stay

Average level of street cleanliness (quarterly)

 **B (2.47)**

Total crime rate per 1,000 population (quarterly)

 **100.11**

\* Residents' perception survey (annual)


**.. tbc**

## Slough will attract, retain and grow businesses and investment to provide opportunities

Business rate in year collection rate (quarterly)

 **82.52 %**

Access to employment: unemployment rate (quarterly)

 **1.9 %**

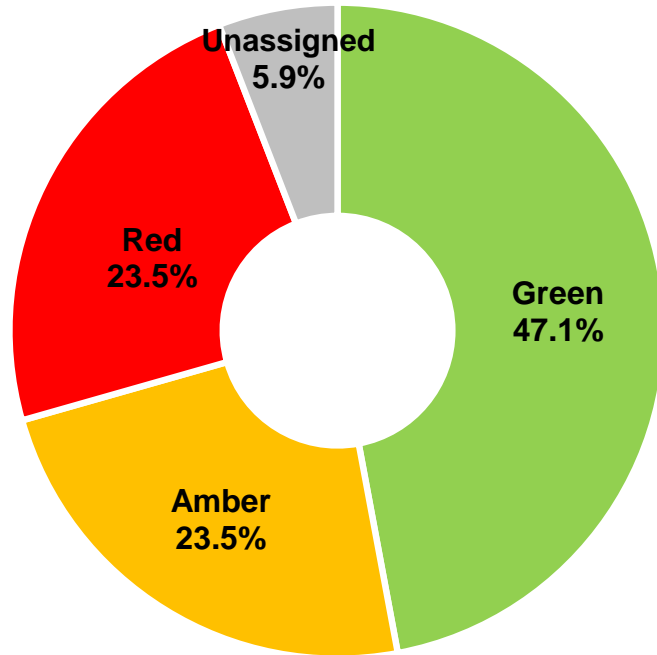
Average journey time from Heart of Slough to M4 Junction 6, morning rush hour (quarterly)

 **6 min 46s**

\* This is a new measure. A large-scale Residents survey was initiated in the autumn 2018. Final survey results and the indicator to be used will be established during Quarter 4.

The latest position of the Council's key performance indicators at the end of quarter 3 was as follows:

### Key Performance Indicators



Quarter 3 updates are not yet available for the following measures:

- Crime rates
- Uptake of targeted health checks

Of the 17 indicators reported, one indicator (residents' perception survey) has no agreed target value. This is a new indicator under outcome 3 which is a large-scale Residents survey initiated in the autumn 2018. Final survey results and the indicator to be used will be established during Quarter 4.

For the remaining 16 indicators with agreed target levels, four were rated as significantly under the desired performance level (**Red**), four were rated as **Amber**, signifying a near miss to desired performance level, and eight were rated **Green** as achieving or exceeding target performance.

Key areas of noteworthy concerns flagged as **Red** status are:

- **The gap between disadvantaged children and all others at Key Stage 4 percentage achieving grades 9-5 in English & maths.** The RAG status has dropped from **Green** to **Red**. Good performance is a narrowing gap between the most and least successful, but alongside a steady increase in the results obtained by all.

The gap widened to 34.7% compared to 25.4% nationally. This is due to outcomes for disadvantaged pupils falling by 7% whereas those for non-disadvantaged pupils increased by 3%. The 2018 achievement gap in Slough is similar to that in other LA's with grammar schools i.e. Bucks gap 36.3%, Reading gap 34.4%, Sutton gap 34.9%, Kent gap 32.0%.

However outcomes for disadvantaged pupils in Slough remain significantly above those for similar pupils nationally (Slough 30.8%, national 24.9%). Slough is in the top quartile nationally for outcomes of disadvantaged pupils at KS4, ranked 25th out of 152 LA's compared Bucks ranked 31st, Reading 119th, Sutton 18th and Kent 130th nationally.

- **Uptake of targeted health checks**  
**The percentage of the eligible population aged 40-74 who received a NHS Health Check**

The RAG status has dropped from **Green** to **Red**

Public Health will be working with our providers to understand the recent downward trend and tackle the underlying issues. We anticipate that this means that over the coming 6 months, Public Health will work more closely with our community NHS Health Checks provider (Solutions4Health) for example, to start to more systematically engage with Slough workplaces and faith communities. This service (CardioWellness4Slough) is an integrated healthy lifestyle service for Slough residents which provides a one-stop shop for healthy lifestyle information and guidance on stopping smoking, healthy eating, physical activity and reductions in excessive alcohol intake. We have commissioned a sizeable piece of behavioural insights work (approx. Mar – Jul 2019) to better understand how residents feel about their health and how we can work with them to improve uptake of key services such as NHS Health Checks.

In addition to broadening coverage and increasing numbers of NHS Health Checks in the community, Public Health will also be working with GP practices to pilot pre-invitation risk stratification. We are looking to use existing GP data to better identify residents who already have cardiovascular risk factors and therefore more to gain from an NHS Health Check.

Thus, over the coming year we hope to both broaden and target our NHS Health Checks offer to improve the performance and impact of the programme.

- **Crime rates per 1,000 population: All crime (cumulative from April)**

The RAG status has dropped from **Amber** to **Red**

Year to date, the total crime rate per 1,000 population has increased by 5.71 between 12 months ending Sept-18, which

is greater than the national increase of 1.61 and MSG of 1.88. Slough had a higher crime rate than Milton Keynes, but lower crime rate than Oxford and Reading.

The larger than usual increase for Slough, Reading and Oxford will in part reflect changes in the way Thames Valley Police record reports of crimes, in response to the most recent HMICFRS (Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services) inspection, which found the force to be under recording certain crimes

It is important to note, an increased crime rate may in part reflect improved reporting and/or detection of crimes, in response to awareness campaigns and/or targeted operations for example.

- **Business rate income: Business rate in year collection (amount & percentage rate accrued)**

The RAG status has dropped from **Green** to **Red**

Business rates are collected throughout the year; hence this is a cumulative measure.

By end of third quarter we had collected 82.52% of the expected in-year total, which is 0.88% below the profile target of 83.40% expected at this point. However this is 0.07% above where we were this time last year. The amount collected of £89.5m is above the amount collected this period last year of £88.3m.

This is partly due to one account which the rating agent is challenging and we are waiting on a tribunal date. Some improvements have been made at the end of Jan-19 with the collection rate of 91.32%. This is 0.08% below the profile target expected at this point.

Please refer to the Corporate Balanced Scorecard (page 8 onwards) for further details.



Key areas of performance improvement are:

- **The percentage gap between disadvantaged pupils and all others at key stage 2 in reading, writing and maths**

The RAG status remained **Green**

Good performance is a narrowing gap between the most and least successful, but alongside a steady increase in the results obtained by all.

The attainment gap in Slough has reduced from 20% in 2016/17 to 16% in 2017/18 and is well below than the national average of 20%. This placed Slough in the top quartile nationally, ranked 18th out of 152 local authorities.

- **Number of adults managing their care and support via a direct payment**

The RAG status has improved from **Amber** to **Green**

Direct Payments are a way of enabling those eligible for social care support to control the commissioning and procurement of support themselves. This leads to more personalised and controlled support, which evidence shows will deliver better outcomes.

We have taken several steps to make DPs easier to manage and use including pre-payment cards and managed direct payments accounts, bringing the recruitment of Personal Assistant's & employment support in house and reissuing staff guidance. We are specifically targeting carers who we feel would benefit from a Direct Payment to support them in their caring role.

- **Number of homeless households accommodated by SBC in temporary accommodation**

The RAG status has improved from **Red** to **Amber**

There has been a decrease in the number of households in TA since the last quarter (18 less households) and the

number in TA has remained relatively static for the past three months (Oct: 427, Nov: 431, Dec: 428).

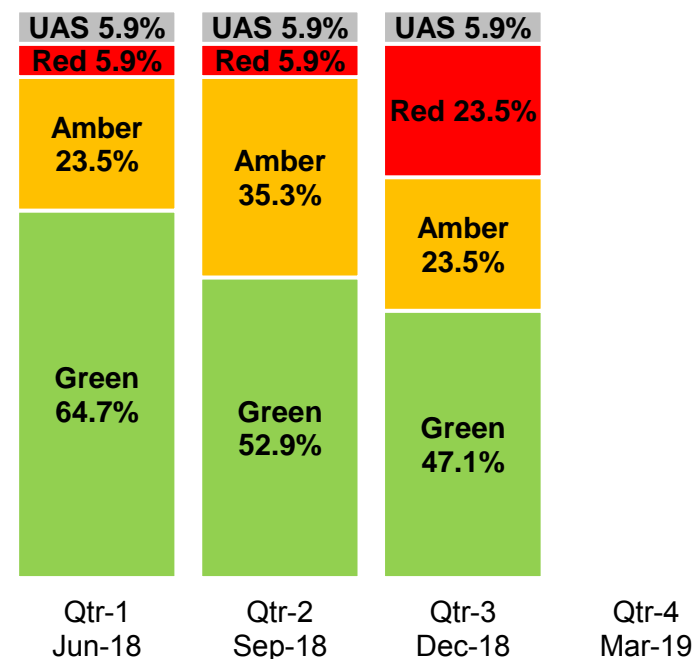
The demand for TA remains high with the number of approaches to SBC under the Homeless Reduction Act averaging at 139 households per month.

The amended Allocations Policy and offers in the private rented sector e.g. James Elliman Homes; continue to have an impact in reducing the number of households in TA by offering secure settled homes.

Comparison with previous quarter:

The bar chart compares the proportion of performance indicators assigned a RAG status at quarterly intervals.

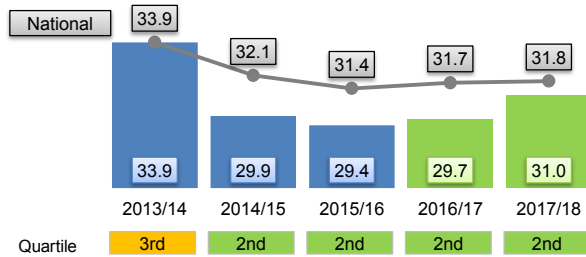
**Key Performance Indicators**





The percentage attainment gap between all children and bottom 20% at early years foundation stage

31.0 ↓

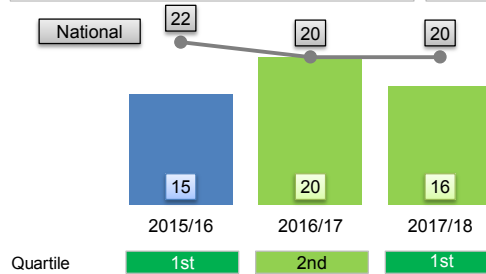


Target RAG Rating	Lower than the national gap	GREEN
	Higher than national but not ranked in the bottom 3rd of LA's	AMBER
	Ranked in the bottom 3rd of LA's	RED

Measured once a year, deriving from teacher assessments. Good performance is a narrowing gap between the most and least successful, but alongside a steady increase in the results obtained by all.

The percentage gap between disadvantaged pupils and all others at key stage 2 in reading, writing and maths

16.0 ↑

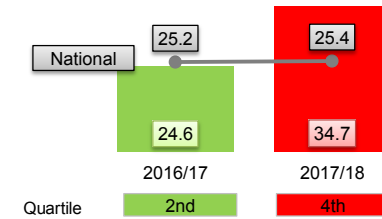


Target RAG Rating	Lower than the national gap	GREEN
	Higher than national gap but not ranked in bottom 3rd of LAs	AMBER
	Ranked in bottom 3rd of LAs	RED

Measured once a year, deriving from end of year exams. Good performance is a narrowing gap between the most and least successful, but alongside a steady increase in the results obtained by all. The gap narrowed in latest year. Ranked 18th nationally out of 152 LA's.

The gap between disadvantaged children and all others at Key Stage 4 percentage achieving grades 9-5 in English & maths

34.7 ↓

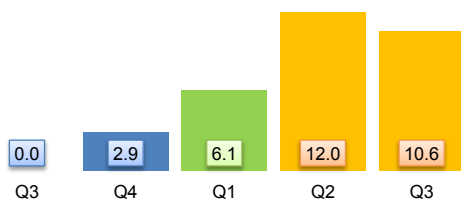


Target RAG Rating	Lower than the national gap	GREEN
	Higher than national gap but not ranked in bottom 3rd of LAs	AMBER
	Ranked in bottom 3rd of LAs	RED

Measured once a year, deriving from end of year exams. Good performance is a narrowing gap between the most and least successful, but alongside a steady increase in the results obtained by all. Slough is ranked 144th nationally out of 152 LA's.

Percentage of child protection plans started in the past year that were repeat plans within 2 years

10.6 ↑

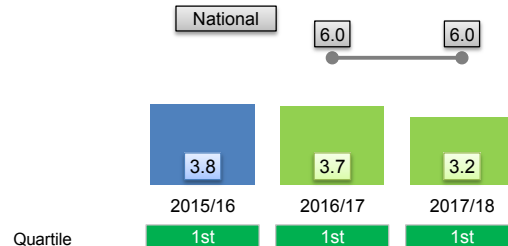


Target RAG Rating	Below 10%	GREEN
	Between 10% and 15%	AMBER
	Above 15%	RED

Child Protection Plans are created for children who have actually experienced, or are at serious risk of, abuse or neglect. Plans are used to reduce and remove the sources of risk, and will end once it is safe to do so. It is unusual, but not always inappropriate, for a child to subsequently require a second intervention of this type.

Percentage of 16 to 17 year olds not in education, employment or training (NEETs)

3.2 ↑



Target RAG Rating	Lower than 4%	GREEN
	Higher than 4% but below national	AMBER
	Percentage above national	RED

Measured once a year, involving local establishment of school leaver destinations. Slough has improved markedly.

**Supporting commentary for the gap between disadvantaged children and all others at Key Stage 4 percentage achieving grades 9-5 in English & maths:**

The gap widened to 34.7% compared to 25.4% nationally. This is due to outcomes for disadvantaged pupils falling by 7% whereas those for non-disadvantaged pupils increased by 3%. The 2018 achievement gap in Slough is similar to that in other LA's with grammar schools i.e. Bucks gap 36.3%, Reading gap 34.4%, Sutton gap 34.9%, Kent gap 32.0%.

However outcomes for disadvantaged pupils in Slough remain significantly above those for similar pupils nationally (Slough 30.8%, national 24.9%). Slough is in the top quartile nationally for outcomes of disadvantaged pupils at KS4, ranked 25th out of 152 LA's compared Bucks ranked 31st, Reading 119th, Sutton 18th and Kent 130th nationally.

As a council we have an overview of results in the LA and this data has been discussed at the Slough School Improvement Board. We use the data to have conversations with schools and look at how to broker school to school support and disadvantaged students is an area of priority.

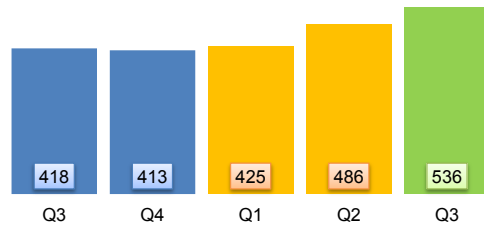
Our school effectiveness advisers work with schools and discuss their areas for priority which would include achievement of disadvantaged.

## Outcome 2: Our people will be healthier and manage their own care needs



Number of adults managing their care and support via a direct payment

536 ↑



	Q3	Q4	Q1	Q2	Q3
Carers	162	160	165	220	268
Clients	256	253	260	266	268

Target RAG Rating	More than 500 recipients	GREEN
	Between 410 and 500 recipients	AMBER
	Less than 410 recipients	RED

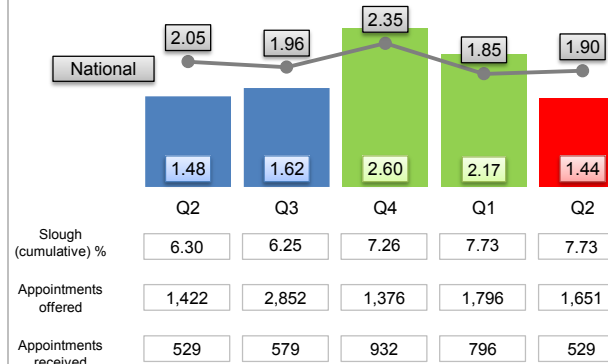
Direct Payments are a way of enabling those eligible for social care support to control the commissioning and procurement of support themselves. This leads to more personalised and controlled support, which evidence shows will deliver better outcomes.

Our primary strategy is to increase the use of Direct Payments by service users and carers, and to use this as the default position when providing a personal budget.

We have taken several steps to make DPs easier to manage and use including pre-payment cards and managed direct payments accounts, bringing the recruitment of Personal Assistant's & employment support in house and reissuing staff guidance. We are specifically targeting carers who we feel would benefit from a Direct Payment to support them in their caring role.

Uptake of targeted health checks  
The percentage of the eligible population aged 40-74 who received a NHS Health Check

1.44 ↓



Target RAG Rating	More than 1.90%	GREEN
	Between 1.50% and 1.90%	AMBER
	Less than 1.50%	RED

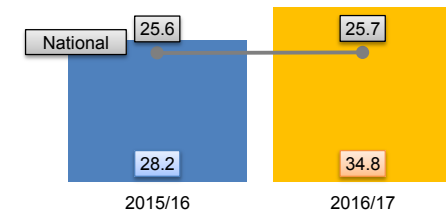
The NHS Health Check is a health check-up for adults aged 40-74, designed to spot early signs of conditions such as stroke, kidney disease, heart disease, type 2 diabetes and dementia, and to offer ways to reduce the risk of developing these conditions.

Health Checks are offered by GPs and the local authority, and Slough is seeking to promote a greater engagement amongst residents in taking up this offer

<https://www.nhs.uk/conditions/nhs-health-check/>

Number of people inactive  
The percentage of people aged 16 and over who do not participate in at least 30 minutes of sport at moderate intensity at least once a week

34.8 ↓



	2015/16	2016/17
Number of residents contacted	1,045	974

Target RAG Rating	Less than 34.4%	GREEN
	Between 34.4% and 34.8%	AMBER
	More than 34.8%	RED

This measure is an estimate of physical inactivity amongst adults aged 16 or older, and derives from a nationwide survey (the 'Active Lives Survey') conducted and reported annually by Sports England.

In the latest results, one in three residents locally (34.8%) compared to one in four nationally (25.7%) were reported as not participating in at least 30 mins of sport at moderate intensity at least once a week. With only two full years of data it is too early to meaningfully review trends over time.

Physical inactivity is associated with poor physical and mental health, and the council is working actively to make it easier for residents to benefit from increased participation in sport and exercise, including the provision of significant investment in leisure facilities and open air green gyms, trim trails and multi use games areas ('MUGAs') in our parks.

### Supporting commentary for uptake of targeted health checks:

Public Health will be working with our providers to understand the recent downward trend and tackle the underlying issues. We anticipate that this means that over the coming 6 months, Public Health will work more closely with our community NHS Health Checks provider (Solutions4Health) for example, to start to more systematically engage with Slough workplaces and faith communities. This service (CardioWellness4Slough) is an integrated healthy lifestyle service for Slough residents which provides a one-stop shop for healthy lifestyle information and guidance on stopping smoking, healthy eating, physical activity and reductions in excessive alcohol intake. We have commissioned a sizeable piece of behavioural insights work (approx. Mar – Jul 2019) to better understand how residents feel about their health and how we can work with them to improve uptake of key services such as NHS Health Checks.

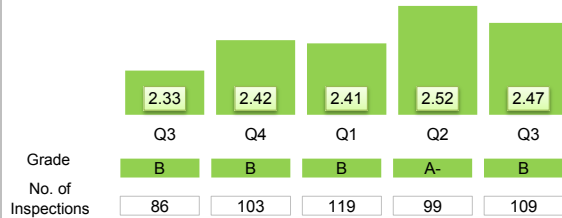
In addition to broadening coverage and increasing numbers of NHS Health Checks in the community, Public Health will also be working with GP practices to pilot pre-invitation risk stratification. We are looking to use existing GP data to better identify residents who already have cardiovascular risk factors and therefore more to gain from an NHS Health Check.

Thus, over the coming year we hope to both broaden and target our NHS Health Checks offer to improve the performance and impact of the programme.



Level of street cleanliness:  
Average score for graded inspections of Gateway sites (Grade options from best to worst are: A, A-, B, B-, C, C-, D)

**B (2.47)** ↓



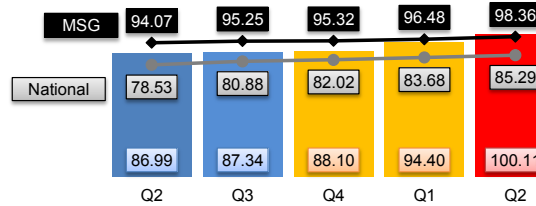
Target RAG Rating	Average EPA grade B or above	GREEN
	Average EPA grade B- to C-	AMBER
	Average EPA grade D	RED

Throughout each quarter, SBC officers conduct inspections of nineteen Gateway sites, and award a score and EPA Grade based on the level of cleanliness encountered.

This measure averages the scores of all inspections and produces an EPA Grade for that mean average.

Crime rates per 1,000 population: All crime (cumulative from April)

**100.11** ↓



Target RAG Rating	Lower than MSG average AND lower rate of increase over past year	GREEN
	1. Lower than MSG average & higher rate of increase over past year 2. Higher than MSG average & lower rate of increase over past year	AMBER
	Higher than MSG average and higher rate of increase over past year	RED

Measure derives from a validated total count of all police recorded crimes reported in the borough, and represents a total in the past 12 months to date.

Slough rates are compared particularly to a 'Most Similar Group' (MSG) of 15 local authorities, as well as the national position.

Year to date, the total crime rate per 1,000 population has increased by 5.71 between 12 months ending Sept-18, which is greater than the national increase of 1.61 and MSG of 1.88. Slough had a higher crime rate than Milton Keynes, but lower crime rate than Oxford and Reading.

The larger than usual increase for Slough, Reading and Oxford will in part reflect changes in the way Thames Valley Police record reports of crimes, in response to the most recent HMICFRS (Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services) inspection, which found the force to be under recording certain crimes

It is important to note, an increased crime rate may in part reflect improved reporting and/or detection of crimes, in response to awareness campaigns and/or targeted operations for example. The 4 offence types for which the greatest increase is observed is violence without injury, vehicle offences, stalking and harassment, and violence with injury.

Residents' perception survey

Target RAG Rating	TBC	GREEN
	TBC	AMBER
	TBC	RED

**New indicator:** A large-scale Residents survey was initiated in the autumn 2018, following the same methodology used in a survey conducted in 2008.

Additional mailings are scheduled for January 2019 to enhance the response rate, which was initially low.

Final survey results and the indicator to be used will be established during Quarter 4.

**Supporting commentary for crime rates per 1,000 population (all crime):**

Through partnership actions, we continue to focus on projects to target crimes against the person, which includes but is not limited to, domestic abuse, honour based abuse, child exploitation, serious violence, and modern slavery. In February half term, the YOU-TURN project, which has been commissioned by the Safer Slough Partnership, will work with young people from Slough who are involved in serious youth violence, county lines, gang activity, and who are out of education or employment. The week-long diversionary programme for 15-18 years olds will explore self-reflection, the consequences of actions, and introduce them to job opportunities through apprenticeships with local businesses.

The Community Rehabilitation Company are currently delivering the Positive Relationships Programme within Slough. The programme offers a 10 week intervention for men wishing to address negative cycles of behaviour, in relation to domestic abuse (DA) and violence. 'Train the trainer' DA training has been secured for 15 practitioners. The training will enable each agency within the partnership to deliver their own internal basic DA training, and promote the need for DA experts to be located in each setting within Slough, to improve the identification and support offered to victims.

The multiagency DA delivery group which reports to the Safer Slough Partnership, is currently reviewing the training offer in Slough and has recognised the need for greater awareness amongst both practitioners and the wider community of Slough, in relation to honour based abuse, stalking and harassment, and coercive control; the group will work to identify the best methods of ensuring improved knowledge and awareness. TVP continue to monitor and react to vehicle offences.

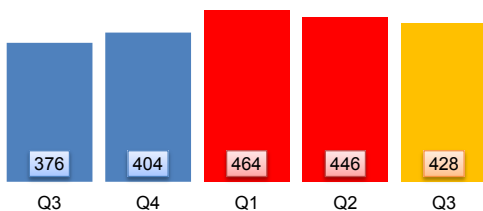
As the town centre grows and develops, the Safer Slough Partnership will continue to monitor data relating to criminal activity, to inform a partnership response to new and ongoing challenges.

# Outcome 4: Our residents will live in good quality homes



Number of homeless households accommodated by SBC in temporary accommodation

428 ↑



Target RAG Rating	Less than or equal to 396	GREEN
	Between 397 and 436 households	AMBER
	More than 437 households	RED

Measure is a count of homeless households in temporary accommodation on final day of each quarter.

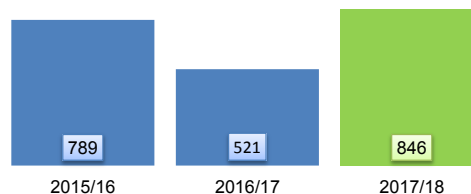
The amended Allocations Policy and offers in the private rented sector eg. James Elliman Homes, continue to have an impact in reducing the number of households in TA by offering secure settled homes.

There has been a decrease in the number of households in TA since the last quarter (18 less households) and the number in TA has remained relatively static for the past three months (Oct: 427, Nov: 431, Dec: 428).

The demand for TA remains high with the number of approaches to SBC under the Homeless Reduction Act averaging at 139 households per month.

Number of permanent dwellings completed in the borough during the year

846 ↑



Target RAG Rating	550 dwellings or more	GREEN
	Between 495 and 549 dwellings	AMBER
	Under 494 dwellings	RED

Measure is a net count of all new dwellings added to Slough's housing stock each year.

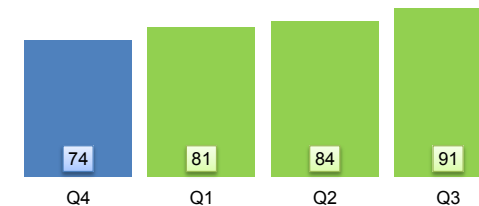
861 new dwellings were built in 2017/18 but 15 were lost through demolitions and changes of use; net completions were therefore 846.

At 31st March 2018, there were 865 new dwellings already under construction. Planning permission was in place for a further 1,140 homes although construction of these had not commenced.

The council and its partners are actively encouraging new home construction at several sites across the borough, as well as a programme of building additional stock ourselves.

Number of licenced mandatory Houses in Multiple Occupation (HMOs)

91 ↑



Target RAG Rating	Within 10% of target: 67 or above	GREEN
	11-15% of target: 64-66	AMBER
	Under 15% of target: Less than or equal to 63	RED

Measure is a count of total licenced HMO properties at end of quarter.

Despite the expansion of the scope of Mandatory HMO Licensing in October '18 although we saw some increase in the number of new applications, we have not received as many as we thought we would. We also have a list of landlords who are waiting for the online app to be implemented so that they can make their application online as well as paying online.

In addition, this is another reason for introducing additional licensing that covers all of the Borough for all HMOs regardless of whether they have more than 5 people.

The report for the Additional & Selective Licensing proposals goes back to Cabinet on 18th March after the consultation is completed.

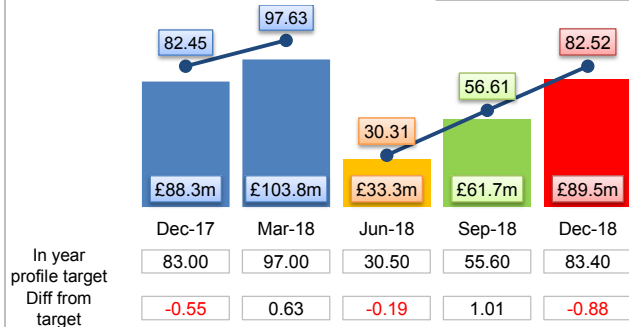
In relation to the online app we are still awaiting for Arvato to complete their part of the work before the Provider completes the implementation and we are able to go live.



**Business rate income**

Business rate in year collection (amount & percentage rate accrued)

**£89.5M**  
82.52% ↓



Target RAG Rating	Inline or above the profiled target	GREEN
	Up to 0.5% below the profiled target	AMBER
	More than 0.5% below the profiled target	RED

Business rates are collected throughout the year; hence this is a cumulative measure.

By end of third quarter we had collected 82.52% of the expected in-year total, which is 0.88% below the profile target of 83.40% expected at this point. This is partly due to one account which the rating agent is challenging and we are waiting on a tribunal date.

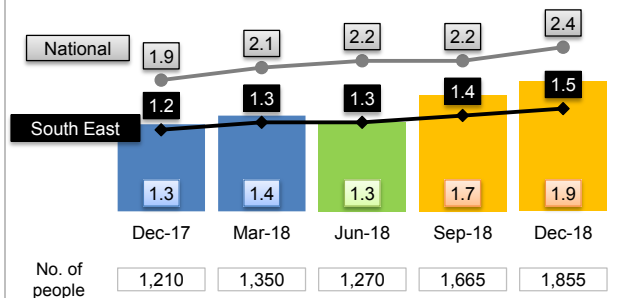
However this is 0.07% above where we were this time last year. The amount collected of £89.5m is above the amount collected for this period last year of £88.3m.

Some improvements have been made at the end of Jan-19 with the collection rate of 91.32%. This is 0.08% below the profile target expected at this point.

**Access to employment**

Proportion of resident population of area aged 16-64 claiming JSA and NI or Universal credits

1.9 ↓



Target RAG Rating	Below the national value and no more than 0.2% above South East value	GREEN
	Below the national value and between 0.3% - 0.5% above South East value	AMBER
	Below the national value and more than 0.5% above South East value	RED

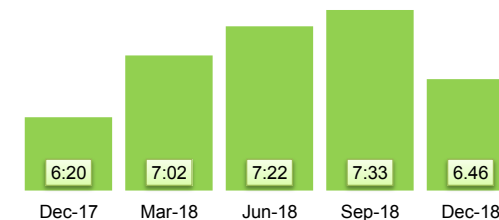
Data is released by Department for Work and Pensions each month. Slough's claimant rate for Dec 2018 of 1.9% comprises 1,855 people. Local unemployment rate is historically better than nationally but usually lags behind the South East of England.

The Council is carrying out a number of activities to support and provide employment opportunities. These include mapping all current providers of employment services and the creation of a portal based website to ensure easier access to support.

**Journey times**

Average journey time from Heart of Slough to M4 J6 (M-F 16:30-18:30)

6m 46s ↑



Target RAG Rating	Under 10 mins	GREEN
	Between 10-13 mins	AMBER
	Over 13 mins	RED

The average journey time from the Heart of Slough to M4 J6 during evening peak time (Mon-Fri 16:30-18:30) as at the end of Dec-18 was 6 min 46 seconds. This is quicker than the previous quarter of 7 min 33 seconds, however is marginally slower than this time last year of 6 min 20 seconds.

The following initiatives are in place to improve the flow of traffic:

- Upgrade of Ledgers Road/A4
- Review and consolidation of signals between Tuns Junction and Ledgers Road.
- Further adjustments to the Copthorne Roundabout to manage congestion in Chalvey.

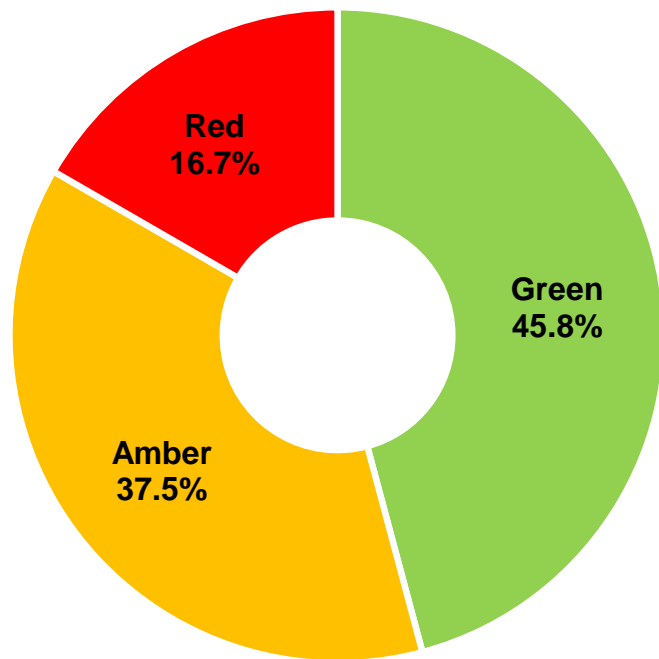
# 2018/19 Quarter 3: Project Portfolio

This section of the report provides a summary of progress on the range of projects currently being undertaken and monitored by the Performance Management Office.

The council runs a large number of projects throughout the year to deliver against the objectives laid out in our corporate plans. We grade these projects according to magnitude, taking into account a number of conditions including political importance, scale and cost.

The project portfolio has been reviewed and projects have been graded as Gold, Silver and Bronze (instead of Gold, High, Medium and Low). All Directors and Service Leads have been consulted to ensure that the projects on the Portfolio represent key activity at the Council to deliver its strategic objectives including delivery of the Five Year plan.

## All Projects: Overall Status



At the end of Quarter 3 there were 24 live projects on the portfolio, graded as follows:

	Gold	Silver	Bronze	Total
Qtr-1	6	12	7	25
Qtr-2	6	12	7	25
Qtr-3	6	12	6	24

Each project reports monthly on progress towards target deliverables, and a summary RAG judgement of status is provided for each to describe compliance with project timescale, budget, and any risks and issues, as well as an 'overall' RAG status.

Across all projects on the portfolio, 45.8% were rated overall as **Green** (12 projects), 37.5% were rated overall as **Amber** (8 projects) and 16.7% were rated overall as **Red** (4 projects).

The projects rated overall as **Red** were:

- Grove Academy
- Haybrook College
- Highways and Transport Programme
- Slough Academy

A fully comprehensive report which details the status of each individual project, including reference to the key risks, issues and interdependencies is available as background papers.

Further details on the status of Gold projects (the most important ones) at end of Quarter 3 are set out below.

Arrows demonstrate whether the status is the same (↔), has improved (↑) or worsened (↓) since the previous highlight report:

Gold Project title	Timeline	Budget	Risks & Issues	Overall Status	Comments
Grove Academy	Amber ↔	Red ↓	Red ↔	Red ↔	A public consultation meeting was held at Chalvey Community Centre. Planning applications for the school, hub and temporary nursery accommodation have been submitted.
Haybrook College	Amber ↔	Red ↔	Green ↑	Red ↔	323 High Street: works currently being undertaken by the school. Thomas Gray Centre: Increased budget approved following assessment of received tenders and following planning delays. Haybrook Annexe: The project has been delayed while market testing is being carried out.
Leisure Capital Programme	Green ↔	Green ↔	Green ↔	Green ↔	Building work continues including Mechanical & Electrical 1st and 2nd fixes and is on schedule to open on time. The Time capsule was installed on the 14th December.
Housing Strategy – Homelessness Reduction	Green ↔	Green ↔	Green ↔	Green ↔	Extra funding application sent off to the Ministry of Housing Communities & Local Government (MHCLG) Funding for Private sector access fund to develop an incentive scheme submitted. Consortium of 33 councils formed to secure funding for trial deposit insurance scheme.
Highways and Transport Programme	Red ↓	Green ↔	Red ↓	Red ↓	Windsor Road Widening works now substantially complete. Works are continuing for other schemes including Burnham station, the A4 Cycle route and Langley station.
Building Compliance	Green ↔	Green ↔	Green ↑	Green ↔	Risk assessment is in place and was presented at the last Health & Safety Board for approval. Housing development and contracts: 3rd party audits have now commenced to all compliance areas. Building Management: Contract audit currently taking place

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**Background Papers:**

Email [programme.managementoffice@slough.gov.uk](mailto:programme.managementoffice@slough.gov.uk) for a copy of Gold Project Highlight reports for this reporting period.



Key achievements this quarter:

### **Project achievements**

#### **Clean, Safe & Vibrant**

More than 100 people were identified from the Town Centre Survey as wanting to input into the high street improvements.

Key issues to be aware of:

### **Project Dependencies**

#### **Grove Academy**

The project is dependent on the outcome of planning applications for the school, hub and temporary nursery accommodation.

#### **Budget**

##### **Haybrook College**

Thomas Gray Centre: Increased budget approved following assessment of received tenders and following planning delays.

Haybrook Annexe: The project has been delayed while market testing is being carried out.

### **Timeline**

#### **Highways & Transport Programme**

DSO has been asked to recruit fixed term contract staff to resource works.

### **Resources**

#### **The Slough Academy**

Resource concerns regarding delivery of the project plan due to the management of apprentices.

Key lessons from projects reviewed this quarter:

The council's Programme Management Office (PMO) routinely carries out 'End Project', 'Lessons Learned' and 'Benefits' reviews for key projects. This learning has been helpful to project managers implementing projects of a similar nature.

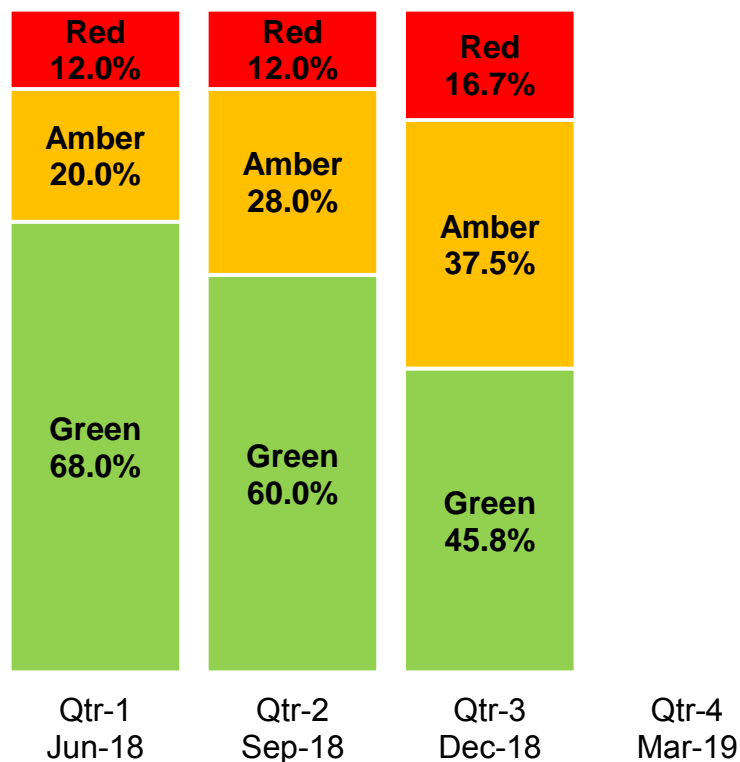
In the last quarter, the PMO undertook an End Project Review and recommendations included:

- Consideration of project board members and a project manager early in the project.
- The need to forward plan for reporting to CMT and members.
- The consideration of transition to Business as usual and HR processes for recruitment.
- The usefulness of project management tools and templates.

Comparison with previous quarter:

The bar chart compares the proportion of projects assigned a RAG status at quarterly intervals.

### All Projects: Overall Status



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Key areas of improvement:

#### Slough Half Marathon

The overall RAG status has improved from **Red** to **Green**.  
Event was successfully delivered in October 2018.

Key areas of deterioration:

#### Slough Major Transport schemes

The overall RAG status has dropped from **Green** to **Red**.  
DSO has been asked to recruit fixed term contract staff to resource works.

#### Adults social care programme

The overall RAG status has dropped from **Green** to **Amber**.  
There are delays with the Management Information Project in both the server moves and permission to the development server to permit the ASC MIS developer to start the work on the data warehouse.

#### Server migration

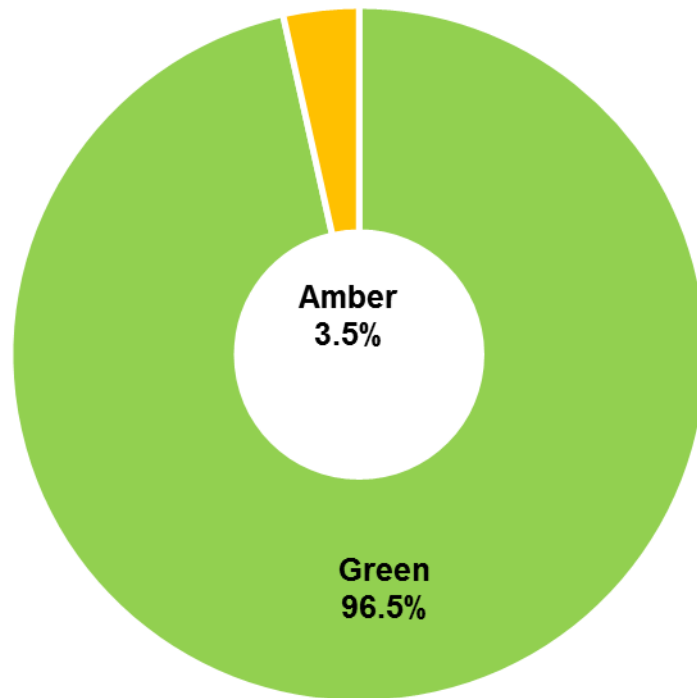
The overall RAG status has dropped from **Green** to **Amber**.  
Some works delayed until January 2019.

#### Slough Academy

The overall RAG status has dropped from **Amber** to **Red**.  
Resource concerns regarding delivery of the project plan due to the management of apprentices.

The final section of the report provides a summary of progress against the Manifesto pledges made in advance of the Slough local elections, May 2018. Position stated is as at the end of Quarter 3 i.e. 31<sup>st</sup> December 2018.

### Manifesto Pledges: Overall Status



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There are 57 Manifesto pledges across the key areas.

At the end of quarter 3, 96.5% (55 pledges) were rated overall as **Green** as achieving or on schedule and 3.5% (2 pledges) were rated overall as **Amber**, signifying as working towards. None of the pledges were rated overall as **Red**.

Key achievements this quarter:

The following Manifesto pledges were reported as delivered this quarter:

- Invest £18 million in buying homes to increase the supply of genuinely affordable housing for Slough families
- Use our new in-house waste service to keep our streets cleaner; roll out more bins across Slough; and reduce charges for bulky waste collection
- Deliver a new frequent, rapid "SMaRT" bus service along the A4
- Increase the number of cycle hire points, putting them where people want them; plus improve and expand walking routes across Slough
- Improve our bus network by working with new partners to deliver better buses, reduced fares and a more accessible bus network
- Invest over £2 million in our highway network; resurfacing roads and footpaths, improving pavements and landscaping the environment
- Increase free sports facilities in our parks and install more green gyms
- Bring back the Slough Half Marathon and 5k Family Fun Run
- Carry out a town survey to gather residents' views on how best to improve the High Street
- Give all school-starters a free book and library card, to help improve literacy

Key improvements this quarter:

The following Manifesto pledge RAG status improved in comparison to the previous quarter.

**Plan and prepare designs to transform Cippenham Community Centre into a multi-use hub; with a new extension plus more services and facilities**

The overall RAG status has improved from **Red** to **Amber**.

As the hub is on flood land the council is looking again at how this is delivered and further information will be fed back as part of the Community Hubs report being presented to Cabinet in February 2019. Regeneration Delivery team preparing proposals.

**Increase the number of people managing their own care and support via direct payment.**

The overall RAG status improved from **Amber** to **Green**.

Page 48 We are continuing to promote Direct Payments as a method of securing and controlling personalised support care packages to all existing and new users of adult social care services.

This quarter, there has been a significant increase in the uptake of Direct Payments for carers. We have also undertaken some analysis of existing care packages and are targeting those that would benefit from a Direct Payment. We have set up a direct payments project group to review and refine our approach.

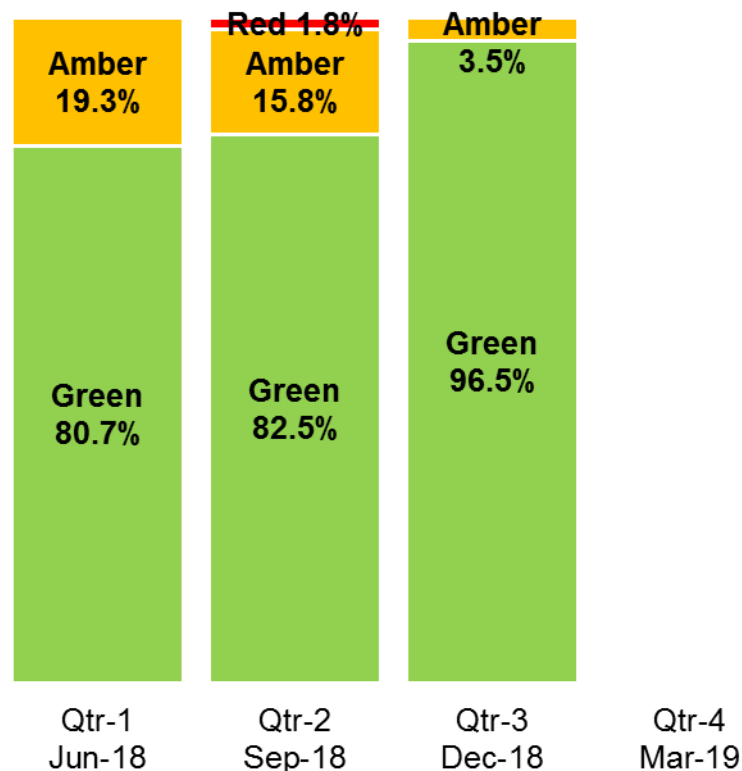
Key issues to be aware of:

None of the Manifesto pledge were rated overall as **Red** this quarter.

Comparison with previous quarter:

The bar chart compares the proportion of Manifesto pledges assigned a RAG status at quarterly intervals.

**Manifesto Pledges: Overall Status**



The table beneath summarises progress against the Manifesto pledges made in advance of the Slough local elections, May 2018. Position stated is as at the end of Quarter 3 i.e. 31<sup>st</sup> December 2018.

Further details on the actions taken can be found in the Appendix.

### HOUSING AND REGENERATION

Manifesto Pledge	Date for Delivery	RAG
Working with partners, start construction of 150 new social and affordable homes this year.	March 2022	GREEN
Replace every property lost in the past 12 months through Right-to-Buy with a new social home	March 2019	AMBER
Invest £18 million in buying homes to increase the supply of genuinely affordable housing for Slough families	<b>COMPLETED</b>	GREEN
Make £17 million in improvements to our existing council stock - fitting homes with new kitchens, bathrooms and more energy-efficient boilers	March 2019	GREEN
Bring forward plans to regenerate the Canal Basin and TVU site with enhanced open space, and new homes, retail and community facilities		GREEN
Deliver the next steps of the Chalvey regeneration by transforming the site currently occupied by Tower and Ashbourne Houses; providing new high-quality social homes	March 2022	GREEN

### THE ENVIRONMENT AND NEIGHBOURHOODS

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Manifesto Pledge	Date for Delivery	RAG
Ensure all Slough's neighbourhoods reach the standard of the best	March 2019	GREEN
Install measures to protect green verges from over-parking	Winter 2018/19	GREEN
Step up parking regulation; introducing the next stages of our pavement-parking scheme	Winter 2018/19	GREEN
Protect our residents from poor air quality by planning and preparing the launch of a Clean Air Zone across our worst-polluted areas	Winter 2019 (feasibility) Summer 2021 (implementation)	GREEN
Continue our alley-gating programme to help tackle anti-social behaviour	Ongoing	GREEN
Take action against fly-tipping by seeking prosecutions against serious and prolific offenders	Ongoing	GREEN
Use our new in-house waste service to keep our streets cleaner; roll out more bins across Slough; and reduce charges for bulky waste collection	<b>COMPLETED</b>	GREEN
Spread the benefit of regeneration from central Slough to local neighbourhoods	December 2019	GREEN

### PARKING AND TRANSPORT

Manifesto Pledge	Date for Delivery	RAG
Deliver a new frequent, rapid "SMaRT" bus service along the A4	<b>COMPLETED</b>	GREEN
Increase the number of cycle hire points, putting them where people want them; plus improve and expand walking routes across Slough	<b>COMPLETED</b>	GREEN
Improve our bus network by working with new partners to deliver better buses, reduced fares and a more accessible bus	<b>COMPLETED</b>	GREEN

network		
Increase the number of electric and hybrid vehicles in Slough by offering benefits to residents who switch from diesel and petrol	Summer 2019 (1st phase)	GREEN
Keep our highways and pavements to a good standard, and continue taking action to fill potholes more quickly than surrounding boroughs	Winter 2018/19	GREEN
Invest over £2 million in our highway network; resurfacing roads and footpaths, improving pavements and landscaping the environment	<b>COMPLETED</b>	GREEN
Run a competition with industry and local business to find innovative ways to help people move around the Borough quicker and more cheaply		GREEN

### COMMUNITY FACILITIES AND CUSTOMER CARE

Manifesto Pledge	Date for Delivery	RAG
Plan and prepare designs to transform Cippenham Community Centre into a multi-use hub; with a new extension plus more services and facilities		AMBER
Re-provide a new and improved Community Hub in Chalvey, as part of the enabling works for a brand new school in Chalvey		GREEN
Relocate Slough Council's Headquarters to a site within the town centre, to support the regeneration of Slough High Street		GREEN
Continue the improvement of Slough Cemetery and Crematorium, with a £300,000 investment in on-site facilities	End of 2021	GREEN
Make significant improvement to digital services, and make it easier for the Borough's residents to access Council services online		GREEN
Improve and expand online payments, making it easier for residents to transact with the Council, and working to 'get the right solution first time		GREEN

### LEISURE AND OPEN SPACES

Manifesto Pledge	Date for Delivery	RAG
Open the refurbished and extended Langley Leisure Centre and open a brand new Family Activity Centre in Salt Hill Park	<b>COMPLETED</b>	GREEN
Increase free sports facilities in our parks and install more green gyms	<b>COMPLETED</b>	GREEN
Bring back the Slough Half Marathon and 5k Family Fun Run	<b>COMPLETED</b>	GREEN
Work to introduce more licenced wedding venues across Slough by seeking licences for Arbour Park and the Baylis House Hotel	<b>COMPLETED</b>	GREEN
Continue to provide flagship parks, allotments and public spaces; to help people manage their own health and wellbeing	Ongoing	GREEN
Plant 1 million bulbs and 200 trees across Slough, with the support of community groups	Ongoing, spring 2019	GREEN
Complete the construction of Slough's new main Leisure Centre building on Farnham Road, ready for opening in Spring 2019	Spring 2019	GREEN

### OPPORTUNITY AND THE LOCAL ECONOMY

Manifesto Pledge	Date for Delivery	RAG
Introduce a 'Slough Card' to give Slough residents priority and cheaper access to our services and facilities	Spring 2019	GREEN
Work with employers to expand apprenticeships for local young people	September 2018	GREEN

	and ongoing	
Support businesses to start, grow and locate in Slough	September 2018 and ongoing	GREEN
Continue to support the expansion of Heathrow; working with Heathrow Airport and local business to maximise the training, employment and travel opportunities available to local people	Ongoing: Colnbrook and Poyle Masterplan 'Dec 18	GREEN
Ensure that Slough benefits from Crossrail and Heathrow's expansion; with new hotel and event facilities, and investment in our transport infrastructure	Summer 2018 onwards	GREEN

## HEALTH AND SOCIAL CARE

Manifesto Pledge	Date for Delivery	RAG
Work with partners to increase the availability of health checks	March 2019	GREEN
Construct new specialist housing for residents with learning disabilities on the former Rochfords Hostel site		GREEN
Work with schools to ensure all children can access mental health services	Ongoing	GREEN
Make the Council an exemplar for Slough, by working to become a disability friendly and Stonewall-accredited organisation	March 2020	GREEN
Increase the number of people managing their own care and support via direct payment	Ongoing	GREEN
Increase the number of local people supported by the community and voluntary sector	Ongoing	GREEN
Work with the NHS to try and co-locate more local health services within our neighbourhood-based hubs and other multi-use public buildings	Ongoing	GREEN

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## SLOUGH HIGH STREET AND THE TOWN CENTRE

Manifesto Pledge	Date for Delivery	RAG
Carry out a town survey to gather residents' views on how best to improve the High Street	COMPLETED	GREEN
Improve the immediate offer in the High Street, with street markets and community events - while longer-term major regeneration is prepared	September 2018 and ongoing	GREEN
Create a fit for purpose town centre; delivering the homes our residents need, and the quality jobs to match the ambitions of our young people	Ongoing	GREEN
Seek 'Purple Flag' accreditation for the town centre - having worked to ensure that it is able to 'provide an entertaining, diverse, safe and enjoyable night out'	Phased stages, July 2018 October 2018 October 2019	GREEN

## CHILDREN AND YOUNG PEOPLE

Manifesto Pledge	Date for Delivery	RAG
Invest over £40 million to expand and improve local schools; delivering adequate places, better sports provision and facilities for Slough children	By March 2021	GREEN
Give all school-starters a free book and library card, to help improve literacy	COMPLETED	GREEN

Work to bring a higher education facility back to Slough	Ongoing	GREEN
Increase post-16 skills and job training for young people with disabilities and special educational needs		GREEN
Support the great work of Slough's Youth Parliament and champion the needs of Slough's Young People	Ongoing	GREEN
Create at least 400 new early years places across the Borough	By March 2023	GREEN
Keep open all our Borough's Children Centres	Ongoing	GREEN



Slough Borough Council

Appendix B:

Manifesto Commitments

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2018/19 – Quarter 3

(October to December 2018)

Strategy and Performance Service

## Manifesto Commitments 2018/19 Quarter 3

### HOUSING AND REGENERATION

	Manifesto Pledge	Date for Delivery	Actions taken	RAG
1	Working with partners, start construction of 150 new social and affordable homes this year.	March 2019	The Council is working with Osborne Property Services Ltd (RMI) and Slough Urban Renewal ('SUR'), registered housing providers and private developers to identify sites and other opportunities to start construction of 150 new affordable homes before end of March 2019. The projections are: 43 new build affordable housing completions in Slough (32 for rent and 10 for shared ownership). This includes the 6 new build James Elliman (JE) s106 purchases. Please note this does not include ex-RTB buybacks or JE second-hand acquisitions. 188 affordable housing 'Starts' are possible however this is a very cautionary figure. All the listed sites have Planning consent and developers have indicated they wish to commence construction, however there are many constraints beyond the council's control which could lead to delays or mothballing of any site on the list. Up to Q3, construction started on site for 81 affordable homes.	GREEN
		March 2022	Identified 511 new dwellings for development on former garage sites to be delivered over next 3 year period. We are still awaiting the outcome of the bids to central government for funding to support the building programme. The initial government bid to allow for borrowing has been superseded by the government's removal of the borrowing cap thus allowing those schemes that have been identified to proceed. The team is in process of submitting 17 pre-planning applications for a range of garage sites for the end of Jan-19.	
2	Replace every property lost in the past 12 months through Right-to-Buy with a new social home	March 2019	In addition to the work to build new homes, the council will also continue with its policy of buying back properties from leaseholders. We have a target of 12 buybacks this year.  Year to date, there have been 19 RTB sales (8 in Q3) and 16 new council build completions. 5 buybacks have been completed year to date (4 in Q3).	AMBER
3	Invest £18 million in buying homes to increase the supply of genuinely affordable housing for Slough families	March 2019	<b>Manifesto Pledge has been met</b> The £18m for 2018/19 has been spent and we have received agreement to bring forward a proportion of the 2019/20 allocation. This will likely be about £7m. 67 units have been bought and of these 29 have been let so far. The others are having works carried out to them.	

4	Make £17 million in improvements to our existing council stock - fitting homes with new kitchens, bathrooms and more energy-efficient boilers	March 2019 £17m Investment	<p>The HRA Asset Management Strategy has a planned 5-year programme of works. This years commitment of £17 million has targeted substantive investment including replacement of 600 energy efficient boilers, 100 new bathrooms, 90 new kitchens, 250 new individual entrance doors, 220 properties having new energy efficient double glazed windows, 200 pre 1940s houses having new roofs including enhanced insulation, fire risk works to flatted blocks, refurbishment of Broom House and Poplar House, works to garage sites to address ASB, create parking and improvements</p> <p>Included within the programme is investment due to significant statutory compliance related work, particularly fire and asbestos risks. For technical reasons some of the delivery of these works will take time and not all can be completed in this financial year, budgets have therefore been adjusted to bring forward other works to ensure investment improvements are acheived</p> <p>This year's programme is the first year of a five-year programme with a new service partner Osborne Property Services Ltd, Osborne have been instructed to undertake all programmes, pre contract surveys and costs are now agreed and programmes for roofs, boilers, garage sites, Broom and Poplar are now onsite, with kitchens and bathrooms, windows and doors to follow shortly.</p> <p>There is as expected a slow start to delivery of the programme with a new service partner, completion of work and spend per month will increase steadily through Quarter 3.</p> <p>The Capital Investment Programme for 2019/20 will continue with works already on site in April and be delivered relatively evenly throughout the year.</p>	GREEN
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5	Bring forward plans to regenerate the Canal Basin and TVU site with enhanced open space, and new homes, retail and community facilities		<p>Slough Urban Renewal are proposing a residential development of around 240 new homes, situated adjacent to the Slough Canal Basin, to be delivered jointly by SUR and a specialist waterside developer, Waterside Places. Plans for the proposal are 6 months behind the last reported schedule. The updated programme now assumes that the planning application will be submitted by June 2019, with construction anticipated to commence around the end of 2019.</p> <p>The new homes will be of mixed tenure and set within large areas of open space, with walkways from the development to the canal incorporated throughout, encouraging active use of the water, and the broader area will be enhanced with large areas of public realm.</p>	GREEN
6	Deliver the next steps of the Chalvey regeneration by transforming the site currently occupied by Tower and Ashbourne Houses; providing new high-quality social homes	2022	<p>The council's vision for the site currently occupied by Tower and Ashbourne Houses is the demolition of the two towers and redevelopment of the site to provide 196 new homes in total.</p> <p>During Quarter 2 we have held the 1st public consultation, met with the LPA and also presented the design to the South East Design Panel. A number of surveys such as: topographical, arboriculture, ecological, ground conditions, daylight and sunlight have already been completed, with others undertaken in Q3.</p> <p>The Service Lead, Housing Development and Contracts has signed off key design requirements such as sprinklers, CCTV and for all lifts to be fire-fighting lifts. Further refinement of the design is near completion and following planning committee feedback in December a formal planning application intended submission in January 2019.</p>	GREEN


## THE ENVIRONMENT AND NEIGHBOURHOODS

	Manifesto Pledge	Date for Delivery	Actions taken	RAG
7	Ensure all Slough's neighbourhoods reach the standard of the best	March 2019	<p>The government has produced a green paper that draws reference to service standards. These are currently been reviewed alongside wider estate and neighbourhood standards which have previously been circulated to cabinet members. The intention is to develop the service standards in consultation with residents by the end of the financial year.</p> <p>Building on the success of work undertaken in Manor Park this initiative is now in planning stages of being rolled out to the following three areas:</p> <ul style="list-style-type: none"> <li>• Trelawny Avenue</li> <li>• Foxborough (Social Housing)</li> <li>• Chalvey</li> </ul> <p>Following various discussion, the initiative is being extended and will include key partner agencies and will be known as strong, healthy and attractive communities. This allows us to seamlessly connect the work streams of the 5YP outcome 2 and outcome 3. In addition we will also be taking in to account economic prosperity as this plays a key role in the health and wellbeing within communities.</p> <p>A meeting to ensure all relevant SBC services are on the same page takes place on 9th January and this will be followed by meetings with partners and then soft launches in the identified communities.</p>	GREEN
8	Install measures to protect green verges from over-parking	Winter 2018/19	CIF projects underway to introduce more parking bays, restrictions and more verge protection measures.	GREEN
9	Step up parking regulation; introducing the next stages of our pavement-parking scheme	Winter 2018/19	Collating list of worst affected streets in the borough from ward members. Scheme feasibility in progress. Initial discussions with Leader undertaken around a process for potential full roll out.	GREEN



10	Protect our residents from poor air quality by planning and preparing the launch of a Clean Air Zone across our worst-polluted areas	Winter 2019 (feasibility) Summer 2021 (implementation)	<p>This manifesto pledge is a long-term project.</p> <p>The Low Emission Strategy was approved by Full Council on 27th September 2018.</p> <p>A feasibility assessment for a Clean Air Zone will be undertaken by Winter 2019 that will consider different categories of CAZ and non-charging and charging CAZ. If the assessment concludes that a CAZ would be effective in improving air quality and complying with air quality standards, an economic viability assessment will be undertaken. A CAZ will require a full public consultation and an application to the Secretary of State for Transport. We are currently on track for full implementation by summer 2021.</p>	GREEN
11	Continue our alley-gating programme to help tackle anti-social behaviour	Ongoing	<p>The council will continue to work with our community to tackle anti-social behaviour, including installing gates, railings and fencing where this is required. The programme will be reviewed annually and budget forecast submitted for approval.</p> <p>Current target hardening projects which include gating:</p> <p>Lynch Hill Target hardening work to address the motorcycles issue, started just before Christmas. Will resume w/c 14/01/19.</p> <p>Tomlin Road / Whittaker Rd alley gate installation, ETA w/c 14/01/19.</p> <p>Order placed for staggered barriers in Stafford Ave / Farnham Rd alley and Northborough Rd / Faraday Rd foot path.</p> <p>Gating for garage area in Doddsfield Rd / Lydsey Close being considered.</p>	GREEN
12	Take action against fly-tipping by seeking prosecutions against serious and prolific offenders	Ongoing	<p>Fly-tipping is the illegal dumping of waste on land that doesn't have a licence to receive it. Waste can only be deposited at officially authorised sites.</p> <p>The council will investigate all instances of fly-tipping and attempt to identify those responsible, and will seek prosecutions.</p> <p>The App "Love Clean Streets" is to be customised to Slough and linked to the DSO's Mayrise Work Scheduling Software in March 2019 to allow residents, Cllrs and Officers to report fly tips, overflowing bins, graffiti etc. electronically to our Service Request Centre with the requester then informed electronically once "make good" work has been carried out.</p>	GREEN

13	Use our new in-house waste service to keep our streets cleaner; roll out more bins across Slough; and reduce charges for bulky waste collection	Ongoing	<p><b>Manifesto Pledge has been met</b></p> <p>Gateway Site inspections assure us that streets are generally maintained to a high standard of cleanliness.</p> <p>New and additional bins are placed on request.</p> <p>The cost for Bulk Waste Collection has now reduced to £5 per item; minimum 3 items (£15), maximum 7 items (£35). Previously it was £30.75 for up to 5 items. Payment for these collections can now be done by credit card over the phone which saves residents having to come to the Chalvey office to pay by either cash or cheque.</p>	
14	Spread the benefit of regeneration from central Slough to local neighbourhoods	December 2019	<p>The council is developing proposals for a number of housing-led sites throughout the borough, including General Fund and Housing Revenue Account sites.</p> <p>Options appraisal of the HRA estates is currently near completion and is being led by the Housing Development and Contracts Lead which to date has identified over and above the garages site and a potential further 300 units that could be gained from remodelling or top hatting.</p>	GREEN

**PARKING AND TRANSPORT**

	Manifesto Pledge	Date for Delivery	Actions taken	RAG
15	Deliver a new frequent, rapid "SMaRT" bus service along the A4	Autumn 2018	<p><b>Manifesto Pledge has been met</b></p> <p>The A4 Slough Mass Rapid Transit ('SMaRT') scheme is a programme of works to improve the A4 public transport corridor to enable dedicated bus lanes along its length.</p> <p>Highway construction works for Phase 1 (Slough Trading Estate to Slough Railway station) have been completed. The A4 has been widened at key points, and service roads utilised as bus lanes, to provide a bus service that is quicker, more frequent and more reliable. Through reducing congestion, the scheme also aims to improve the daily journeys of the 20,000+ vehicles that use this stretch of road.</p> <p>The council introduced an electric bus route on the A4 Slough Mass Rapid Transit ('SMaRT') dedicated bus lane, and has partnered with Thames Valley Buses to trial the first fully electric bus. The state-of-the-art electric bus has been operating from the Slough depot along the Green Line 703 service.</p> <p>The new service will start on 14th January with a photoshoot to follow.</p> <p><a href="http://www.slough.gov.uk/parking-travel-and-roads/slough-mass-rapid-transit-smart.aspx">http://www.slough.gov.uk/parking-travel-and-roads/slough-mass-rapid-transit-smart.aspx</a></p>	



16	Increase the number of cycle hire points, putting them where people want them; plus improve and expand walking routes across Slough	Summer 2018	<p><b>Manifesto Pledge has been met</b></p> <p>Slough has expanded the cycle hire scheme to 17 docks placed strategically across the borough. Two are yet to go live, after which the entire scheme will be promoted and incentivised. Currently the cycle hire scheme is transitioning to new management.</p> <p>Over 7,248 hires since the scheme went “Live” equating to 34.29 uses/day. 370 registered users who will transition to the new, easier to use system which allows users to pay and pedal model that will also permit easier sign-up.</p> <p>For more details on the scheme please visit <a href="https://www.cycleslough.com/">https://www.cycleslough.com/</a></p> <p>Brunel Way Cycle Hub has been decommissioned. Options being considered to bring this aspect in-house to reduce costs, including re-negotiating new hub space with Network Rail and Great Western Railway.</p> <p>Walking routes are being reviewed via the Access Fund programme, to include improved signage around schools.</p>	
17	Improve our bus network by working with new partners to deliver better buses, reduced fares and a more accessible bus network	Winter 2018	<p><b>Manifesto Pledge has been met</b></p> <p>Thames Valley Buses are now located in Slough serving services 4, 5 and 6. The service 5 is now registered by Reading Buses as commercial with support from Slough on areas which do not have sufficient demand. The service 4 and 6 will soon go out to tender.</p> <p>HAL to lead on procuring a service to T5 and will engage with members and officers over the coming months.</p>	
18	Increase the number of electric and hybrid vehicles in Slough by offering benefits to residents who switch from diesel and petrol	Summer 2019 (1st phase)	<p>Procurement for EV/ULEV car club partner will be complete by end of 2018/19 with phase 1 of EV/ULEV car club set up by summer 2019. We are slightly behind schedule.</p> <p>Slough council provides free electricity and parking at 10 charging points in Slough.</p> <p><a href="http://www.slough.gov.uk/parking-travel-and-roads/electric-cars.aspx">http://www.slough.gov.uk/parking-travel-and-roads/electric-cars.aspx</a></p>	GREEN

19	Keep our highways and pavements to a good standard, and continue taking action to fill potholes more quickly than surrounding boroughs	Winter 2018/19	Additional funding for pothole repairs was agreed alongside government in-year funding. An on-going programme being put into place.	GREEN
20	Invest over £2 million in our highway network; resurfacing roads and footpaths, improving pavements and landscaping the environment	Autumn 2018	<p><b>Manifesto Pledge has been met</b></p> <p>The council completed a consultation on the resurfacing programme for footways and carriageways earlier in the year, to inform a programme of planned works for the current year and beyond.</p> <p>Current year carriage and footway programme completed.</p>	✓
21	Run a competition with industry and local business to find innovative ways to help people move around the Borough quicker and more cheaply		A commuter challenge is being devised and procured, working with local businesses to allow employees to compete against each other using various sustainable modes. In addition, a new carshare supplier is being procured to work with twenty businesses in Slough. Once established, a competitive element will be introduced into this carshare scheme as an annual event.	GREEN

## COMMUNITY FACILITIES AND CUSTOMER CARE

	Manifesto Pledge	Date for Delivery	Actions taken	RAG
22	Plan and prepare designs to transform Cippenham Community Centre into a multi-use hub; with a new extension plus more services and facilities		As the hub is on flood land the council is looking again at how this is delivered and further information will be fed back as part of the Community Hubs report being presented to Cabinet in February 2019. Regeneration Delivery team preparing proposals.	AMBER
23	Re-provide a new and improved Community Hub in Chalvey, as part of the enabling works for a brand new school in Chalvey		<p>The ESFA have appointed Wates as the contractor. The design of the hub has been agreed through a set of Client Engagement Meetings (CEMs) workshops and will be shared with the public at a consultation meeting on the 3rd October.</p> <p>A planning application for the new all-through School and Community hub was submitted in January 2019 and passed. Site will start to be decanted from March 2019 and the project will be on site by May 2019, with the New Chalvey Hub completing by June 2020.</p>	GREEN
24	Relocate Slough Council's Headquarters to a site within the town centre, to support the regeneration of Slough High Street		<p>Purchase completed. Planning now underway to deliver the HQ relocation. Reported to Cabinet in October with progress updates.</p> <p>Project progressing well, various officers allocated to lead the different workstreams within this overall project.</p>	GREEN
25	Continue the improvement of Slough Cemetery and Crematorium, with a £300,000 investment in on-site facilities	<p>May 2019</p> <p>Nov 2018</p> <p>End of 2021</p>	<p>The council is developing business cases for transformation. Plans for new landscaping at entrance to Crematorium are in detail. The first phase contract for the extension of the cemetery project to provide a new burial area and Gardens of Remembrance is due to start on site by May 2019 with the second phase in May 2020. Open day for Members at Crematorium rescheduled to Spring 2019.</p> <p>In addition bulbs have been added during November 2019 to create more colour from Spring to Summer in the scattering of ashes area.</p> <p>New maintenance standards for the baby grave area of the cemetery to enhance the attractiveness of the area.</p> <p>Proposals underway for new café and flower shop to be built at the crematorium during 2020/2021.</p>	GREEN

26	Make significant improvement to digital services, and make it easier for the Borough's residents to access Council services online		<p>Implementation of online Adult Social Care portal for residents and carers. Self-Service portal for benefits and financial assessments.</p> <p>The Housing Benefits Self Service portal has been in place for some time now. Financial Assessments and Benefits (FAB) will be implemented once the ASC portal goes live.</p> <p>A Technology stack to support the implementation of Customer Strategy will be considered as part of the Customer Strategy Development.</p> <p>Adult Social Care system migrated to new infrastructure in September 2018 in preparation for ASC Portal. System upgrade scheduled for Feb 2019. ASC Portal build commenced November 2018 - targeted "go live" in April 2019.</p>	GREEN
27	Improve and expand online payments, making it easier for residents to transact with the Council, and working to 'get the right solution first time		<p>Council Tax, Business rates, housing rents, rechargeable repairs, support payments, invoices, housing benefits, venue and pitch hire fees can all be paid online at: <a href="https://www.civicaepay.co.uk/Slough/Webpay_Public/Webpay/Default.aspx">https://www.civicaepay.co.uk/Slough/Webpay_Public/Webpay/Default.aspx</a></p> <p>Four service areas are in the process of moving to online payments, and a further programme of online payment expansion will be developed as part of the Customer Strategy Delivery plan.</p> <p>Food safety payments and library payments are now available online. Chip and Pin devices installed in 4 main children centres. Waiting for scheduling by contractor for installation of further devices. Work ongoing for online school attendance payments.</p>	GREEN

## LEISURE AND OPEN SPACES

	Manifesto Pledge	Date for Delivery	Actions taken	RAG
28	Open the refurbished and extended Langley Leisure Centre and open a brand new Family Activity Centre in Salt Hill Park	Autumn 2018 & June 2018	<p><b>Manifesto Pledge has been met</b></p> <p>The new Family Activity Centre was opened during Quarter 1, and the refurbished Langley Leisure Centre opened early in Quarter 2.</p> <p><a href="http://www.slough.gov.uk/leisure-parks-and-events/leisure-centres.aspx">http://www.slough.gov.uk/leisure-parks-and-events/leisure-centres.aspx</a></p>	✓
29	Increase free sports facilities in our parks and install more green gyms	Ongoing	<p><b>Manifesto Pledge has been met</b></p> <p>Slough now has 16 Green Gyms installed in parks across the borough (the latest opened in July). The council also provides and maintains 2 basketball courts, a bowling green, 5 Multi Use Games Areas ('MUGAs'), 4 skateboard parks, 3 tennis courts, 2 Trim Trails, cricket nets and football pitches.</p> <p>Quarter 1 saw the opening of Manor Park's newly installed MUGA and cricket nets.</p> <p><a href="http://www.slough.gov.uk/leisure-parks-and-events/outdoor-gym-locations.aspx">http://www.slough.gov.uk/leisure-parks-and-events/outdoor-gym-locations.aspx</a></p> <p>£150k funding secured from capital board and this added to CIF commitments will ensure roll out of next set of green gyms. However a full impact assessment will be undertaken prior to any additional commitments post these.</p>	✓
30	Bring back the Slough Half Marathon and 5k Family Fun Run	October 2018	<p><b>Manifesto Pledge has been met</b></p> <p>Slough Half Marathon and 5k fun run took place in Oct 2018</p> <p>5k fun run for 2019 is to take place in June.</p> <p>Planning for Slough half marathon 2019 has commenced.</p>	✓
31	Work to introduce more licenced wedding venues across Slough by seeking licences for Arbour Park and the Baylis House Hotel		<p><b>Manifesto Pledge has been met</b>, with both Arbour Park and Baylis House now licensed as "approved venues" for marriages and civil partnerships.</p> <p>Slough now has five approved venues: Arbour Park, The Venue (in The Curve), Baylis House Hotel, Heathrow and Windsor Marriott Hotel, and Hilton London Heathrow Airport Terminal Five.</p> <p><a href="http://www.slough.gov.uk/births-marriage-deaths/weddings-at-approved-venues.aspx">http://www.slough.gov.uk/births-marriage-deaths/weddings-at-approved-venues.aspx</a></p>	✓

32	Continue to provide flagship parks, allotments and public spaces; to help people manage their own health and wellbeing	Ongoing	<p>The council manages more than 254 hectares of public parks, open green space and play areas, and more than 900 allotment plots on 12 sites throughout the borough.</p> <p>Three of our parks meet the international standard of quality for parks and green spaces, and have been recognised again in July 2018 with Green Flag awards. New refurbished raised beds were installed at Cherry Orchard allotments site in May, to help mobility-restricted plot holders grow their own produce.</p> <p>A new allotment site at Moray Drive has been built on derelict land to provide a place for people in the area to grow their own food. A new toddler play area is planned for Upton Court Park to provide a place for families to meet and play. Rose garden at Salt Hill park is being restored following volunteers for Eton School's work. New Avenue planted at Upton Court Park.</p>	GREEN
33	Plant 1 million bulbs and 200 trees across Slough, with the support of community groups	Spring 2019 and ongoing	<p>The parks service work with a range of community groups to engage local residents in the design and maintenance of their parks. We have planted over a million bulbs throughout the parks and open spaces in Slough. Trees have been ordered for planting this winter and they will be all planted before April. Plans to replace the diseased horse chestnuts in Upton Court Park are underway with the replacement avenue to be planted this winter.</p>	GREEN
34	Complete the construction of Slough's new main Leisure Centre building on Farnham Road, ready for opening in Spring 2019	Spring 2019	<p>Construction work on the new main Leisure Centre is well underway and on track, with an expected opening in early 2019.</p> <p><a href="http://www.slough.gov.uk/business/regenerating-slough/the-centre.aspx">http://www.slough.gov.uk/business/regenerating-slough/the-centre.aspx</a></p>	GREEN

## OPPORTUNITY AND THE LOCAL ECONOMY

	Manifesto Pledge	Date for Delivery	Actions taken	RAG
35	Introduce a 'Slough Card' to give Slough residents priority and cheaper access to our services and facilities	Spring 2019	The Slough App concept has superseded the Slough Card and has been phased to allow for short, medium and long terms developments. Phase 1 offers are being worked up now including discounts for cycle hire, shops and restaurants in High Street, community centres etc. A provider for the app development is being sourced. Procurement process may impact on timelines. An article has been inserted into The Citizen highlighting that this is soon available to local people with a link to our website providing further information.	GREEN
36	Work with employers to expand apprenticeships for local young people	September 2018 and ongoing	The council is reviewing its existing apprenticeship and employment offer to ensure it is an appropriate fit with the needs of our young people, and scoping a needs assessment. Slough Academy launched in Nov 2018 which will demonstrate how the Council is role modelling the agenda on Apprenticeships.	GREEN
37	Support businesses to start, grow and locate in Slough	September 2018 and ongoing	The council is working with various providers exploring options to support businesses.	GREEN
38	Continue to support the expansion of Heathrow; working with Heathrow Airport and local business to maximise the training, employment and travel opportunities available to local people	Ongoing	A third runway at London's Heathrow airport is now the government's official policy and plan after parliament approved the National Aviation Policy Statement (NPS) on 25 June giving the go-ahead for Heathrow's expansion.  The council will continue to work with Heathrow Strategic Planning Group ('HSPG'), and support expansion, plan to optimise benefits, and mitigate for negative impacts of expanded Heathrow in a review of the Slough Local Plan. A new economic development sub group has been formed. SBC economic development is a member of this group.  Working group meetings are being set up with Heathrow Airport to look at collaborative schemes. The council will develop a strategy that sets out how Slough shares the benefits of an expanded Heathrow.  Bi-lateral meetings progressing well with a list of objectives produced; will require input from members to agree the outputs the council is looking to achieve.  PTL bid submitted for improvements to the Colnbrook area awaiting response	GREEN

39	Ensure that Slough benefits from Crossrail and Heathrow's expansion; with new hotel and event facilities, and investment in our transport infrastructure	Summer 2018 onwards	The council has been working in collaboration with partners to deliver station access improvements at Burnham and Langley in preparation for Crossrail in 2019. Burnham Station car park is now open to the public. Langley station on-going. We have submitted a new bid to HAL for improvements to the Colnbrook and Poyle area.	GREEN
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### HEALTH AND SOCIAL CARE

	Manifesto Pledge	Date for Delivery	Actions taken	RAG
40	Work with partners to increase the availability of health checks	December 2018 onwards  March 2019	Our work continues with partners to increase use of a range of front-line workers trained in MECC (Making Every Contact Count). Part of this training supports raising awareness and uptake of NHS health checks across the community.  Public Health is working with the Slough GPs to make it easier for each practice to be able to offer Health Checks or to partner within GP Networks, ensuring full coverage across Slough. We're working with GPs to design a short-term incentive to facilitate this new way of working and encourage uptake with the new approach.	GREEN
41	Construct new specialist housing for residents with learning disabilities on the former Rochfords Hostel site	Summer 2020	We asked Osbornes and SUR to review the feasibility on this site, which they have done. We have met with Adults Commissioning and they have given us their requirements. We are reevaluating the financial viability so as to ensure that development will go ahead. This depends on review with planners, Osborne and SUR and it is still the intent for the development to be built by summer 2020 if all goes to plan.	GREEN



42	Work with schools to ensure all children can access mental health services	Ongoing	<p>There has been some significant move forward in raising the profile of mental health in schools in this academic year which has included some fantastic partnership working with the CCG. Specific highlights include:</p> <p>Upskilling Year 12 students to become youth champions initially in 4 secondary schools.</p> <p>Using Public Health funding for two years for 2 wellbeing posts in Slough in schools and early years settings. The schools post will focus on supporting schools to develop MH strategies and activities and promoting resources for the PHSE.</p> <p>In Nov 2018, 16 secondary schools were trained on Mental Health First Aid with the aim to have at least 1 mental health lead in schools by 2025.</p> <p>A mental health directory has been developed outlining all MH services in Slough and nationally for use by staff and families via the Family Information Service (FIS).</p> <p>A tier 2 service of support for anxiety and depression, called Andy clinic has been embedded in the Early help system to provide direct and prompt access to low level (tier 2) services.</p> <p>PPE Care training has been actively promoted in schools and Slough has the largest uptake of this training.</p> <p>A Slough funded project of healthy choices has also been commissioned long term to support children and young people make informed decision in risky situations as part of PHSE starting with primary schools in January 2019 and roll out to secondary schools later in the year.</p> <p>The CCG local transformation plan pulled together an EOI bid. Deferred until the next phase as not ready to engage in round 1 of the project.</p>	GREEN
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43	Make the Council an exemplar for Slough, by working to become a disability friendly and Stonewall-accredited organisation	March 2020	<p>The council has signed up to the Stonewall Diversity Champions programme, which includes formal submission to their Workplace Equality Index (2019/20) and tailored support and advice in furthering LGBT+ equality in the workforce and in council services.</p> <p>Stonewall has been reviewing HR policies, including Adoption, Transitioning, Dignity at Work, to ensure they are LGBT+ inclusive. Amendments are being made as per their recommendations; including language is gender neutral and up to date.</p> <p>The Stonewall Diversity Champions logo is now on all recruitment literature and websites, ensuring we are branding ourselves as a fully inclusive employer.</p> <p>SBC staff were invited to take part in the national 2018 Stonewall Workplace Survey (now closed). Results will be available in January 2019.</p> <p>Support has been given to the SBC LGBT+ and Allies Network Group, developing terms of reference.</p> <p>Stonewall will be attending January SLT to talk to senior leaders about key issues facing LGBT staff in the workplace and the role of senior managers in supporting this agenda.</p>	GREEN
44	Increase the number of people managing their own care and support via direct payment	Ongoing	<p>We are continuing to promote Direct Payments as a method of securing and controlling personalised support care packages to all existing and new users of adult social care services.</p> <p>This quarter, there has been a significant increase in the uptake of Direct Payments for carers. We have also undertaken some analysis of existing care packages and are targeting those that would benefit from a Direct Payment. We have set up a direct payments project group to review and refine our approach.</p>	GREEN
45	Increase the number of local people supported by the community and voluntary sector	Ongoing	<p>Continued development of the SPACE contract and delivery.</p> <p>Development of asset based conversations and community development. Following a successful pilot of ABCD in Foxborough, preparations are taking place to roll this across the town. We will be working with the VCS to support this initiative.</p> <p>Recruitment to a new co-production network has taken place and launch event is scheduled for March.</p>	GREEN

46	Work with the NHS to try and co-locate more local health services within our neighbourhood-based hubs and other multi-use public buildings	Ongoing	<p>New Slough place based strategic meeting to start. Regular meetings between assets teams of council and NHS. Agree options - aligned between new service delivery options and existing/new assets.</p> <p>Adult Social Care Accommodation Project Board established to align the locality working model with the co-location. Options appraisal underway to establish next steps.</p>	GREEN
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### SLOUGH HIGH STREET AND THE TOWN CENTRE

	Manifesto Pledge	Date for Delivery	Actions taken	RAG
47	Carry out a town survey to gather residents' views on how best to improve the High Street	Autumn 2018	<p><b>Manifesto Pledge has been met</b> A High Street survey has been carried out which has provided us a baseline from where we will be developing further work that respond to key findings in survey and more generally to improve the area.</p>	✓
48	Improve the immediate offer in the High Street, with street markets and community events - while longer-term major regeneration is prepared	September 2018 and ongoing	<p>The Town Centre team is negotiating a number of 'Meanwhile' uses for vacant buildings in the town centre to 'home' cultural infrastructure organisations - Home Slough and Learning to work. Work is progressing on a Business Improvement District. The 'meanwhile' offer is progressing at pace. We now have Home Slough up and running and are looking at 2 further shops. We are exploring options and clarifying the bigger pop up offer, based upon our needs.</p>	GREEN
49	Create a fit for purpose town centre; delivering the homes our residents need, and the quality jobs to match the ambitions of our young people	Ongoing	<p>Town Centre and 'Meanwhile use' strategies are under development. Significant regeneration is planned for the Town Centre and surrounding areas over the next few years, which will create additional homes, hotels, and business opportunities. Town Centre Transport Strategy to go to Feb 2019 Cabinet focussing on transport led development.</p>	GREEN

50	Seek 'Purple Flag' accreditation for the town centre - having worked to ensure that it is able to 'provide an entertaining, diverse, safe and enjoyable night out'	<p>Clean Safe Vibrant Programme July 2018</p> <p>Self-Assessment October 2018</p> <p>Purple Flag Assessment October 2019</p>	<p>Works delivered via the Clean Safe Vibrant programme will support the town's progression to Purple Flag accreditation. 30 day pledges completed in the town centre with introduction of wardens, deep clean and fly tip removal, repainted lamp columns and new banners, additional floral arrangements.</p> <p>Self-assessment of the town centre against the Purple Flag conducted via a walkabout with Cllr Swindlehurst on 05/10/2018.</p> <p>Recommendations on next steps shared with Town Team Leaders and an action plan has been prepared. Agreed that likely Purple Flag footprint to include Windsor Road, Salt Hill Park, the Ice Rink and train station area ( potentially also Herschel Park)</p> <p>Potential assessment for Purple Flag status in October 2019 – this will be dependent on progress made on Clean, Safe, Vibrant work streams. For more details on the Purple Flag accreditation scheme please see <a href="https://www.atcm.org/purple-flag">https://www.atcm.org/purple-flag</a></p>	GREEN
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## CHILDREN AND YOUNG PEOPLE

	Manifesto Pledge	Date for Delivery	Actions taken	RAG
51	Invest over £40 million to expand and improve local schools; delivering adequate places, better sports provision and facilities for Slough children	By March 2021	<p>£40 million will be spent over the period to March 2021 on a programme of planned works.</p> <p>Planned activities cover:</p> <ul style="list-style-type: none"> <li>•The expansion of Wexham and Westgate Schools, adding 4.5 new forms of entry from September 2018.</li> <li>•Funding one additional form of entry at Langley Grammar School as part of their rebuild project.</li> <li>•Allocating more than £2m+ to non-academy schools to address high priority building condition needs and improve facilities.</li> <li>•Deliver a significant expansion of SEND and PRU places at schools including Littledown, Haybrook College, Arbour Vale and Marish Primary.</li> </ul> <p>During Quarter 1, Priory School's new SEND resource based opened. This base provides 60 places for pupils with education, health care plans. Pupils at Wexham and Westgate Schools have starting using their new facilities.</p> <p>A number of SEND and PRU projects have been delayed due to budget issues which have triggered a review of the procurement strategy for large school projects.</p> <p>At present, all other works are proceeding as planned.</p>	GREEN
52	Give all school-starters a free book and library card, to help improve literacy		<p><b>Manifesto Pledge has been met</b></p> <p>Each school was visited or visited a library last year with the offer of free membership and during the Summer Reading Challenge every school received an assembly visit to promote the challenge and encourage membership</p>	✓
53	Work to bring a higher education facility back to Slough	Ongoing	We have now submitted the cabinet paper to seek approval for the Slough Campus feasibility work and baselining work will commence shortly. Due at the end of April.	GREEN

54	Increase post-16 skills and job training for young people with disabilities and special educational needs	Ongoing	<p>Supported internships are study programmes for young people aged 16-24 with learning difficulties or learning disabilities, who want to get a job and need extra support to do this. Internships are unpaid and last for at least six months, and deliver a personalised package of training, support and work skills.</p> <p>Quarter 2 saw progress made in preparation for the scheme's launch in the autumn term, including setting up a working group to oversee this activity.</p> <p>Meetings have taken place with Post 16 providers (Windsor Forest College Group, Berkshire College of Agriculture and Arbour Vale School) to discuss establishing a Supported Internship curriculum. BCA have piloted the programme and have enrolled 7 learners onto the course</p> <p>Funding for the role to support Children and Young People with EHCPs from Year 9 onwards has been agreed and will be delivered by Slough's YPS from Autumn term 2018. This role will help facilitate young people with SEND accessing Supported Internships</p> <p>Further work to be done with providers to establish cohort of young people that can access Supported Internships and to identify potential employers.</p> <p>SEND Supported Internship Grant to be used to employ member of staff to establish Supported Internship Forum and to fund training opportunities for providers.</p> <p>Quarter 3 has seen Supported Internships rolled out for a small number of Slough young people with Education, Health and Care Plans (EHCPs) at West London Community College.</p>	GREEN
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55	Support the great work of Slough's Youth Parliament and champion the needs of Slough's Young People	Ongoing	<p>The borough's first Youth Parliament was elected in January 2015, with second elections in January 2017.</p> <p>Members of Slough Youth Parliament ('SYP') serve for a two year term. SYP is made up of 33 elected young people aged 12-19. SYP meets monthly, facilitated by Slough Borough Council.</p> <p>In addition to their monthly meetings, youth representatives participate in a range of training and enrichment activities including volunteering at community events, membership of community forums and strategic boards and attending away days and residential stays. In April, we supported SYP representatives to attend the unveiling of a statue commemorating the life of the suffragist, Millicent Fawcett in Parliament Square.</p> <p>In June, we supported SYP representatives to attend a reception at the Houses of Parliament to collect an award for the Make Your Mark campaign, recognising the highest turnout of young voters in the UK. Make your Mark results for 2018 will be available by end of October 2018</p> <p>We will support the next SYP elections in January 2019, with awareness raising started in October 2018.</p> <p>The SYP manifesto is on track, and MSYPs are ensuring Slough young people's needs are championed.</p> <p><a href="https://thelink.slough.gov.uk/schools/young-peoples-service/slough-youth-parliament">https://thelink.slough.gov.uk/schools/young-peoples-service/slough-youth-parliament</a></p>	GREEN
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56	Create at least 400 new early years places across the Borough	By March 2023	<p>The Early Years and Development service is working with providers across the sector to identify opportunities to extend provision. Capital funding to support the development of additional Early Years places has been approved and an Early Years Capital Board has been established. The Board is comprised of representatives from many council departments and includes PVI representation. Terms of reference have been decided upon and a meeting schedule prepared and instigated. The places will be developed in phases and cover a 5yr period (as detailed in the cabinet report February 2018). Section 106 developments are also being applied where appropriate to facilitate place creation.</p> <p>Update report on in year place development.</p> <p>During Quarter 2, the extension and refurbishment of Olive Tree Nursery was completed creating an additional 12 full time early years places. This brings the total number of places created this year so far to 139.</p> <p>This leaves a target of 261 places to be created by 2023.</p> <p>During 2019 we are anticipating the opening of 3 new nurseries across the borough developing a total of 94 places. Further place creation will be developed in 2019 aligned with the capital funding programme.</p>	GREEN
57	Keep open all our Borough's Children Centres	Ongoing	<p>The council operates 10 Children's Centres at accessible locations across the borough. Each delivers a range of support services and sessions for families with children aged under 5, and the network reaches 87% of under 5's across the borough. Partner organisations also operate out of the centres, promoting collaboration and providing an integrated offer for children and families.</p> <p>We are committed to keeping each of these centres open.</p> <p><a href="https://www.sloughfamilyservices.org.uk/kb5/sloughcst/directory/directory.page?directorychannel=4">https://www.sloughfamilyservices.org.uk/kb5/sloughcst/directory/directory.page?directorychannel=4</a></p>	GREEN



**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Cabinet **DATE:** 18<sup>th</sup> March 2019

**CONTACT OFFICER:** Surjit Nagra, Service Lead -People , Christine Ford, Equality and Diversity Manager  
**(For all enquiries)** (01753) 875069

**WARD(S):** All

**PORTFOLIO:** Regeneration and Strategy, Cllr James Swindlehurst

**PART I**  
**NON-KEY DECISION**

**STATUTORY EQUALITIES REPORT (INCLUDING GENDER PAY GAP REPORT)**

**1 Purpose of Report**

To present to Cabinet the *2019 Equality and Diversity Report* in accordance with the Public Sector Equality Duty (Equality Act 2010). This includes the 2018 gender pay gap figures and update on gender pay gap action plan.

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

The Cabinet is requested to resolve:

- (a) That the annual developments and progress with the council's current equality objectives be noted:
- (i) To have a representative and inclusive workforce
  - (ii) To reduce inequalities in service access and outcomes
  - (iii) To improve equality of opportunity through fair and evidence-based decision-making
  - (iv) To help foster good community relations and community cohesion
- (b) That the independently calculated and verified results of the 2018 gender pay gap for Slough Borough Council employees and progress with the associated action plan be noted.

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

Reducing inequalities and promoting improved outcomes for all groups relates to all aspects of the Slough Joint Wellbeing Strategy's priorities as set out below:

- 1. Protecting vulnerable children
- 2. Increasing life expectancy by focusing on inequalities
- 3. Improving mental health and wellbeing
- 4. Housing

3b **Five Year Plan Outcomes**

Reducing inequalities and “closing the gaps” is a cornerstone of the vision expressed in the Five Year Plan. Reference to the statutory equality objectives is explicitly made in the Five Year Plan and reflected in the associated outcome plans.

4 **Other Implications**

(a) Financial

There are no financial implications of the proposed action in terms of allocated budgets. There is potential risk of financial penalty for non-compliance with statutory reporting and risk arising from future discrimination claims if the council is found to be in breach of the Equality Act (2010).

(b) Risk Management

Recommendation from section 2 above	Risks/Threats/ Opportunities	Current Controls	Using the Risk Management Matrix Score the risk	Future Controls
Progress against Equality Objectives	Legal challenge of non-compliance with Public Sector Equality Duty	Reporting requirements met		Annual updates reported.
Compliance with Gender Pay Gap Reporting	<p>Legal challenge of non-compliance with duty to report gender pay gap.</p> <p>Inequality in the workforce can affect recruitment and retention of staff</p> <p>Can help identify any potential areas of indirect discrimination</p>	<p>Gender Pay Gap has been independently audited and verified as accurate and compliant, based on all currently available payroll data.</p>		Action plan has been developed and monitored.

(c) Human Rights Act and Other Legal Implications

Slough Borough Council has a statutory duty to eliminate discrimination and promote equality of opportunity for its service users and workforce. (Public Sector Equality Duty, Equality Act 2010). It is a statutory duty for the council to publish its gender pay gap annually from March 2018.

The statutory grounds of the public sector equality duty are found at section 149 of the Equality Act 2010 and are as follows:

*A public authority must, in the exercise of its functions, have due regard to the need to:*

- (a) *eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*
- (b) *advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;*
- (c) *Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*

*Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:*

- (a) *remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;*
- (b) *take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;*
- (c) *Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.*

*The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.*

*Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:*

- (a) *Tackle prejudice, and*
- (b) *Promote understanding.*

*Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act. The relevant protected characteristics are:*

- *Age*
- *Disability*
- *Gender reassignment*
- *Pregnancy and maternity*
- *Race,*
- *Religion or belief*
- *Sex*
- *Sexual orientation*
- *Marriage and Civil partnership*

(d) Equalities Impact Assessment

The Gender Pay Gap specifically identifies differences in average pay between men and women within an organisation's workforce. A separate EIA for the gender equality action plan has been completed (July 2018).

(e) Workforce

An equality objective relates specifically to the council's workforce; the council is committed to being an inclusive employer, attracting and retaining a talented and committed workforce from all backgrounds. It is also committed to promoting gender equality and reducing the gender pay gap where possible.

Supporting Information

- 5.1 The 2019 Equality and Diversity report shows the council's continued commitment to diversity and inclusion – both in terms of employment and services. We have greatly improved our ability to report on the workforce with the implementation of Agresso in early 2018 and these reports are now produced quarterly for review at CMT. The council employs more women than men, in line with most other local authorities. The workforce is broadly representative in terms of BAME and non BAME staff and applications are received from a diverse applicant pool. However, more work needs to be done to encourage the disclosure of diversity information of existing staff particularly in respect of disability status where non – disclosure is at 70%. Analysis of salaries shows that more can be done to improve ethnic minority and female representation at the most senior salary levels.
- 5.2 The council continues to make steady progress against its main equality objectives and details of these and general developments in equalities work throughout 2018, can be found in the main report ( Appendix A).
- 5.3 The 2018 gender pay gap figures show that the gap between men and women's average pay at the council has reduced from the 2017 figures. The mean pay gap has reduced from 12.5% to 4.7%. The median pay gap is now in favour of women at -6.4%. Whilst there are still fewer women than men in the most senior roles in the council ( SLT ), there is strong representation across all the salary bands and we have made notable female appointments at senior levels (including to the Chief Executive role) in 2018. Although the pay gap figures are affected by structural changes in an organisation ( major re-structures and service re-design, the transfer in and out of staff), the council is in a good position to further close the gender pay gap moving forward.
- 5.4 Good progress has been made with the implementation of the gender pay gap action plan over the past 6 months. A senior leadership team Women's Network has been established, staff focus groups on gender equality have taken place and extensive workforce analysis on gender representation is conducted and reported quarterly to Corporate Management Team. A wider Women's Network event is planned for early Spring.
- 5.5 The Equality and Diversity report will be published on [www.slough.gov.uk](http://www.slough.gov.uk). The gender pay gap figures will also be published on the national gender pay gap website <https://gender-pay-gap.service.gov.uk/>

6 Comments of Other Committees

None

7 **Conclusion**

The promotion of equality and diversity - both for employees and residents - is a key priority for the council. The *2019 Equality and Diversity Report* shows where progress is being made and the challenges that still remain in closing some of the persistent gaps.

8 **Appendices Attached**

'A' - *2019 Equality and Diversity Report*

9 **Background Papers**

None

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# **Slough Borough Council Annual Equality & Diversity Report**

**(Incorporating Equality Objectives Update and 2018 Gender Pay Gap Report  
and Action Plan)**

## **2019**

# Equal Opportunities Policy Statement

## Foreword

Slough Borough Council recognises the huge role that public organisations have to play in advancing equality in Britain today. As local employers and providers of a wide range of services, local authorities are at the heart of improving life opportunities for people who experience disadvantage and discrimination. Organisations in the public sector are expected to lead the way in promoting equality and human rights, not just through compliance with the law, but also with targeted service and employment actions.

The Council acknowledges that there exists in society individuals and groups who face discrimination (whether intentional or unintentional) based on background and personal circumstances. The unintended consequences of a policy or procedure may have an adverse impact on a particular group. This is particularly important at a time of unprecedented public sector budget cuts and service transformation. Slough Borough Council is actively working towards a just society that gives everyone an equal chance to live and work free from discrimination and values the huge diversity in our town. We seek to create and maintain a town in which each person has an equal entitlement to quality services and employment opportunities irrespective of their race, religion or belief, disability, age, gender, gender reassignment, sexual orientation, family circumstances or marital status.

## Policy Statement

As a Local Authority we will aim to provide services that are open and responsive to the needs of all our citizens, service users and people visiting the town. As a major employer we will endeavour to ensure that we effectively utilise the skills of all our communities and provide opportunities for employment. Finally, in the spirit of local democracy, Slough Borough Council will seek to ensure that every resident, irrespective of their background, enjoys the same opportunity to develop and contribute to the strategic direction of the town.

## Legislative Framework

The Equality Act 2010 replaces previous anti-discrimination laws with a single legislative act. The Act simplifies the law, removes inconsistencies and makes it easier for people to understand and comply with Equalities Legislation. The Act also strengthens the law in important ways to help tackle discrimination and inequality. Its purpose is to embed equality considerations into the daily work of public authorities in order to counter discrimination and inequality at every level and to remove the possibility of institutional discrimination. To make this real, the Act imposes the **Public Sector Equality Duty** which itself comprises of a general duty as well as some specific duties which set out how to comply with the general duty.



The General Duty has three aims. Public bodies in all their operations *must have due regard to the need to:*

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between people from different (equality) groups; and
- foster good relations between people from different (equality) groups.

The general duty is underpinned by specific duties which set out in more detail what a public authority needs to do in order to comply with the general duty. Public authorities must now prepare and publish their equality objective(s) at least every four years and also publish information that can demonstrate their compliance with the general duty at least annually.

The Act defines the following protected characteristics against which it is illegal to discriminate:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex (Gender)
- Sexual Orientation

### **Our Commitment**

- Promote the principles and practices of equality throughout the Council and the town, as well as with multi-agency partnerships.
- Implement clear internal policies and procedures to address inequality and ensure that employees and service users are not discriminated against on the basis of race, gender, disability, age, religion/belief, gender reassignment or sexual orientation.
- Challenge all forms of unfair discrimination and harassment through existing procedures and where relevant enforcing appropriate legislation.
- Promote good relations between people of different equality groups.
- Promote equality of opportunity for people of different equality groups.
- Undertake effective and meaningful consultation and encourage active community participation and involvement in decisions affecting the town's population.
- Ensure that recruitment procedures provide equality of access for all staff and local communities.

- Ensure that council policy decisions are fair, proportionate and take account of equalities implications.
- Celebrate diversity.
- Comply fully with the letter and spirit of the Equality Act 2010 and the public sector equality duties.

## Statutory Data Report

Local Authorities are required, in accordance with Section 149 (1) of the Equality Act 2010, to publish data which demonstrates their compliance with the Public Sector Equality Duty. Slough Borough Council strives to embed equality considerations into all its services and employment practices. This report updates the information published in 2018. It sets out the currently available equality data relating to Slough Borough Council's employees and updates progress made in equal opportunities for both service users and employees over the past 12 months. The 2018 gender pay gap report is also incorporated into this report, together with an update on progress with the gender pay gap action plan.

## Slough Demographics

Throughout 2018, Slough Borough Council continued to analyse and make use of demographic and other statistical information on the make-up and life experiences of our residents. This data comes largely from the 2011 Census, but also from other primary data sets (ONS population estimates and research, employment statistics, benefit claimants, crime statistics etc.)<sup>1</sup>

### *Age and Gender*

In 2017, Slough had an estimated population of 148,768. Gender is split almost evenly between men and women, with very slightly more males than females. Slough's population is significantly younger than the national average, with a median age of 34.4 years (compared to 39.8 years for England as a whole) and a distinctive working age cohort.

In 2016 9.68% of Slough's population were estimated to be over the age of 65. This is estimated to grow to 15.94% by 2041.

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<sup>1</sup> The population, ethnicity and nationality estimates quoted above and on the following pages are taken from ONS research which updates 2011 Census figures see <https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/methodologies/researchreportonpopulationestimatesbycharacteristics>

<b>Slough - mid-2017 - 5 year age groups</b>						
<b>Age</b>	<b>Numbers</b>			<b>Percentage</b>		
	<b>Males</b>	<b>Females</b>	<b>All</b>	<b>Males</b>	<b>Females</b>	<b>All</b>
<b>0 to 4</b>	6,673	6,348	13,021	4.5%	4.3%	8.8%
<b>5 to 9</b>	6,552	6,332	12,884	4.4%	4.3%	8.7%
<b>10 to 14</b>	5,570	5,277	10,847	3.7%	3.5%	7.3%
<b>15 to 19</b>	4,363	4,186	8,549	2.9%	2.8%	5.7%
<b>20 to 24</b>	4,153	3,755	7,908	2.8%	2.5%	5.3%
<b>25 to 29</b>	4,947	5,043	9,990	3.3%	3.4%	6.7%
<b>30 to 34</b>	6,174	6,816	12,990	4.2%	4.6%	8.7%
<b>35 to 39</b>	7,244	7,039	14,283	4.9%	4.7%	9.6%
<b>40 to 44</b>	6,303	5,328	11,631	4.2%	3.6%	7.8%
<b>45 to 49</b>	5,168	4,818	9,986	3.5%	3.2%	6.7%
<b>50 to 54</b>	4,390	4,217	8,607	3.0%	2.8%	5.8%
<b>55 to 59</b>	3,696	3,759	7,455	2.5%	2.5%	5.0%
<b>60 to 64</b>	3,030	2,972	6,002	2.0%	2.0%	4.0%
<b>65 to 69</b>	2,424	2,322	4,746	1.6%	1.6%	3.2%
<b>70 to 74</b>	1,527	1,772	3,299	1.0%	1.2%	2.2%
<b>75 to 79</b>	1,226	1,414	2,640	0.8%	1.0%	1.8%
<b>80 to 84</b>	860	1,157	2,017	0.6%	0.8%	1.4%
<b>85 to 89</b>	452	765	1,217	0.3%	0.5%	0.8%
<b>90+</b>	228	468	696	0.2%	0.3%	0.5%
<b>Total</b>	<b>74,980</b>	<b>73,788</b>	<b>148,768</b>			

### **Ethnicity and Nationality estimates**

Slough is one of the most ethnically diverse towns in the UK. The last comprehensive national survey of ethnicity remains the 2011 Census. However, it is likely that there have been significant changes in Slough's ethnic profile in the period since 2011. In a research report of 2016, the ONS estimated the following ethnicity profile for Slough residents:

White British:	29.25% (43,000)
White Other:	13.61% (20,000)
Mixed Race:	2.04% (3,000);
Asian/Asian British:	43.53% (64,000)
Black/Black British:	9.52% (14,000)
Other:	2.04% (3,000)

In the same research, the ONS estimated that approximately 86,000 (58.5%) of Slough residents were born in the UK and 61,000 (41.5%) were non-UK born. 112,000 (76.2%) were estimated to be British nationals and 35,000 (23.8%) non-British nationals.

By comparison, across the UK approximately 79.97% were estimated to be White British; 6.35% White Other; 1.62% Mixed Race; 7.20% Asian; 3.15% Black; and 1.72% Other.

Thousands											
Area Name	Total	White British	All Other White	Mixed	Asian	Black	Other	UK Born	Non-UK Born	British	Non-British
Slough	147	43	20	3	64	14	3	86	61	112	35

### *Languages*

A key consideration for the planning and delivery of local public services is the wide range of languages spoken in Slough. The 2018 school census recorded around 150 languages and dialects spoken in Slough schools. After English, the most popular languages spoken are Urdu, Punjabi and Polish. Whilst many households have at least 1 member who speaks English as a main language, the 2011 Census revealed that 15.5% of households do not include anyone for whom English is the main language.

### *Religion and belief*

The majority of Slough residents follow a religion, with the town having one of the lowest recordings nationally of people declaring “no religion” in the 2011 Census. Slough has the largest proportion of Sikh residents in the country (at 10.6%). Nearly one quarter of residents are Muslim (23.3%). 41.2% of residents are Christian.

	2001	2011
Christian (%)	53.7	41.2
Buddhist (%)	0.2	0.5
Hindu (%)	4.5	6.2
Jewish (%)	0.1	0.1
Muslim (%)	13.4	23.3
Sikh (%)	9.1	10.6
Any other religion (%)	0.3	0.3
No religion (%)	11	12.1
Religion not stated (%)	7.7	5.7

Source: [2011 Census](#)

### *Disability*

In the 2011 Census, 9,322 residents between the ages of 16-64 reported living with a physical disability. Over 1,350 people were reported to be living with a severe mental health problem. There are an estimated 2,590 people living with sight loss in Slough. 290 people are living with severe sight loss (blindness). 2,696 adults under the age of 65 live with a moderate to severe hearing impairments (more have a profound impairment). Hearing impairments in younger adults in Slough is expected to increase

by 20% over the next ten years. Also, 4.07% of over 65s have been recorded by their GPs as living with dementia.

Detailed information about the health profile of Slough can be found in the Joint Strategic Needs Assessment:

<http://www.slough.gov.uk/council/joint-strategic-needs-assessment/jsna-summary-and-why-we-need-it.aspx>

### *Sexual Orientation and Gender Reassignment*

There is no accurate information on the number of Lesbian, Gay, Bisexual, or Transgender (LGBT) people in Slough. Several estimates for the nationwide percentage of lesbian, gay and bisexual individuals exist, with the Office for National Statistics placing it at 2.0% in 2016, while the LGBT Foundation places it at 5-7%. Similarly, while the number of transgender and non-binary individuals in Slough remains unclear, the LGBT foundation estimates that 300,000 people in the UK are transgender. The ONS has concluded that there is a need for greater information about LGBT individuals, and is currently consulting on how best to generate this data. The council has recently amended its staff and service monitoring guidance to include non-binary gender options.

### **Equality in the Workforce**

*Equality Objective: "Slough Borough Council will have a representative and inclusive workforce"*

We will:

- Improve recruitment processes to make them more accessible and attractive to disabled applicants.
- Promote agile and flexible working practices for all.
- Grow and develop talent from within the organisation.
- Develop a well-trained workforce of staff and managers at all levels, which understand and promote dignity at work for all.
- Promote SBC as a supportive workplace for LGBT staff (through the development of staff- networking groups, awareness –raising articles and staff training and engagement).

Some highlights:

- All council buildings are fully compliant under the Equality Act 2010. Dedicated disabled toilets and parking are available for disabled staff. Gender Neutral toilet facilities are also available.

- Throughout 2018, Buildings Management has worked extensively with staff, including the LGBT+ Allies Network and Employees with Disabilities Forum to ensure that the new head office at 25 Windsor Road and premises at Cornwall House will offer an inclusive working environment. This includes providing a working environment that supports colleagues with disabilities and the provision of several gender neutral toilet facilities.
- SBC has maintained the *Disability Confident Employer* status and has significantly reviewed its recruitment and selection policy to offer more practical support for disabled applicants throughout the selection process.
- There is an active *Employees with Disabilities Forum*, which meets regularly to support staff with disabilities and provide consultative advice to HR and service managers on a wide range of disability – related issues. Most recently it has assisted with consultation on the new Sickness Absence Policy and development of the new head office at 25 Windsor Road.
- Comprehensive Human Resources policies are in place to support all staff, including a *Dignity at Work Policy* (focusing on tackling discrimination, harassment and bullying etc.) as well as a suite of family friendly policies. The *Smart Working Policy* is in place to support managers and staff in working differently. This is designed to enable us to transform the ways we deliver services; however has clear benefits to staff in improving well-being and work-life balance. Throughout early 2019 a council-wide training and implementation programme has been delivered to managers.
- The council continues to focus on internal recruitment in the first instance. All posts are advertised internally for a 2 weeks period before being externally advertised.
- There is a dedicated 24 hr Employee Assistance Programme, which offers independent, confidential advice on a wide range of issues including bullying and harassment.
- 2018 continued the work of the Employee Engagement Forum, which meets regularly to share ideas on how to improve communication between staff and senior leaders and carry out activities to improve employee engagement. In April 2018 the council held its fourth all Staff Conference, committed to supporting a diverse, inclusive and talented workforce. A similar conference and engagement programme will run in April 2019. The EEF also runs the annual staff survey, which includes questions on diversity and inclusion at the council. The results from the 2018 survey show that out of those staff who responded, over 60% agreed that there was equality for staff.

- 2018 saw the launch of the Slough Academy, which aims to grow our own talent through continuous professional development. Phase one of the Academy will see the implementation of the new Apprenticeship approach. Diversity and inclusion are key themes of the new apprenticeship reforms and aim to widen participation from all backgrounds and all ages, breaking down barriers and occupational segregation ( a significant factor in the gender pay gap).
- Provisions have been made in council buildings for those staff that require a place to perform prayers by providing prayer rooms for religious observances. These rooms are also available to those who simply wish to sit quietly for a few moments away from their work area.
- In 2018 we established the LGBT + Allies network group and joined the Stonewall Diversity Champions Programme. We are committed to ensuring that the working environment is fully supportive for LGBT staff and have reviewed HR policies to ensure they are LGBT inclusive.
- In July 2018, Cabinet approved our gender pay gap action plan, to address the pay gap in the council. In October 2018 we held a series of Gender Equality Focus groups to support work around the Gender Pay Gap action plan.
- A new e-learning course on Transgender awareness will be available in early 2019.
- In 2018 we established a new Diversity and Inclusion Steering group to oversee the strategic direction of equality and diversity work at the council. Corporate Management Team receives quarterly updates on workforce statistics.
- Articles around diversity and inclusion feature regularly in the council's internal staff magazine, *Grapevine*
- Equality and Diversity e-learning is mandatory for all employees as part of the corporate learning requirements. In 2019, a new management training programme will be rolled out, with diversity and inclusion embedded into key themes such as recruitment and working environments.
- The equality and diversity manager provides expert advice and training support as required.

## Workforce Profile

The council monitors the profile of its existing and potential workforce. Changes in our HR and payroll management system have enabled the council to make considerable improvements in the robustness of data and quality of reporting from last year. It has not been possible to undertake a trend analysis with last year's figures due to ongoing data cleansing in the new system but this is planned for subsequent reports. The Corporate Management Team reviews diversity statistics on a quarterly basis.

### Key Points:

- Total headcount as of 31 December 2018 was 1166.
- 39% of the workforce is Black, Asian or Minority Ethnic ( BAME), with nearly 30% of staff being of Asian or Asian British ethnicity (the largest ethnic group after White/White British). 12% of staff have not declared an ethnicity.
- The council employs more women than men (63% to 37%). This follows a long-standing national trend in local government.
- Most employees are aged between 31 and 60 years of age, with 27% of staff being aged between 51 and 60 years. Around 12% of staff is aged less than 30 years.
- There are more women than men in all salary bands up to £60,000. However, men outnumber women in salary bands over £70,000.
- BAME staff are consistently represented across all salary bands, although representation is slightly lower in salary ranges £40-60,000, and in the highest paid positions (£70,000 and above).
- Three quarters of those staff working part-time are female.
- 7% of staff have declared a disability. However, over three quarters of staff have not stated their disability status.
- The council continues to attract a large number of female applicants across all job grades. (1402 female applicants in 2018 compared to 681 male applicants).
- The council continues to attract applicants from a range of ethnic groups, with a significant number of applicants declaring a BAME background.
- The majority of new starters during the period were female.



- Around half of all starters who declared an ethnicity were from a BAME background.

## **Workforce Profile –Diversity**

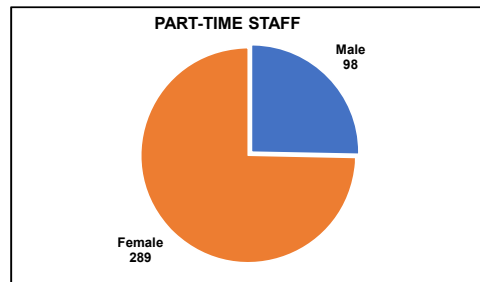
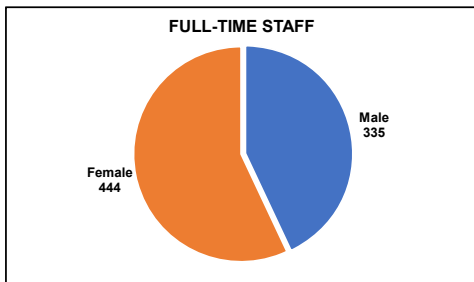
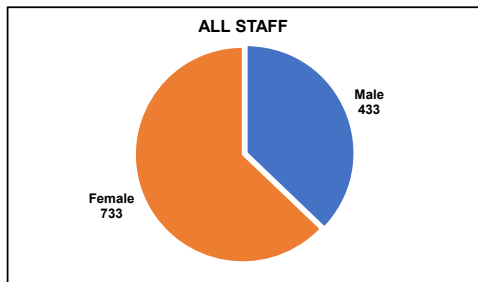
The following charts show the diversity profile of staff in relation to salary, working hours, new starters and job applicants. All equalities monitoring is voluntary there are areas where data is incomplete. The diversity profile of applicants is only available when the applicant has voluntarily supplied the information, and only for directly recruited positions, not those recruited through an agency or other third party. All diversity information is separated from the application form during the application process and is only used for statistical analysis.

The snap shot date for staff workforce profiles is 31 December 2018. The reporting period for applicants and new starters is 01 February 2018 – 31 January 2019 (implementation of new HR system) For the purposes of salary calculation, the analysis uses full time equivalent salaries for those working part-time hours, rather than actual salary. Senior Management Levels (SML) incorporates the most senior management levels in the council, including the Chief Executive, Directors and Service Leads. Full details of pay grades can be found at <http://www.slough.gov.uk/jobs/pay-scales-and-grades.aspx>

## DIVERSITY

(Data as of 31/12/2018)

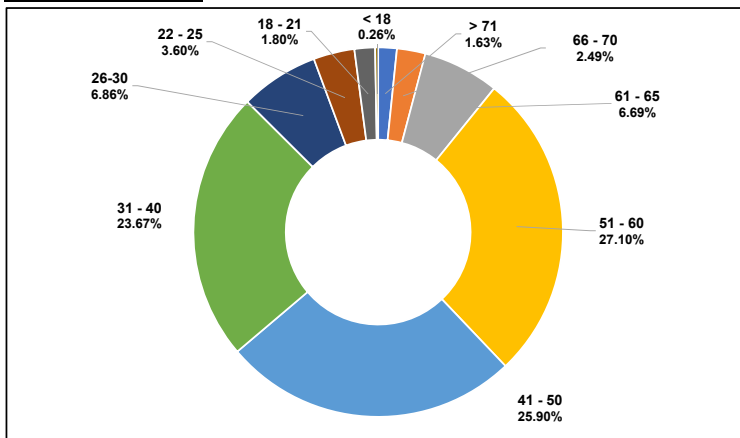
### GENDER PROFILE



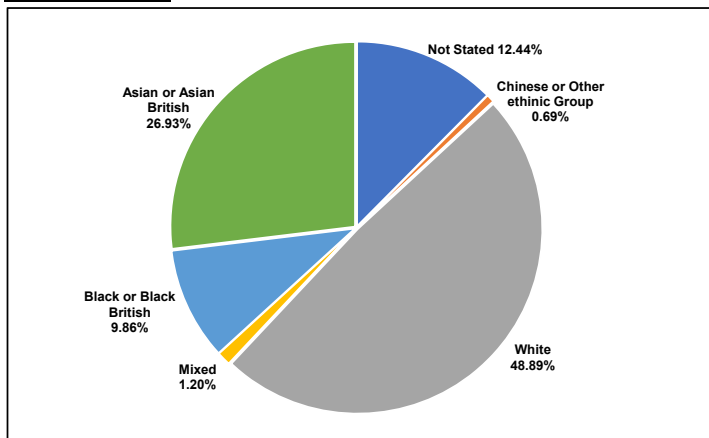
### SALARY PROFILE BY GENDER

	< £15,000	£15,000 - £19,999	£20,000 - £29,999	£30,000 - £39,999	£40,000 - £49,999	£50,000 - £59,999	£60,000 - £69,999	> £70,000	TOTAL
Female	0.43%	10.38%	21.70%	19.30%	7.29%	1.72%	0.94%	1.11%	62.86%
Male	0.34%	6.52%	14.75%	7.98%	3.86%	0.94%	1.29%	1.46%	37.14%
TOTAL	0.77%	16.90%	36.45%	27.27%	11.15%	2.66%	2.23%	2.57%	100.00%

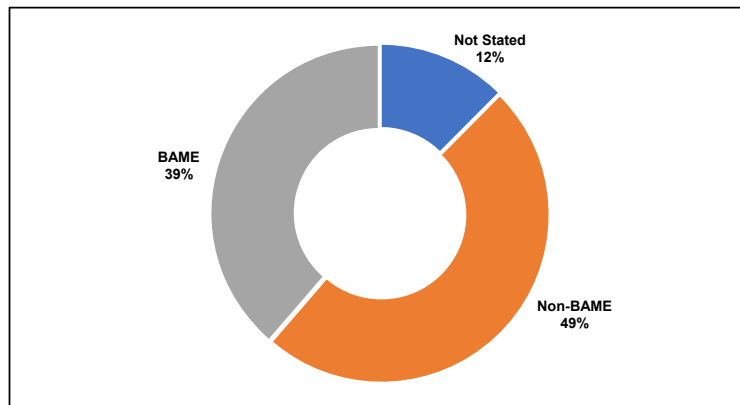
### OVERALL AGE PROFILE



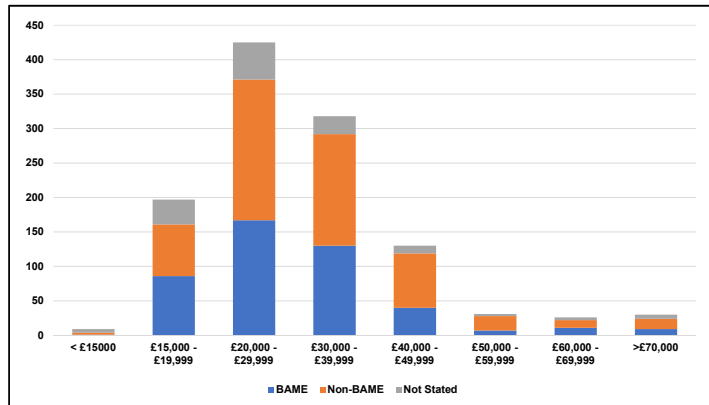
### ETHNICITY PROFILE



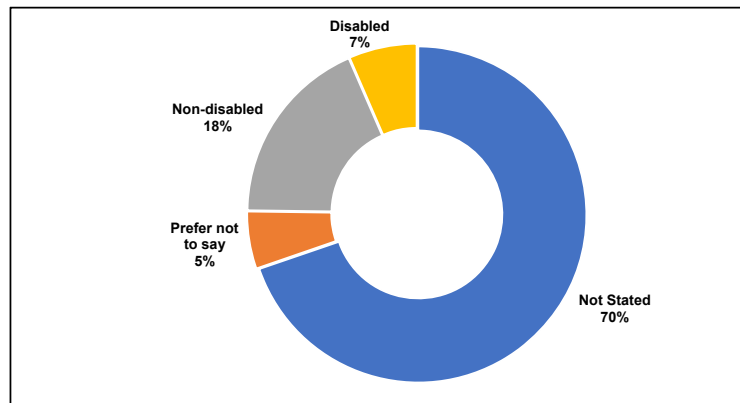
### BAME PROFILE



### SALARY BY BAME

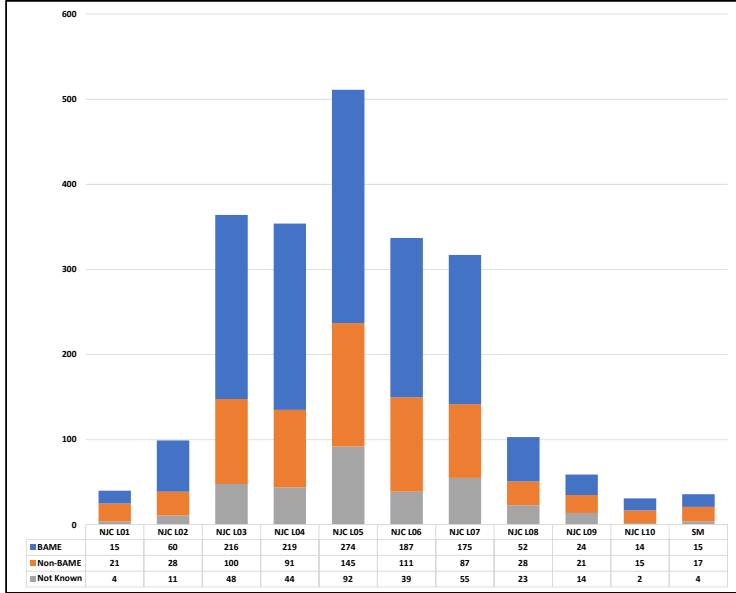


### DISABILITY PROFILE

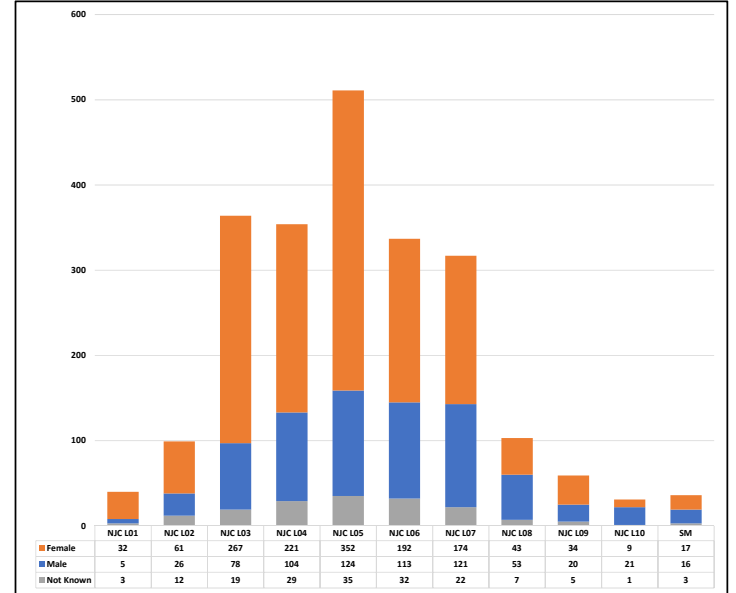


**APPLICANTS** (01 February 2018 - 31 January 2019)

**BY PAY SCALE & BAME**

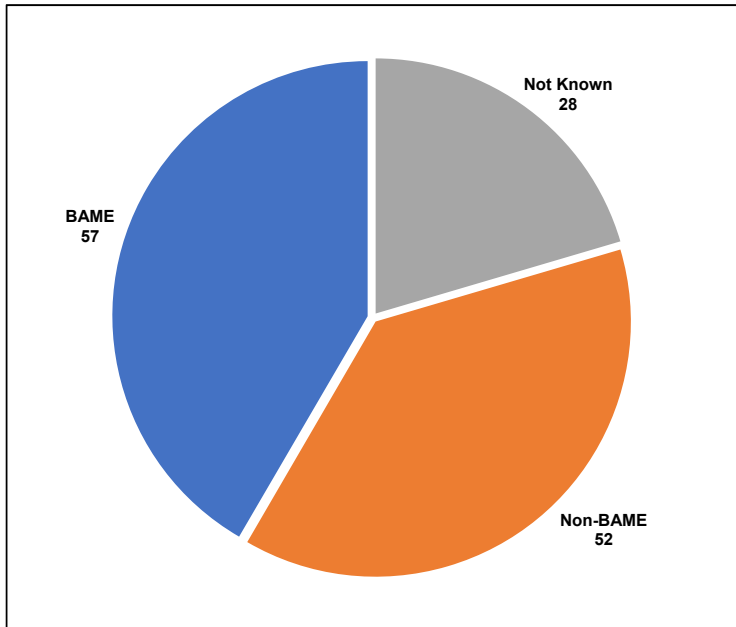


**BY PAY SCALE & GENDER**

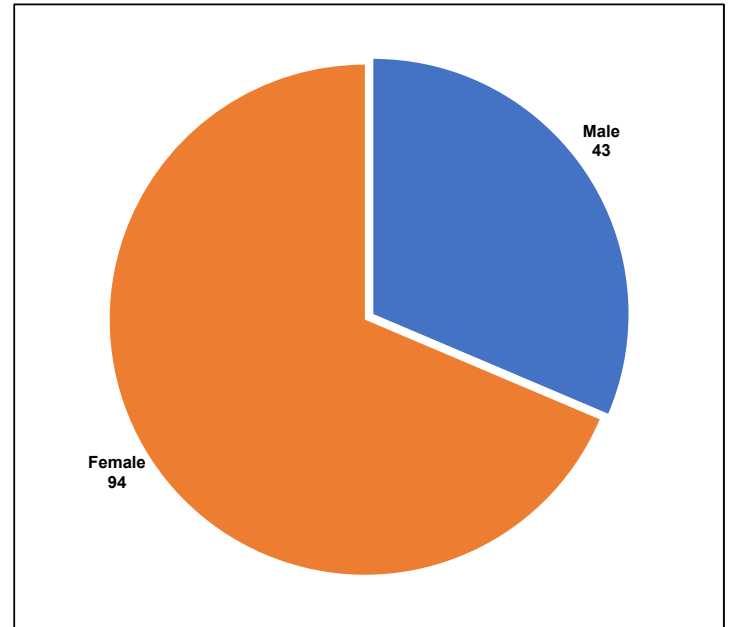


**NEW STARTERS** (01 February 2018 - 31 January 2019)

**BY BAME**



**BY GENDER**



## Equality Data collection and use

*Equality Objective: “Slough Borough Council will improve equality of opportunity through fair and evidence-based decision-making”*

We will:

- Improve the collection and use of quantitative and qualitative information available on the impact of major decisions on different equality groups.
- Ensure residents have the opportunity to have their views heard on all major decisions.
- Commit to mitigating negative impacts, wherever reasonable and proportionate.

At Slough Borough Council, we adopt a range of monitoring data to ensure equality of access to services, and to inform service improvement. Monitoring data is also used to assist in determining long-term equality objectives. This data derives from information collected on employees, service applicants and users, from complaints and feedback from consultations, surveys and discussion groups and forums.

### *Corporate Equalities Monitoring Form*

These are the recommended corporate guidelines which are used in recruitment and selection monitoring, service monitoring and consultations, where practical and relevant to the service. The form has recently been updated to include non-binary gender classifications. Equalities information is supplied by the individual on a voluntary basis. There is no mandatory requirement to supply the data. Service areas can modify the form to collect additional information (e.g. Wider ethnic groups, languages etc), where appropriate.

### *Equality Impact Assessments (EIA)*

The Equality Act 2010 requires all public bodies, to pay “due regard” to the impact of policies and decisions on equality groups. Analysis should be evidence – based and reasonable and proportionate to the decision /policy considered. SBC has agreed that the best way to ensure this happens is to continue to conduct Equality Impact Assessments on all relevant new policies and whenever significant changes are being made to existing policies or services. A standard template has been implemented, a summary of which is referenced on Cabinet Reports. All public Cabinet Reports are available from [www.slough.gov.uk](http://www.slough.gov.uk) It is recommended that EIAs are conducted:

- Before a plan is made to change or remove a service, policy or function to assess any potential impacts, positive and negative, in a proportionate way and with relevance;
- To make decisions that are justified, evidenced, relevant and identify any mitigating proposals;
- To prioritise expenditure in an efficient and fair way; and
- To have a record showing that the potential impacts have been considered and that decisions are based on evidence.

## Equality in Services

*Equality Objective “Slough Borough Council will reduce inequalities in service access and outcomes”*

- The council offers telephone and face to face interpretation services for those who need assistance in languages other than English.
- We are striving to improve accessibility for disabled residents. In 2018, the council launched a pilot scheme of a British Sign Language Video Relay Service at My Council (face to face and telephone) to better support deaf residents. Customer Service advisors have also benefitted from deaf awareness sessions, to improve their understanding of the issues deaf customers face when accessing council services.
- In 2019, the council will be working with Access Able – the leading on-line accessibility guide - to audit and produce a 200 venue accessibility guide for Slough.

*Focus on educational achievement:*

We will support schools in:

1. reducing gaps in attainment and progress for reading, writing and mathematics at Key Stage 2 between Special Educational Needs (SEN) and non SEN pupils, and between disadvantaged and non disadvantaged pupils, both within Slough and nationally.
2. reducing gaps in attainment and progress at Key Stage 4 in ‘progress 8 measures’ between SEN and non SEN pupils and between disadvantaged and non disadvantaged pupils, both within Slough and nationally.
3. reducing gaps in attainment and progress at all key stages between pupils of different ethnic backgrounds and in particular white British pupils, both within Slough and nationally.
4. in raising the attainment and progress of all pupils in achieving a ‘Good level of development’ in the Early Years Foundations Stage.

Slough schools are incredibly diverse. There are over 150 different languages and dialects spoken by pupils attending a Slough School. After English, the most popular languages spoken are Urdu, Punjabi and Polish. (Schools Census 2018)

### Ethnicity of pupils as collected from Spring School Census 2018

	<b>Ethnic Background</b>	<b>Number</b>	<b>Percentage</b>	
Asian or Asian British	Asian Heritage - Any Other	1415	4.6%	49.9%
	Asian Heritage - Bangladeshi	235	0.8%	
	Asian Heritage - Indian	5915	19.0%	
	Asian Heritage - Pakistani	7934	25.5%	
Asian or Asian British Total		<b>15499</b>		
Black or Black British	Black Heritage - African	1925	6.2%	8.0%
	Black Heritage - Any Other	200	0.6%	
	Black Heritage - Carribean	377	1.2%	
Black or Black British Total		<b>2502</b>		
Mixed Heritage	Mixed Heritage - Any Other	1313	4.2%	9.3%
	Mixed Heritage - White & Asian	820	2.6%	
	Mixed Heritage - White & Black African	278	0.9%	
	Mixed Heritage - White & Black Caribbean	483	1.6%	
Mixed Heritage Total		<b>2894</b>		
Other	Chinese Heritage	52	0.2%	5.2%
	Other Heritage	1199	3.9%	
	Unclassified Heritage	365	1.2%	
Other Total		<b>1616</b>		
White Heritage	White Heritage - Any Other	3509	11.3%	27.6%
	White Heritage - British	4730	15.2%	
	White Heritage - Gypsy/Roma	189	0.6%	
	White Heritage - Irish	116	0.4%	
	White Heritage - Traveller of Irish Heritage	26	0.1%	
White Heritage Total		<b>8570</b>		
Grand Total		<b>31081</b>	<b>100%</b>	<b>100%</b>

#### Educational Outcomes:

An in depth analysis of outcomes by key equality characteristics is contained in the *Slough Local Authority Outcomes Report 2018*.

#### Key Points:

- Girls are outperforming boys at all key stages but the gaps are greatest at KS4.
- Outcomes for disadvantaged pupils are above the national average at KS2 and the gaps between disadvantaged and not disadvantaged are smaller than the national average. At KS4 outcomes for disadvantaged pupils are above the national average, however the gap between disadvantaged and not disadvantaged pupils is higher than the national average.
- White British pupils are the lowest performing ethnic group and the Indian group are the highest performing. However, the biggest correlations for low attainment continue to be gender, disadvantage and SEND; consequently boys

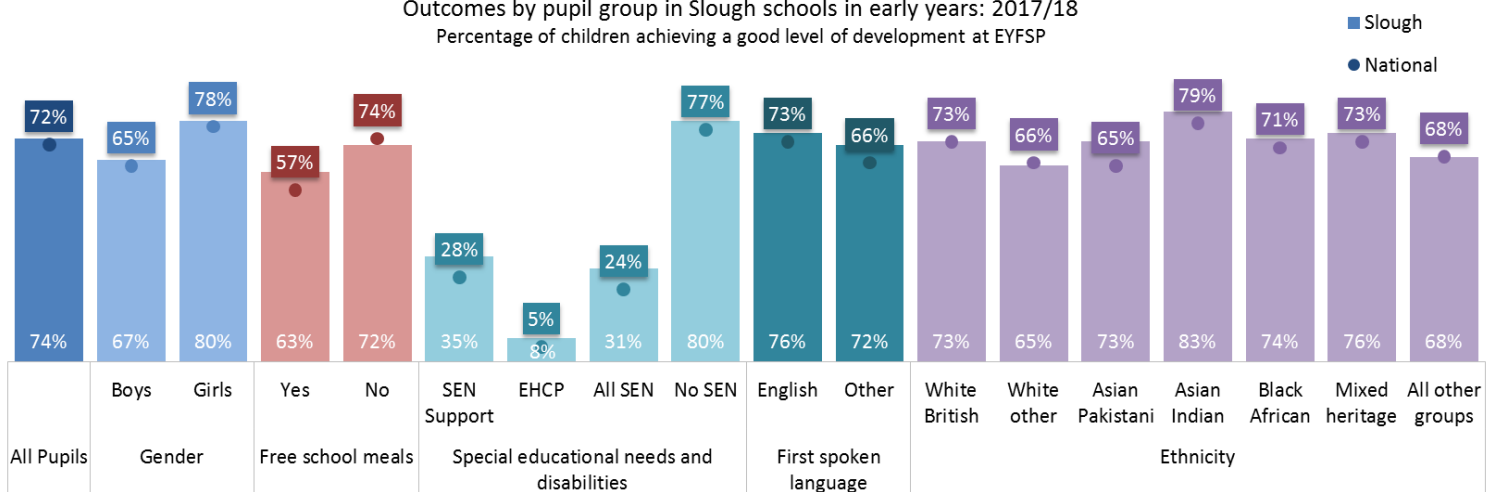
who are disadvantaged and/or SEND are amongst the lowest performing groups.

## The Early Years Foundation Stage (EYFSP)

The Early Years Foundation Stage Profile (EYFSP) is completed at the end of the reception year. A child achieves a good level of development (GLD) if they attain expected or exceeding in all of the prime early learning goals (ELG) and the ELGs in literacy and mathematics. In summer 2018 the proportion of children achieving GLD for the LA was **74%** compared to a national average of **72%**. The LA GLD has exceeded the national figure for 2018 and been in line with the national average for the two years previously.

## Outcomes by pupil group

Outcomes by pupil group in Slough schools in early years: 2017/18  
Percentage of children achieving a good level of development at EYFSP

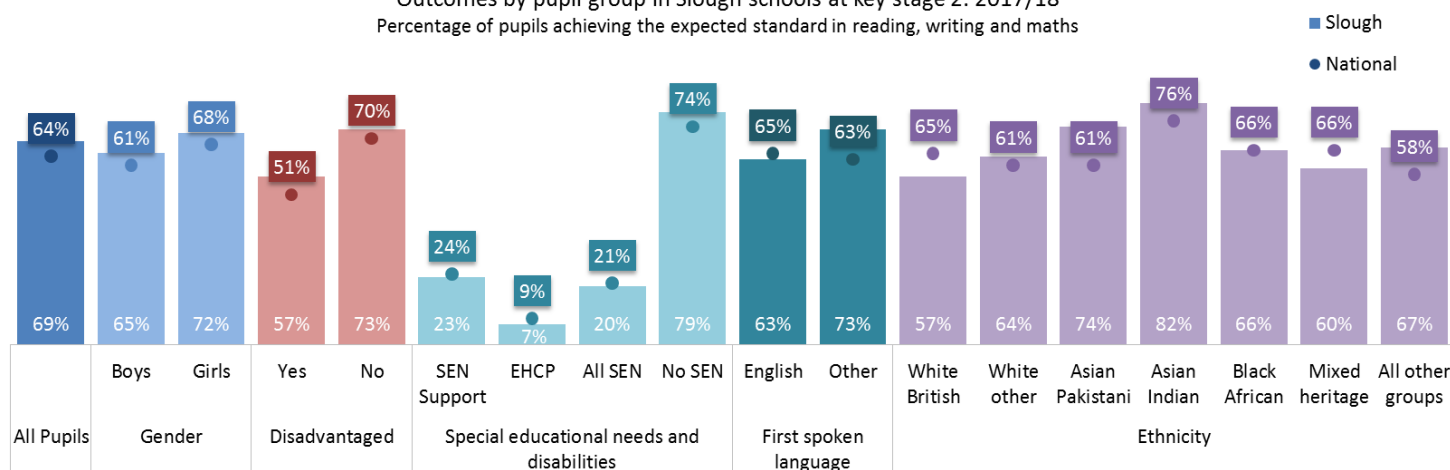


## Key Stage 2

Outcomes in Slough primary schools for reading, writing and mathematics at Key Stage 2 have continued to improve in 2018 and are now above the national average

## Outcomes by pupil group

Outcomes by pupil group in Slough schools at key stage 2: 2017/18  
Percentage of pupils achieving the expected standard in reading, writing and maths



Outcomes for the following groups are significantly below national average for similar pupils:

- White British pupils
- Pupils of mixed heritage

### Gender Gap

The gap between boys and girls within the LA in 2018 is in line with the gap between boys and girls nationally. This has been broadly the same over the last three years.

### Disadvantaged Gap

The gap between pupils who are disadvantaged and those who are not disadvantaged within the LA is smaller than the gap nationally. In 2016 the gap in the LA was also smaller than the national average but in 2017 it was 1% higher than the national average.

\* *The DfE define disadvantage as those who have been entitled to free school meals (FSM) in the last 6 years; who have been in LA care for 1 day or more; or who have left LA care for adoption, special guardianship or a child arrangement*

### SEND Outcomes

Pupils with special educational needs include those with SEN Support, with statements of SEND or an education, health and care (EHC) plan. Nationally and in the LA SEND children have the lowest levels of outcomes and the largest gaps to the outcomes of other children.



## White British Gap

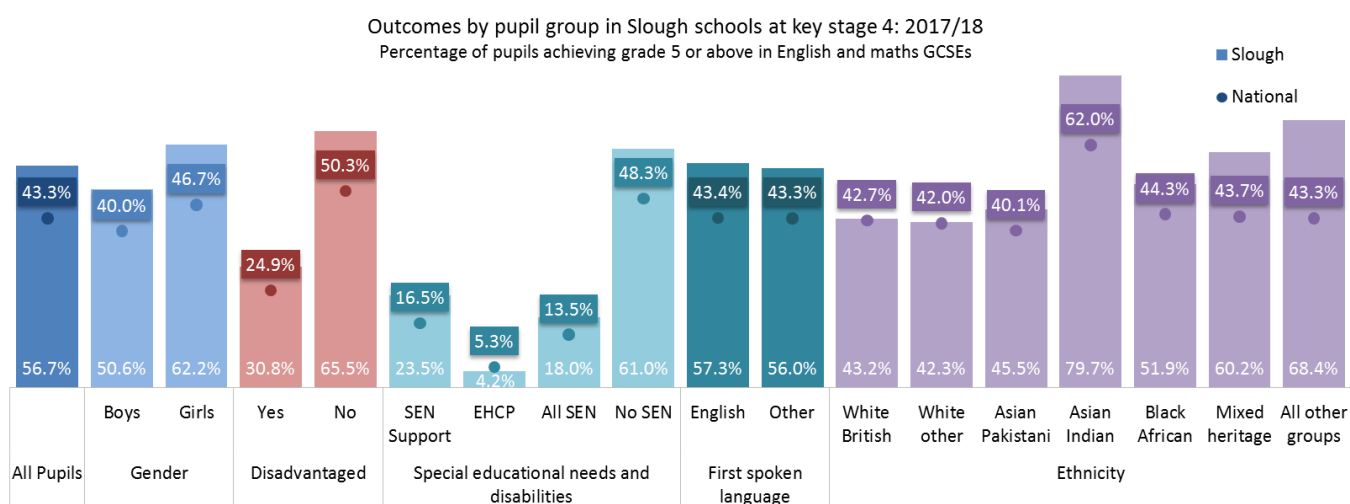
The lowest attaining ethnic group in Slough are those who are white British. Outcomes for white British pupils are below the national average for all pupils in 2018 and below the average of 65% for white British pupils nationally. There is however a clear distinction between the outcomes for disadvantaged and not disadvantaged white British pupils in Slough. Outcomes for those who are not disadvantaged are 3% above those for all white British pupils nationally, though still below those of not disadvantaged white British pupils (71%).

Outcomes for disadvantaged white British pupils in Slough are well below those of similar pupils nationally, this is particularly true for girls. This suggests disadvantage and gender rather than ethnicity alone, are the biggest factors in the low attainment of white British pupils in Slough.

## Key Stage 4

Slough is one of 36 local authorities nationally with a high proportion of selective schools. Four of the 14 secondary schools in Slough are selective, accounting for 33% of the GCSE cohort.

## Outcomes by pupil group



The percentage of pupils achieving Grade 5 or above in English and maths in Slough is above average for almost all pupil groups compared to similar pupils nationally. The exception is pupils with an EHCP.

## **Gender Gap**

The gap between boys and girls within Slough in 2018 is larger than the gap between boys and girls nationally.

## **Disadvantaged Gap**

Outcomes for disadvantaged students in Slough are significantly better than those for disadvantaged students nationally. The gap between disadvantaged and not disadvantaged pupils in Slough increased in 2018 and is larger than national. Whilst the gap has widened this is only for one year and cannot be considered a trend. It should also be noted that only 11% of the disadvantaged cohort attended selective schools, this is likely to make the gap larger than average.

## **White British Gap**

The gap between white British pupils and all other pupils in the LA is larger than the gap nationally and has been for the last two years. The small number of white British pupils must be borne in mind when attributing statistical significance. In 2018 1,679 pupils completed KS4. The number of white British pupils was 266 which represents 16% of the entire cohort of these pupils 75 were disadvantaged which represents 28% of the white British cohort and 4% of the whole KS4 cohort. In addition as with primary schools white British pupils are spread widely, for example only 5 of 11 secondary schools where GCSEs were sat had a representative proportion (16%) or more white British pupils and only one of these was a selective school.

The outcomes of white British disadvantaged pupils in the LA are below the national average of white British disadvantaged pupils nationally. It has been below the national

One of the lowest achieving groups in the LA is white British disadvantaged boys. The outcomes for white British disadvantaged boys in 2017 and 2018 were below that of white British disadvantaged boys nationally and declined from 2017 to 2018. Of the white British cohort who is not disadvantaged, outcomes in the LA has gone from being just under the national average to above the national average. This indicates that disadvantage and gender is a greater factor in lower outcomes than ethnicity.

### *Focus on Public Health:*

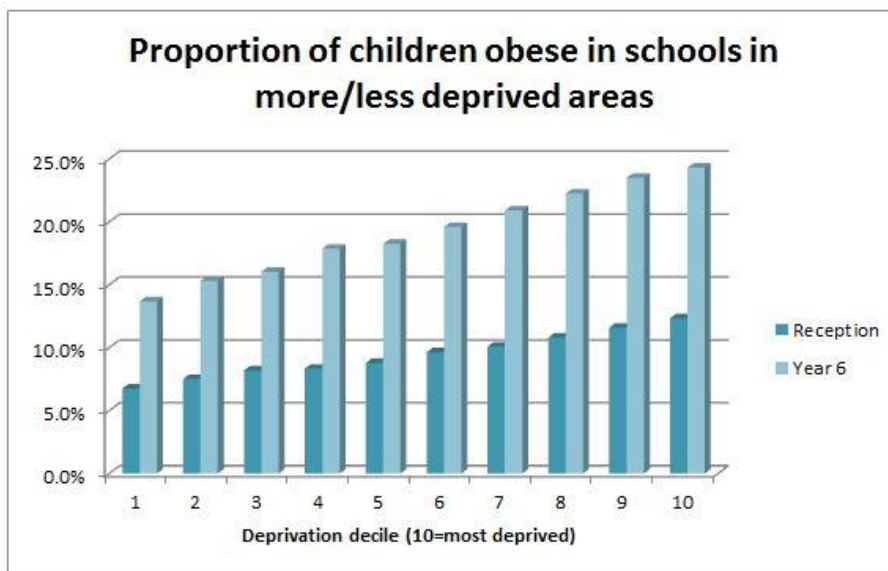
**Health** is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity. The role of public health is to protect and promote health and to reduce health inequalities of the population. Through the use of both universal interventions and targeted interventions we aim to reduce the inequality that exists in our most vulnerable communities which include BAME groups, vulnerable older adults and people with disabilities.

4 of our key intervention targets are:

1. We will reduce overweight and obesity levels at year 6 to 36% by 2020.
2. We will continue to reduce smoking levels in all adults.
3. We will increase men's uptake of CardioWellness4Slough (CW4S) NHS Health Checks by ensuring at least 30% of representation is by men, yearly.
4. We will increase targeted uptake of CW4S by ensuring that 50% uptake is from deprived quintiles 2&3, yearly.

## Reducing Obesity in Children

The most deprived year 6 pupils in England are 40.6% overweight/obese compared to just 24.8% of the least deprived. In the 4 to 5 age group, Black African children are the most likely to be overweight in 2016/17, with almost a third (31.1%) being overweight. In the 10 to 11 age group, Black African, Black Caribbean, Bangladeshi, and Other Black children are the most likely to be overweight)



The most recent NCMP data based on 2016/2017 measurements shows us that reception year data remains static but there is an increasing trend at year 6. In reception year 21.1% of children are overweight or obese compared to 22.6% in England and 21.4% South East. At year 6 41.6% are overweight or obese compared to 34.2% in England and 30.6% in the South East.

Highlights of activity to tackle obesity and overweight in Slough school children include:

### Daily Mile

Twelve primary schools and six thousand pupils are now walking, jogging and running every day for 15minutes. The public health team have been supporting schools to

expand on this programme and to integrate into the 'Active Movement' programme. Resources and tailored support have been provided to help shape the roll out of this national initiative.

## **Active Movement**

'Active Movement' is Public Health's holistic behaviour change programme to reduce levels of sedentary behaviour and help tackle our inactivity crisis, a key contributor to childhood obesity. We commissioned 'Active Movement' in late 2017 as a pilot with two children centres, five primary schools and two secondary schools to explore how we could holistically engage with all pupils, teachers and their families to encourage life long learning of the importance of being physically active and the negative health consequences of extended periods of sitting.

Following successful integration in the pilot schools and overwhelmingly positive feedback from students, teachers and parents, in June 2018 Public Health re-commissioned 'Active Movement' to deliver this intervention across the majority of Slough primary schools. This service now being rolled out to sixteen primary schools which will mean twenty one (of the thirty) Slough primary schools will have this behaviour change programme, as well as the 10 Children Centres.

The pilot phase of the project has just finished it's first 12 months so we now are able to present the initial findings from 2 intervention schools (Montem and Claycots) and a control school which did not take part in Active Movement (Western House) as well as some initial data from Chalvey Grove Children's Centre:

- 43.6% of participants have increased physical activity levels outside of school and overall there has been a 39.9% increase in physical activity levels of all pupils.
- Average grip strength increased by 25% in the intervention schools compared to only 3% in the control school
- Waist circumference increased by 3.6% in the intervention schools (Statistically insignificant) compared to 19.8% in the control school (Statistically significant)
- From Chalvey Grove – A contribution to an 8% increase in children showing an expected level of progress in physical development compared with previous years, when the data was fairly static. 5.2% increase in the number of children showing expected levels of development in managing their feelings and behaviour.

We have commissioned an independent review of the service through a research company that are going to review the approach and the outcome data through using St Anthony's as an intervention school (The most overweight in Slough) and Khalsa as the control school. We expect the full report in February 2020.

## Let's Get Going

Through the use of the National Child Measurement Programme (NCMP) data and Indices of Multiple Deprivation (IMD) data, we map our targeted tier 2 weight management service for children across the schools that are most in need in the most deprived wards.

This service, Let's Get Going (LGG), is a ten week public health lifestyle intervention provided to Slough primary schools with the highest rates of childhood obesity. Over the past twelve months we have delivered this intervention to three primary schools and one community site with fifty-seven families taking part.

The 2018 service led to a 55% reduction in the consumption of sugary drinks and food, 68% reduction in sedentary behaviour, 57% maintained or reduced their BMI centile and an 88% increase in physical activity.

We are continuing our work on the LGG programme through delivery to three additional primary schools and two community venues in 2019.

Further detail on childhood obesity can be found in the following public health update report to Overview and Scrutiny Committee (Jan 2019):

<http://sbcarvmodgov01:8070/ieListDocuments.aspx?CId=105&MId=6164>

## Reducing Smoking

We are continuing to help local people quit smoking. Our "successfully quit" rate (number of people starting and completing a smoking cessation course, per 100,000 smokers) is higher than the national average; and highest in the South East.

April 2017-March 2018 data:

### Percentage and number of those who successfully quit smoking

Slough 71.0% [627 smokers]

SE 51.0%

England 51.0%

### Smokers that have successfully quit at 4 weeks - Rate per 100,000 smokers

Slough 3,424

SE 1,797

England 2,070

## NHS Health Checks

We are progressing well with our target of engaging men and the NHS health checks and continue to invest and refine the service to ensure we are targeting those most at risk and from deprived communities to help reduce inequalities.

The average uptake of NHS Health Checks for men in the period reported (Jan-Sept 2018) is 37.6%.

### CardioWellness4Slough (CW4S) – January to September 2018

The CW4S contract is meeting our KPI's and has recently been agreed to continue delivery until a minimum of 31<sup>st</sup> March 2020. We will be working with them over the coming year to continuously develop and grow the service and to review the KPI's on a rolling basis.

Type 2 diabetes is more prevalent among black Caribbean, Indian, Pakistani and Bangladeshi men aged 35–54 than the general population and physical inactivity and obesity is more prevalent in the BAMER population.

The CardioWellness4Slough contract has targets to engage with these communities, specifically from our most deprived wards as we know that the widest health inequalities exist in those areas.

<b>1. General Assessments</b>	<b>July – Sept 2018 Qtr. 3</b>	<b>Jan – Sept 2018 (incl.)</b>
No. of General Assessments undertaken	150	476
General Assessments undertaken for clients from deprived wards – annual target 60%	93 (62%)	256 (54%)
<b>2. VBA/MECC</b>	<b>July – Sept 2018 Qtr. 3</b>	<b>Jan – Sept 2018 (incl.)</b>
No. of MECC engagements	548	1315
No. of MECC engagement from deprived wards (lowest 2 quintiles) - annual target 60%	282 (51.5%)	614 (46.7%)
<b>3. NHS Health Check 40 - 74yr olds</b>	<b>July – Sept 2018 Qtr. 3</b>	<b>Jan – Sept 2018 (incl.)</b>
No. of Health Checks delivered	225	433
No. and % Health Checks from deprived wards (lowest 2 quintiles)	101 (45%)	205 (47.3%)
<b>4. NHS Health Check 30 - 39yr olds</b>	<b>July – Sept 2018 Qtr. 3</b>	<b>Jan – Sept 2018 (incl.)</b>
No. and % Health Checks from deprived wards (lowest 2 quintiles)	88 (51%)	204 (50.2%)

## *Focus on Housing:*

We will:

1. Review who is eligible for social housing and regularly monitor the impact on different equality groups.
2. Ensure all of our social housing is of the highest standard to support those with disabilities and other special needs.
3. Enforce high standards in the private rented market.

The provision of suitable housing for local residents is essential for improving health and wellbeing in Slough. It affects all groups of people but has a significant impact on our most vulnerable residents, as well as those with low incomes. The situation in Slough reflects a crisis in housing nationally: lack of supply to meet increasing demand and rising property and rental prices which mean that a significant proportion of households in Slough simply cannot afford market prices and rent. There is a particular shortage of affordable family - sized homes. Our proximity to London and Heathrow also place additional pressure on housing supply in Slough, which is a more affordable alternative to more costly London boroughs.

The allocation of social housing (both Council owned homes and housing association properties) is largely driven by government policy. Prior to the Localism Act 2011, social housing was allocated to those who were 'most in need' who were granted 'lifetime' tenancies. The Localism Act gave local authorities the freedom to determine their own allocations schemes and set the eligibility criteria that must be met in order for a household to be placed on the Housing Register and also introduced Flexible (fixed term) Tenancies with the aim of supporting local landlords to make the best use of their housing stock

An Equality Impact Assessment of Slough's allocations scheme carried out in November 2016, considered the impact of new criteria on equality groups.

Following the publication of the impact assessment, the allocations scheme was revised to remove any potential disadvantage against any of these characteristics. The scheme aims to reward residents who have made a positive contribution to their community through employment, voluntary work, being part of the foster/adoption programme or having served in the armed forces.

In terms of the characteristics of those on the Housing Register or households placed in temporary accommodation is largely driven by affordability and access to welfare benefits. For example, residents under the age of 35 are only entitled to receive support towards their housing costs to the equivalent of the cost of renting a room in a shared house. The 'bedroom tax' and benefit cap have also had an impact on household income and, therefore, residents' ability to afford housing in Slough.

Analysis of demographic and housing data indicates that living on low incomes or benefits disproportionately affects some ethnic groups, older people, young people (particularly those leaving care), single parents (the majority of whom are women), and those with a disability. The following data on housing register applicants and those in temporary accommodation reflects these trends: we see an over-representation of women, children under the age of 15 years and residents from a BAME background (notably Pakistani). Disabled people are more likely to be over-represented in social housing.

Slough has more lone parent households with dependent children than the national average. Approximately 90% of these lone parent households are female and lone parent households tend to experience greater levels of deprivation and economic and housing need than households made of couples. Furthermore, lone parent women are also over-represented in homeless acceptances and temporary accommodation in Slough.

### Housing stock

The council currently owns and manages 6212 residential rented properties across the borough; this is made up of houses, flats, maisonettes, bungalows and mobile homes & bases. It is the freeholder for around another 1399 leasehold properties.

### Housing register

The following table represents the ethnicity of those on the housing register as at 16/1/19, with a percentage comparison against the previous data reported 31/12/17. There was no change to the largest ethnic groups represented: they still show as Pakistani, White British and Other White.

Ethnic breakdown of the main applicant on the Housing Register	Number of cases as at	Representative percentage	Percentage Comparison
Ethnic code	16/01/2019	16/01/2019	31/12/2017
PA - Pakistani	588	26.40%	24.78%
WB - White British	555	24.92%	24.26%
OW - Other White	336	15.09%	15.76%
AF - African	241	10.82%	11.55%
OA - Other Asian	127	5.70%	5.73%
IN - Indian	88	3.95%	3.93%
CB - Caribbean	70	3.14%	3.65%
MC - Mx White/Blk Caribbean	63	2.83%	2.65%
NS - Not Stated	30	1.35%	1.44%
OB - Other Black	28	1.26%	1.64%
OT - Other	27	1.21%	1.48%
OM - Other Mixed	24	1.08%	1.16%
MA - Mixed White / Asian	14	0.63%	0.60%
WI - White Irish	13	0.58%	0.64%
MB - Mx White/Blk African	12	0.54%	0.32%



BA - Bangladeshi	10	0.45%	0.40%
CH - Chinese	1	0.04%	0.00%
<b>Total</b>	<b>2227</b>	<b>100.00%</b>	<b>100.00%</b>

### Other key data on the housing register

- Last year it was reported that 40.5% of people on the housing register were aged 15 or younger, that figure has increased to 44.3%. Slough has a significantly younger proportion of young people in the total population than neighbouring authorities and this high number of applicants reflects the greater need for affordable housing for families with dependent children.
- Looking at household composition Just under half the people on the housing register are of working age
  - 50.0% are 0 – 19 years old
  - 48.9% are 20 – 65 years old
  - 1.1% are 66 years old or over
- 11.4% of all applicants on our Housing Register have stated they have at least one disability, reflecting the higher likelihood of those with disabilities being on lower incomes and benefits, and therefore in need of affordable housing.

### Top 5 stated disabilities by percentage:

- 16.1% Asthma
- 14.3% Diagnosed Mental Illness
- 8.3% Diabetes
- 7.5% Diagnosed Depression
- 7.5% Learning Disability

### Temporary accommodation

#### Key data on those in temporary accommodation

- 75% of the main homeless applicants currently in temporary accommodation as at 18/01/19 are women, this is a 1% drop on last year's report.
- 55% of all people currently in temporary accommodation are female
- 47% of people in temporary accommodation are aged 15 or under, this is a 2% drop on last years report

The following table represents the ethnicity of those main applicants in temporary accommodation as at 18/1/19..

<b>Ethnic breakdown of the main applicant on the Housing Register</b>	<b>Number of cases as at</b>	<b>Representative percentage</b>
<b>Ethnic code</b>	<b>18/01/2019</b>	<b>18/01/2019</b>
WB - White British	109	25.7%
AF - African	85	20.0%
PA - Pakistani	75	17.7%
OA - Other Asian	32	7.5%
OT - Other	23	5.4%
OW - Other White	18	4.2%
IN - Indian	17	4.0%
NS - Not Stated	16	3.8%
MC - Mx White/Blk Caribbean	13	3.1%
CB - Caribbean	12	2.8%
OM - Other Mixed	7	1.7%
WI - White Irish	5	1.2%
MA - Mixed White / Asian	4	0.9%
MB - Mx White/Blk African	4	0.9%
OB - Other Black	4	0.9%
<b>Total</b>	<b>424</b>	<b>100.0%</b>

### Property lets

The following table looks at property lets between 1/4/2018 and 31/12/18 shows the main applicant's ethnicity and compares the property let figures previously published for the same period 2017/18. The number of actual lets has fallen very slightly by 12 to 313, with just a comparison year on year their was no change to the largest ethnic groups represented they were still White British, Pakistani and Other White.

<b>Ethnic breakdown of the main applicant for property lets</b>	<b>Number of property lets</b>	<b>Representative percentage</b>	<b>Percentage Comparison</b>
<b>Ethnic code</b>	<b>1/4/18 – 31/12/18</b>		<b>1/4/17 – 31/12/17</b>
WB - White British	110	35.14%	27.69%
PA - Pakistani	69	22.04%	23.38%
OW - Other White	37	11.82%	15.38%
AF - African	33	10.54%	10.46%
CB - Caribbean	12	3.83%	5.54%
OA - Other Asian	11	3.51%	4.92%
MC - Mx White/Blk Caribbean	8	2.56%	3.38%
IN - Indian	7	2.24%	2.15%
WI - White Irish	7	2.24%	0.92%
NS - Not Stated	5	1.60%	2.46%

OT - Other	4	1.28%	0.92%
OB - Other Black	3	0.96%	0.92%
MA - Mixed White / Asian	2	0.64%	0.92%
MB - Mx White/Blk African	2	0.64%	0.31%
OM - Other Mixed	2	0.64%	0.62%
BA - Bangladeshi	1	0.32%	0.00%
<b>Total</b>	<b>313</b>	<b>100.00%</b>	<b>100.00%</b>

### Key data on council tenants

- Number of current tenants as at 16<sup>th</sup> January 2019 = 14,524
  - 7764 tenants are recorded as Female
  - 6726 tenants are recorded as Male
  - 34 tenants are recorded as N/A
- Most people who live in our homes are of working age
  - 24% are 0 – 19 years old
  - 60% are 20 – 65 years old
  - 16% are 66 years old or over
- Of those with ethnicities stated, the following are the 3 most represented ethnicities in our properties:
  - 38% White British
  - 15% Pakistani
  - 7% other White
  -

Ethnicity not stated equates to 20% of tenants

- 12.1% of people we have been informed living in SBC tenancies have at least one disability.
- 

Top 5 stated disabilities by percentage:

- 12.0% Asthma
- 10.4% Other mobility difficulty
- 8.8% Diabetes
- 6.4% Other physical difficulty
- 6.2% Diagnosed Mental Illness

## Community Cohesion

*Equality Objective: “Slough Borough Council will help to foster good community relations and cohesion”*

We will:

- Celebrate Slough as a diverse and welcoming place
- Provide a leadership role on issues that impact on local community cohesion.
- Promote mutual respect and tolerance.
- Promote local democracy and civic engagement
- Champion equality and challenge prejudice
  
- Re-inforce civic values and democracy
- Promote dialogue and understanding between different groups
- Speak out against extremism, in all its forms

Throughout 2018, the Council has been developing a new community cohesion strategy for Slough with the following four areas identified as key priorities:

- Celebrate Slough
- Identify and seek opportunities to reduce inequality
- Strengthen community leadership
- Measuring Performance and Impact

Central to the strategy is the theme that community cohesion is *everybody's business* and needs to be incorporated into the plans for every directorate across the Council.

Once finalised, the community cohesion strategy will be published on [www.slough.gov.uk](http://www.slough.gov.uk)

Other significant achievements over the last year include:

**Securing the Breaking Boundaries project** which is a three-year programme (2018–2021) funded by Spirit of 2012 that aims to bring young people, their families and communities together through regular engagement in cricket, playing, spectating and volunteering.

The project aims to use the spark of the 2019 World Cup and success of the Women's cricket team in 2017, to make the most of cricket's potential to bring different ethnic and faith communities closer together and foster mutual respect and friendships through work with local communities and their representatives. It seeks to

utilise local assets and build capacity in the five delivery locations to facilitate improvements in community cohesion, although it does not plan to specifically improve facilities or create new ones under the auspices of the programme. The programme works through bringing different community groups together, training programme delivery staff in skills to facilitate community development, networking, and integration, and supporting the delivery of a ranges of activities with cricket at their core to bring people together in those communities that might not otherwise engage with each other or have very little ongoing engagement.

The original programme bid identifies that the vision of Breaking Boundaries is:

“Working with and through local partners we will support and deliver community-led approaches to **increasing social cohesion through cricket** with an emphasis on;

- Promoting local ownership
- Challenging limiting perceptions, attitudes and behaviours
- Building common cause
- Using cricket as the catalyst”

**Hosting two Great get Together Events** inspired by Jo Cox. Successful events were held in Chalvey and Manor Park. Turnout at both events were fantastic and really brought to life the community spirit amongst residents in the respective areas. A learning for forthcoming years is to ensure the events are held as Slough- wide events.

**Successfully securing funding** – we have been successful in securing funding from the government’s Controlling Migration Fund. Whilst we have not yet received the funding, key to its associated activities is to enhance integration.

Priorities for 19/20 are to implement the Community Cohesion Action Plan.

### **Preventing Violent Extremism**

In response to the threat from extremism and terrorism, and in line with its statutory responsibilities under the Counter Terrorism Act (2015), the council has continued with extensive awareness training for its entire staff. Throughout 2018, dedicated training took place for all front line staff, to recognise signs of radicalisation and understand reporting and support processes. This forms a mandatory part of the corporate training schedule for those in contact with vulnerable individuals and families.

SBC chairs the Channel Panel which offers voluntary support and interventions to those at risk of radicalisation.

Local partners coordinate work in this area through the Prevent Board which meets regularly to address local issues and approaches.

## Gender Pay Gap 2018

In 2017, the government introduced legislation that made it statutory for organisations with over 250 employees to report annually on their gender pay gap. The gender pay gap shows the difference in average pay between all men and women in a workforce. It is different to *equal pay* – that is men and women being paid the same amount for the same or comparable work. It is unlawful to pay people differently for work of equal value because of their gender.

The legislation requires us to look specifically at the mean and median **hourly** pay rates, based on full time equivalent salaries. This takes into account actual annual salary wage gaps based on part-time working (most part-time workers are women). The gap reported is the percentage difference between men and women – the gender pay gap. The mean and median gender bonus gap, the proportion of men and women receiving a bonus and the proportion of men and women in each pay quartile are also reported as part of the requirements.

The figures are based on the payroll snapshot date of 30 March 2018. They have been independently calculated and verified by RSM Employer Services Ltd and are based on all obtainable payroll data available to us for analysis, as per the regulations. The figures only relate to directly employed staff of Slough Borough Council. Agency workers, self-employed consultants etc. are not included as per the reporting regulations.

The figures show that on mean average, women **earn 4.7% less than men**. This is a significant closing of the mean pay gap from last year (12.5%). The median average has also shifted significantly to favour women, and is now -6.4%, **meaning that women's median pay rate is higher than that of men's**.

Mean gender pay gap %	4.7%
Median gender pay gap %	-6.4%

- Mean male hourly rate: £16.46
- Mean female hourly rate: £15.69
  
- Median male hourly rate: £13.90
- Median female hourly rate: £14.79

Typically, when the median is lower than the mean, there are major outliers in the high end of the distribution. Whilst the council employs more women than men at almost all salary levels, there are still more men than women in the very highest pay

grades of the council (£70,000 and above). This is likely to have increased the mean hourly rate figure for men. However, the median (i.e. the middle figure) indicates that there are also a large number of men in the lower quartiles earning less than women and thus bringing the median male hourly rate down. This may be explained by the transfer in December 2017 of over 100 environmental services employees (DSO) into the council in December 2017. The vast majority of these employees are male.

The council does not pay performance -related bonuses. Small payments (£250 and £500) are offered as long term service awards (20 and 30 years service respectively). In the period 1 April 2017- 31 March 2018, a small number of female staff received these. No male staff received this award. This means that the median and mean cannot be calculated (with a zero figure for male bonuses). This means they are reported as 0.

Mean bonus gender pay gap %	0%
Median bonus gender pay gap %	0%
Males receiving a bonus payment %	0%
Females receiving a bonus payment %	1.4%

The quartile analysis below shows that women outnumber men in all pay quartiles.

#### The proportion of males and females in each quartile band

Males and females in the quartile pay bands; upper (U), upper middle (UM), lower middle (LM), lower (L)	Bands	Total no. employees in band	Females (%)	Males (%)
	U	285	59.7	40.4
	UM	284	70.1	29.9
	LM	285	55.4	44.6
	L	284	65.1	34.9

The council continues to employ more women than men. As of February 2019, the male/female representation across salary ranges is as follows:

Salary Band	Female	Male	TOTAL
£15,000 - £19,999	142	90	232
£20,000 - £29,999	265	177	442
£30,000 - £39,999	223	87	310
£40,000 - £49,999	79	46	125
£50,000 - £59,999	20	8	28
£60,000 - £69,999	6	3	9
>£70,000	8	19	27
<b>TOTAL</b>	<b>743</b>	<b>430</b>	<b>1173</b>

Over 2018, there has been an improvement in female representation at the most senior levels, with the appointment of several female Service Leads and a female Chief Executive. Although men still outnumber women in Senior Leadership Team positions, the gap is closing from last year. Across the council there are a very wide range of job roles and occupational segregation persists in some sectors, with traditionally female-dominated sectors, such as care, still being subject to low pay. Women are still much more likely than men to work part-time, and this is known to negatively impact pay progression.

**Conclusion:**

The causes of the gender pay gap are complex: individual years' pay gap figures can be highly influenced by structural changes in an organisations' workforce (e.g. departmental restructures and large transfers in and out of staff). Affecting this years figure will be the major senior management restructure which took place at the end of 2017, and the transfer in of the Direct Services Organisation (DSO). Last year, the council committed to an action plan to address the gender pay gap and promote gender equality in the workforce. 2018 has seen significant progress in better understanding the main drivers of the gender pay gap at SBC, through scrutiny of workforce data, including recruitment processes. Additionally focus groups have been held to understand the key issues that affect both men and women in the workforce. We have also established a Senior Leadership Team (SLT) Women's Group and aim to have a wider Women's Network in place by Spring.

Scrutiny of the gender pay gap has also shown how inter-related this is to other diversity and inclusion objectives: many of the interventions we are looking at to improve gender equality will also be relevant to improving representation of other minority groups ( e.g. ethnicity and disability) in the workforce.

The action plan (see following pages) will be updated and added to as we continue with this important work.



# GENDER PAY GAP ACTION PLAN

The action plan will therefore focus on the following areas, looking at *recruitment, progression and culture*.

SBC's three-point action plan towards greater gender diversity:

Action Point	How	Approach	When	Measurable Outcome	Update Feb 2019
1. A clear understanding of the workforce dynamics and issues affecting women in the organisation.	Systematic analysis into the workforce life cycle (recruitment and progression) and its interaction with gender, looking at qualitative and quantitative data.	<p>A further analysis of the Agresso Human Resources data</p> <p>Gathering views of colleagues about gender equality at SBC via a series of focus groups / workshops.</p> <p>SBC will ask staff to contribute their views via the annual engagement survey.</p>	June 18 - March 2019	The identification of any barriers to attraction, retention and progression in relation to female employment at SBC	<p>Statistical analysis presented to CMT quarterly;</p> <p>Employee focus groups held October 2018 and findings presented to CMT</p> <p>Staff survey question on gender equality asked November 2018 – 700 responses with 100+ comments</p>
2. A review of the recruitment process at SBC, with a particular focus on recruitment into senior management positions.	<p>A review of the various recruitment channels/media being used at SBC to ensure a diverse range of candidates apply.</p> <p>A review of job packs and adverts to ensure “gender neutral” language and consistency of message re. diversity and</p>	Desk top review and interviewing	Sept 18-Jan 19	To identify specific barriers to attracting female candidates in the application process for senior roles	<p>Review of recruitment has been undertaken in HR;</p> <p>processes in place to ensure consistency of job packs; training being made available to managers on writing effective and inclusive and consistent</p>

	inclusion				job adverts as part of wider management training programme.
	A review of the recruitment panel make-up and a commitment to balanced panels.	Desk top review and interviewing	Sept 18-Jan 19	Monitoring report of recruitment panels for positions SL10 and above and identification of any barriers to gender balanced panels	HR checks all recruitment panels for diversity and gender balance. This is now being monitored by HR for all job levels and will produce quarterly reports for L10 and above.
	To undertake a series of best practice recruitment training including coverage of unconscious bias	Workshop based training; covering the legal obligations recruiting managers need to be aware of, as well as specific training on how to eliminate discrimination and unconscious bias from the recruitment process	Sept 18-Mar 19	To ensure that all recruitment managers are aware of what unconscious bias is and the affect it can have on the recruitment process	Recruitment training for managers will be in place as part of the management training programme
	SBC will improve scrutiny of shortlisting for all senior management roles	SBC will monitor candidate progression and shortlists for all positions above SL10	On-going	To improve gender diversity at senior management levels.	Analysis of recruitment above Level 10 supplied to CMT
<b>3. Enhancing</b>	SBC to launch	There is a		To reduce	No further

<b>Progression for Women at SBC</b>	a mentoring, career advisory intervention aimed at women in the organisation	council wide initiative in relation to mentoring which SBC will roll out in 2018/2019 and gender diversity aims will be built into this programme	Jan 19	occupational segregation  To improve gender diversity at senior management levels.	<b>progress at this time. Recent research shows sponsorship more effective than mentoring for female progression. Look at possible sponsorship programmes.</b>
		Establish a Women's Network	Jan19		<b>Senior Women's Group established. Plans in place to develop Wider Women's Network by April 2019</b>
		Investigate options for a dedicated Women's Leadership programme	Nov 18		<b>No further progress made at this time. Focus on wider management training programme and possible sponsorship programme.</b>
	SBC to consider the application and impact of	SBC to use the Slough Academy initiative to	Nov 18 and onwards	To reduce occupational segregation  To improve	<b>Work has commenced on the pilot scheme in</b>

	<p>internal progression across the organisation e.g. career moves sideways into different departments and internal secondments</p>	<p>encourage mentoring and skill enhancement across the council departments</p>		<p>gender diversity at across all levels</p>	<p>adult social care. Application processes are being assessed to ensure they are inclusive and reduce barriers to under-represented groups including women applicants. EIAS will be completed on the impact of the trial scheme when it has been in place for 12 months</p>
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- **Outcome 5** – Improved provision for Councillors to take parental leave will contribute towards increasing the diversity of experience, age and back background of Slough Borough Council Councillors, will assist in retaining experienced councillors and will make public office more accessible to individuals who might otherwise feel excluded from it.

#### 4 **Other Implications**

##### (a) Financial

There are financial implications relating to the adoption of this policy. The policy entitles members taking parental leave to receive both their basic allowance and any Special Responsibility Allowance (SRA) in full whilst on their period of leave. It makes provision that should a replacement Member be appointed to cover a period of leave that the replacement Member be entitled to receive an SRA on a pro-rata basis for the period of the temporary appointment. It is not considered that the cost implications of introducing the Policy would be significant and can be contained within existing resources. This would need to be reviewed once the Policy was operating take up gauged.

##### (b) Risk Management

Recommendation from section 2 above	Risks/Threats/ Opportunities	Current Controls	Using the Risk Management Matrix Score the risk	Future Controls
That the Parental Leave Policy be approved	It is an opportunity to support Members as they provide support and care for newly born or recently adopted children and interlinks with Outcome 1 of the Five Year Plan and the Joint Wellbeing Strategy priorities			

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

There is currently no legal right to parental leave of any kind for people in elected public office.

Elected Members taking maternity, shared parental or adoption leave retain their legal duty under Section 85 of the Local Government Act 1972 to attend a meeting of Full Council within a consecutive six month period unless the reason for the failure to attend is due to some reason approved by Full Council before the expiration of that six month period.

##### (d) Equalities Impact Assessment

Please see Appendix B

## 5 Supporting Information

- 5.1 As of 2017, only 4% of local authorities had a parental leave policy in place for councillors, and in all other councils, arrangements for leave after the birth of a child is discretionary based on arrangements with the Leader at the time.
- 5.2 There is currently no legal right to parental leave of any kind for people in elected public office and Slough Borough Council does not have a policy to support Parental Leave for Councillors.
- 5.3 A parental leave policy will make it easier for prospective parents and Slough Borough Council alike to plan for when councillors take parental leave.
- 5.4 The Council wishes to support its Elected Members in carrying out their duties and therefore will voluntarily implement a parental leave policy that grants Elected Members periods of parental leave as set in out Section 2 of the Parental Leave Policy for Councillors in appendix A.
- 5.5 The Parental Leave Policy for Councillors will cover birth and adoption and will provide for special circumstances of perinatal bereavement.
- 5.6 The Council wishes 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 an SRA during a period of leave taken.
- 5.7 The Member's Group Leader will be consulted over assigning Ward casework and Ward matters for the period of absence with particular regard to a Ward with only one Member representing it.
- 5.8 In order to ensure Elected Members can take appropriate leave it is proposed that any Member taking a period of parental leave will be entitled to receive their basic allowance in full whilst on maternity, paternity or adoption leave.
- 5.9 Elected Members in receipt of an SRA shall continue to receive this allowance in full whilst on maternity, paternity or adoption leave, and 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.
- 5.10 An Elected Member taking parental leave, unless 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, shall return at the end of their leave to the same post, or to an alternative post with equivalent status and remuneration which they held before their leave began.
- 5.11 The Council believes this policy will improve provision for new parents which will contribute to increasing the diversity of experience, age and background of it's elected members alongside retaining experienced councillors.
- 5.12 The policy also provides an opportunity to make holding public office more accessible to individuals who might otherwise feel excluded from it.

6 **Comments of Other Committees**

This report has not been considered by any other committees. The Member Panel on the Constitution at its meeting on 26<sup>th</sup> February 2019 considered and recommended amendments to the Constitution to facilitate a policy on maternity, paternity, and adoption leave for Members if the Policy were agreed.

7 **Conclusion**

Members are requested to review and endorse the principle of the policy and request the Monitoring Officer to consider the necessary amendments to the Constitution.

8 **Appendices Attached**

'A' - Parental Leave Policy for Councillors

'B' - Equalities Impact Assessment

9 **Background Papers**

'1' - The LGA Labour Women's Taskforce Parental Leave Policy for Councils



## **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](http://www.childbereavementuk.org)

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# Equality Impact Assessment

# Appendix B

<b>Directorate: Finance and Resources</b>	
<b>Service: Governance</b>	
<b>Name of Officer/s completing assessment: Catherine Meek</b>	
<b>Date of Assessment: 18.02.2019</b>	
<b>Name of service/function or policy being assessed: Parental Leave for Councillors</b>	
1.	<p>What are the aims, objectives, outcomes, purpose of the policy, service change, function that you are assessing?</p> <p>The policy is designed to give Slough Borough Councillors formalised access to parental leave in the case of maternity, paternity, shared parental or adoption leave. It covers both birth and adoptions.</p> <p>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.</p> <p>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.</p>
2.	<p>Who implements or delivers the policy, service or function? State if this is undertaken by more than one team, service, and department including any external partners.</p> <p>The policy will be delivered in the first instance by the Head of Democratic Services who holds responsibility for members and their allowances</p>
3.	<p>Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc. Please consider all of the Protected Characteristics listed (more information is available in the background information). Bear in mind that people affected by the proposals may well have more than one protected characteristic.</p> <p>All councillors who represent the Borough will be affected by this policy</p>

4.	<p>What are any likely positive impacts for the group/s identified in (3) above? You may wish to refer to the Equalities Duties detailed in the background information.</p> <p>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.</p> <p>The policy will have a positive impact on the upbringing of any child being raised by a member</p>
5.	<p>What are the likely negative impacts for the group/s identified in (3) above? If so then are any particular groups affected more than others and why?</p> <p>There are no likely negative impacts</p>
6.	<p>Have the impacts identified in (4) and (5) above been assessed using up to date and reliable evidence and data? Please state evidence sources and conclusions drawn (e.g. survey results, customer complaints, monitoring data etc).</p> <p>No direct evidence has been gathered, but the policy is based on information provided by the Labour Group on the Local Government Association</p>
7.	<p>Have you engaged or consulted with any identified groups or individuals if necessary and what were the results, e.g. have the staff forums/unions/ community groups been involved?</p> <p>No formal consultation has been undertaken.</p>
8.	<p>Have you considered the impact the policy might have on local community relations?</p> <p>N/A</p>
9.	<p>What plans do you have in place, or are developing, that will mitigate any likely identified negative impacts? For example what plans, if any, will be put in place to reduce the impact?</p> <p>There are no likely negative impacts of this policy and provisions are included in the drafting of the policy that ensures a member returning from leave returns to the position to which they previous held should a replacement have been named.</p>
10.	<p>What plans do you have in place to monitor the impact of the proposals once they have been implemented? (The full impact of the decision may only be known after the proposals have been implemented). Please see action plan below.</p> <p>There are no plans to formally monitor the impact of the proposal, but informal feedback will be sought from members as and when the policy is used.</p>

**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Cabinet **DATE:** 18 March 2019

**CONTACT OFFICER:** Neil Wilcox; Director of Finance and Resources

**(For all enquiries)** (01753) 875358

**WARD(S):** All

**PORTFOLIO:** Cllr Mohammed Nazir, Cabinet Member for Corporate Finance & Housing

**PART I**  
**KEY DECISION****LOCAL WELFARE PROVISION POLICY****1 Purpose of Report**

To provide a revised Council policy for the financial year 2019-20 in respect of Local Welfare Provision (LWP)

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

The Cabinet is requested to resolve that the policy for Local Welfare Provision 2019-20 as set out in Appendix D be approved.

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

This report supports the 5 Year Plan through support to housing outcome and adult's outcome through the use of the Local Welfare Provision funding stream.

**3a Slough Joint Wellbeing Strategy Priorities**

This report sets out the policies to ensure that residents of Slough can help support themselves when they are in a difficult situation e.g. loss of income, the need to move to more affordable accommodation etc. which will support both vulnerable adults and children as well as those with poor mental health.

**3b Five Year Plan Outcomes**

This report will primarily have implications for Outcomes 1, and 2, as it will assist customers to who are experiencing hardship for a one off payment while they move to cheaper alternative accommodation or claim benefits and while their claim is being assessed. It will also

support people who have a one off loss of income e.g. benefits being stolen etc.

#### 4 **Other Implications**

##### (a) Financial

- 4.1 The Council would like to maintain spend within the respective budget levels so as not to put any additional pressure on the Council's general fund budget.
- 4.2 The Council has proposed a budget of £300k for Local Welfare Provision costs for 2019-20 which includes administration; this is the same figure as 2018-19.
- 4.3 The budget for 2018-19 was set at £300k which includes the costs of administration as well as the awards. The budget for the awards was £270k and was profiled over the financial year taking into account the peak periods over the summer and at Christmas.
- 4.4 The spend in 2018-19 has been in line with the profile, and the full budget is on track to be spent by the end of the financial year a breakdown is supplied of spend to date at Appendix A.
- 4.5 As the impact of Universal Credit increased the allocation of the budget has changed over the financial year.
- 4.5 Where possible vouchers are issued, either Argos vouchers for beds and white goods, Sainsbury's vouchers for food that cannot be obtained via the food bank e.g. baby formula, paypoint vouchers for utility costs, food bank vouchers or where none of the above is possible cash is issued.

##### (a) Risk Management



Recommendation from section 2 above	Risks/Threats/ Opportunities	Current Controls	Using the Risk Management Matrix Score the risk	Future Controls
That the policy for Local Welfare Provision 2019-20 as set out in Appendix D be approved	Without this policy in place there are a number of households who would be in a much more vulnerable position	The policy specifies the procedure and hierarchy for payment and this is audited by the Client Team	6  Risk of overall increase in expenditure is low as this is monitored on a monthly basis but information is available on a daily basis should it be needed. The severity should this happen will be marginal as the amount of loss would be only a small payment in relation to the overall budget	The Policy will be reviewed on an annual basis

(c) Human Rights Act and Other Legal Implications

There are no direct legal implications.

(d) Equalities Impact Assessment

A completed EIA is attached at Appendix E.

**5 Supporting Information**

5.1 Local Welfare Provision (LWP) was originally administered by the Department of Work and Pensions as Community Care Grants and Crisis Loans, these grants and loans were transferred with the budget to the Local Authority in April 2013

5.2 LWP was funded by the DWP for the first three years and since then has been funded by SBC from the general fund.

5.3 The most recent data from the Centre for Responsible Credit (CfRC) which in September 2017, tracked Local Welfare Provision schemes in 110 out of 155 English councils. It found that 26 Local Authorities including, London Borough of Hillingdon, Reading and West Berkshire

had scrapped their schemes entirely. A further 11 councils have cut Local Welfare Provision funding by more than 80% compared with 2013 levels only providing a skeleton service and in some cases simply transferring what little remains of their budget to local food banks or credit unions. Some 30 councils have imposed cuts of between 60% and 79% on local schemes.

5.4 However LWP continues to be needed to support the residents of Slough, when they are experiencing extreme financial difficulties, which would leave them or their families more vulnerable.

5.5 SBC has actually increased the budget for LWP over this period; this was acknowledged in the CfRC report which stated

*Whilst the overall picture is extremely bleak, we did find a small number of authorities which have taken the decision to maintain investment in their local welfare schemes at, or close to, the same level as their initial DWP allocations. For example:*

*Slough received £325,000 of funding from DWP in 2014/15, which included £272,000 of programme funding and the remainder for administration. In the 2015/16 local government funding settlement Slough's notional allocation for local welfare provision remained relatively high – at £197,000 – and although recognising that this amount was not ring-fenced it decided to boost this slightly to create a total budget of £250,000 including administration costs. It has since increased this further to £300,000 for 2017/18. It has achieved this by including this budget as a pressure which is offset by making savings elsewhere.*

5.6 The spend on LWP until the end of January 2019 is £214,122 and analysis of the spend is at appendix A.

5.7 The number of claims made for LWP to date in 2018-19 is slightly higher than the number made for the same period in 2017-18, please see below

	April to January 2017-18	April to January 2018-19
No of Applications received	1565	1662
No of applications approved	1224	1232
No of applications declined	271	385
No of applications pending	51	43

- 5.8 There were a total of 104 foodbank vouchers issued during this period, with the number increasing in the second half of the period, see Appendix A.
- 5.9 There are 4 food banks in the borough, Slough, Cippenham, Langley and Wexham. In order to access a food bank the customer needs to obtain a food bank voucher, a foodbank voucher must be obtained from a front line professional such as the Council (MyCouncil, Social Worker, Children's Centre) or other organisation e.g. Shelter.
- 5.10 Food banks provide a minimum of 3 days emergency food and support to people in crisis based on this one voucher. A customer is generally limited to 3 foodbank vouchers per annum.
- 5.11 In providing a foodbank voucher MyCouncil will also provide help and advice on claiming benefits or maximising income to reduce the need to rely on a foodbank.
- 5.12 The Slough foodbanks have made us aware that the MyCouncil provision issues a high number of vouchers compared to other organisations, this is probably because MyCouncil is accessible and customers are aware that the service is available.
- 5.13 However as the food bank is a charity, that does not ask for funding, we have agreed to be mindful of the numbers issued.
- 5.14 In addition LWP also issue Sainsbury's vouchers for food, which includes food such as baby formula which is not available at the food bank. Sainsbury's vouchers are also issued where the customer cannot access the food bank.
- 5.15 Argos vouchers are provided for white goods and furniture, this can be for a number of reasons, for example the need to move to cheaper alternative accommodation in order to minimise the impact of the benefits cap, if previous accommodation was furnished essential furniture and white goods can be provided. White goods are also provided where they are essential e.g. a fridge which has broken down.
- 5.16 The council did use its own recycled service for a period of time to provide white goods, however this was not cost effective as LWP budget still needed to pay for the goods, but found that the quality was compromised which meant additional expenditure. It was established that it was more cost effective to purchase unbranded goods from Argos.
- 5.17 Where they are unable to make a contribution themselves the average payment for essential furniture for a customer moving to unfurnished council or private accommodation is in the region of £1,400.
- 5.18 Cash which includes paypoint is also used to assist people who are struggling with gas and electricity charges. The amount varies

depending on time of year and make up of household. An analysis of paypoint spend is at Appendix A

- 5.19 Travel warrants are issued to help customers attend interviews for jobs, for hospital visits if they are unable to afford the fare, to attend Benefits appeals panels (as they are generally not held locally), they have been issued to help someone attend a funeral of a loved one, to view property outside of the borough if they are have been offered alternative property this in turn will reduce/ remove their DHP claim.

#### Impact of Universal Credit on Local Welfare Provision

- 5.20 Universal Credit live service (for new claims from single people and couples without children) has been available in Slough since September 2015 and full service (for all new claims – excluding those with 3 or more children and other claims as stated) went live on 11 April 2018. Those with three or more children went live in January 2019.
- 5.21 The numbers of people asking for assistance with furniture, white goods etc has remained at a similar number to the same period last year.
- 5.22 However as more people have claimed Universal Credit, LWP has seen an increase in the number of people requesting help with their day to day living costs. In the latter part of the year we have seen more and more households on Universal Credit asked us to assist them, especially in relation to food. In the main the reason for assistance was because of waiting for Universal Credit and the repayment of the advance.
- 5.23 When a customer makes a claim on line for Universal Credit they have to wait to be invited for a verification interview at the Job Centre, this should take a couple of days but can take up to a week, during this period because their claim for Universal Credit is not complete they do not qualify for an advance so approach LWP for assistance. At this stage the assistance provided is generally via a food bank voucher and a contribution, either cash or voucher to shopping / utility bills.
- 5.24 The number of households asking for assistance on Universal Credit.

	Universal Credit – Food	
	No of Applications	Payment
<b>Apr-18</b>		
<b>May-18</b>		
<b>Jun-18</b>	12	£890.00
<b>Jul-18</b>	14	£1,290.00
<b>Aug-18</b>	39	£3,651.00
<b>Sep-18</b>	30	£2,250.00
<b>Oct-18</b>	26	£1,860.00
<b>Nov-18</b>	29	£2,390.00
<b>Dec-18</b>	53	£4,040.00
<b>Jan-19</b>	31	£2,850.00
<b>Total</b>	234	£19,221.00

- 5.25 The customer is then seen by the Job Centre and an advance made quite quickly. As Universal Credit is paid in arrears when the customer receives their first payment, the payment has a recovery amount for the advance and this causes a financial crisis near the end of the period and we have seen a number of repeat customers at this stage who cannot manage until the next Universal Credit date, so food bank, cash and or shopping vouchers are supplied at this stage as well.
- 5.26 It has been established that until Universal Credit is in full payment we may see this household 2 or 3 times to ask for support with food and utility bills.
- 5.27 We would see a representative from the household while the claim is being made, before they are eligible for an advance, we would see them again after they had received their advance and before their first payment when their advance had run out and we would see them again towards the end of the period after their first payment as they would have had a reduced payment to start to pay back the advance and would not have managed for the whole period.
- 5.28 In the majority of instances, their contact then reduces unless there are exceptional circumstances.
- 5.29 Updates to the Policy for 2019-20
- 5.30 In taking into consideration the above and the belief that as more people move to Universal Credit through natural migration, their will be more call to support customers with day to day living expenses such as

food and utility bills and with no change to the budget a number of small changes have been made to the policy.

5.31 The policy now has a priority order for providing assistance which is as below

- Food Vouchers
- Food
- Fuel Payments
- Provision of Cooker
- Provision of Fridge
- Removal costs to cheaper alternative accommodation
- Travel for Interviews / hospital appointments/ benefit tribunals
- Provision of beds in exceptional circumstances (if budget allows)
- Provision of bedding in exceptional circumstances e.g. people who have just left prison.

5.32 The following have been removed from the policy

- Provision of Washing machines
- Provision of Wardrobes

5.33 The budget will be profiled each month as before with a higher profile around the school holidays and payments in exceptional circumstances will only be available if spend in the month is below the profile.

## 6 **Comments of Other Committees**

This report has not been considered by any other committees.

## 7 **Conclusion**

That Members are requested to review and approve these policies.

## 8 **Appendices Attached**

- ‘A’ - LWP Awards 2018-9 to end of January 2019
- “B” - Case Studies 2018-19
- “C” - Local Authorities who no longer provide LWP
- “D” - Local Welfare Provision Policy 2019-20
- “E” - EIA LWP

## 9 **Background Papers**

- “1” - Welfare Reform Act 2012
- “2” - Discretionary Financial Assistance Regulations 2001 (and amendments)
- “3” - Council Tax Benefit abolition (consequential amendments) regulations 2013
- “4” - Universal Credit consequential amendments regulations 2013.
- “5” - Report On Local Welfare Provision from Centre for Responsible Credit

Local Welfare Provision Budget	Foodbank Vouchers	Cash	Sainsbury Vouchers	Argos	Total	Budget
						£270,000.00
Apr-18	10	£3,350.00	£2,340.00	£1,500.00	£7,190.00	£262,810.00
May-18	11	£12,140.00	£1,950.00	£4,155.00	£18,245.00	£244,565.00
Jun-18	7	£6,410.00	£4,820.00	£8,420.00	£20,540.00	£224,025.00
Jul-18	4	£12,655.00	£5,380.00	£9,700.00	£29,025.00	£195,000.00
Aug-18	12	£10,800.00	£6,230.00	£4,845.00	£25,526.00	£169,474.00
Sep-18	10	£8,355.00	£4,950.00	£6,830.00	£22,385.00	£147,089.00
Oct-18	9	£8,100.00	£5,465.00	£5,461.00	£19,026.00	£136,144.00
Nov-18	15	£9,020.00	£5,846.00	£5,520.00	£20,386.00	£115,758.00
Dec-18	11	£14,689.00	£6,750.00	£10,491.00	£31,930.00	£83,828.00
Jan-19	15	£16,250.00	£7,850.00	£3,850.00	£27,950.00	£55,878.00
<b>Total</b>	<b>104</b>	<b>£101,769.00</b>	<b>£51,581.00</b>	<b>£60,722.00</b>	<b>£214,122.00</b>	<b>£55,878.00</b>



<b>Paypoint Customers</b> (included in cash figure above)	<b>Cases</b>	<b>Payment</b>
<b>Apr-18</b>	15	£260.00
<b>May-18</b>	10	£440.00
<b>Jun-18</b>	11	£390.00
<b>Jul-18</b>	16	£480.00
<b>Aug-18</b>	20	£730.00
<b>Sep-18</b>	18	£675.00
<b>Oct-18</b>	23	£910.00
<b>Nov-18</b>	28	£1,020.00
<b>Dec-18</b>	35	£1,560.00
<b>Jan-19</b>	44	£1,750.00
<b>Total</b>	<b>220</b>	<b>£8,215.00</b>

## Appendix B

LWP have assisted a large number of households to date this financial year, for a large number of reasons, some of which are outlined below:

- LWP pays where a customer is awaiting Universal Credit or has an advance recovered.
- LWP has paid travel costs where tragedies strike such as deaths or people falling ill and in hospital, we help our residents make arrangements so that they can go and visit their loved ones or attend funerals.
- In situations where tax credits or benefits have stopped or when people are waiting for their DWP awards and they do not have any other monies help is supplied via Sainsbury's or food bank vouchers
- When people move into new accommodation they sometimes need assistance in providing a deposit for utilities or for essential furniture.
- When people move LWP assist with removal costs
- On a day to basis we help about eight to ten families with food and utilities such as gas and electric.
- On a weekly basis we help about six to eight families with furniture and white goods
- In addition domestic violence is a real issue with people having to leave home without funds and in this instance without clothes or money, when the customer is placed in temporary accommodation this is only the beginning and LWP assisted with food clothing and emergency funds.
- As an example in September 2018 the following furniture was provided
  - 7 cookers
  - 5 fridges
  - 6 beds + 4 claims for bedding\*

\*Mainly for prison leavers and bed bug infestation

Local Authorities who have stopped their Local Welfare Provision Scheme as at September 2017

Bournemouth,  
East Devon,  
Exeter,  
Leicestershire,  
London Borough of Barking and Dagenham,  
London Borough of Bexley,  
London Borough of Haringey,  
London Borough of Hillingdon,  
London Borough of Redbridge,  
Lincolnshire,  
Medway,  
North Lincolnshire,  
North East Lincolnshire,  
Northamptonshire,  
North Devon,  
Nottinghamshire,  
Oxfordshire,  
Portsmouth,  
Plymouth,  
Reading,  
South Hams,  
Staffordshire,  
Teignbridge,  
Torridge,  
West Berkshire,  
West Devon

Information from the report from CfRC September 2017

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## Local Welfare Provision 2019-20

### 1. Background

Local Welfare Provision (LWP) was set up in April 2013 after caseation of Crisis Loans and Community Care Grants by the Department of Work and Pensions (DWP)

Local Welfare Provision is fully funded by the Council. The Council's intention for the scheme is to provide one off, locally-administered assistance to vulnerable people.

This is not a replication of the previous benefits administered by the DWP but to provide support to the most vulnerable members of our community who may be experiencing exceptional hardship.

There is no statutory duty requiring Local Authorities to deliver a Local Welfare Provision scheme but Slough Borough Council (the Council) considered that it was in the best interests of the community to run a scheme in order to support those in the borough who are experiencing exceptional levels of difficulty.

The LWP scheme has been in operation for six years and the demand has increased over this period.

The council has funds available to continue the scheme for another year and then wishes to review the scheme, the scheme will be run on the similar principals to the previous years, but in light of the fact that the budget remains at the same level as previous years but the number of applicants has increased year on year and the introduction of Universal Credit full service in Slough from April 2018, the criteria for awards has become tighter in order that the most vulnerable in our community can continue to have assistance provided.

The scheme will be cash-limited, and will provide support to those that are experiencing exceptional difficulties. It will not replace or supplement the support mechanisms and budgets that exist elsewhere in the Council or the wider community.

It must be seen as the point of last resort, customers will be expected to use all other avenues, for example, applying for a Budgeting Loan or Budgeting Advance before applying for LWP. (See Appendix A and B)

Slough Borough Council is committed to working with the local voluntary sector, who are key partners in working with our communities, and landlords who are an important asset in providing homes in Slough.

The purpose of this policy is to detail the Council's high level objectives in respect of Local Welfare Provision and detail how the Council will operate the scheme, including the factors that will be taken into account when considering if an LWP award can be made.

Each case will be treated strictly on its individual merits and all applicants will be treated equally and fairly when the scheme is administered, within the constraints of the current budget.

The Council will in making an award, ensure that the award is used for the purpose applied for and

will therefore make the majority of awards in goods or services, awards will rarely be made in cash.

In principle, this scheme will consider two categories of need:

- where because of an immediate crisis experienced by the Customer there is a need for assistance
- where someone who already has links to the community and needs to maintain them and / or establish stronger links. It will only be used for exceptional circumstances where no other budget is available and the need for assistance is immediate.

Further, if an applicant is entitled to Housing Benefit or Universal Credit and is suffering from exceptional hardship as a direct result of housing costs (e.g. contractual rent,) an application should be made first for a Discretionary Housing Payment.

## **2. Statement of Objectives**

The Council will consider making an LWP award to applicants who meet the qualifying criteria, as specified in this policy, providing sufficient funding from the annual budget for this purpose is available at the time of the Council's decision. We will treat all applications on their individual merits; no award will set a precedent for another award.

An LWP award will normally be an urgent, one off provision used as a short term fix to prevent a long term problem, and we will seek to:

- prevent serious risk to the health, well being or safety of the area's most vulnerable and financially excluded residents;
- ease severe financial pressure on families in certain situations;
- help those, without the necessary means, to either establish themselves in the community as a transition from care (must have been in the care of Slough Borough Council) or prison (where they must have been for a minimum of 6 months) or to remain in their community;
- give flexible financial help to those in genuine need.

## **3. Policy**

### **3.1. Main Features of the Scheme**

The main features of the Slough LWP scheme are that:

- it is discretionary;
- an applicant does not have a statutory right to a payment;
- the total expenditure in any one year resulting from awards under this scheme will not exceed the value of the budget allocated.
- the payment may be treated as a loan with repayment required, as determined by the issuing officer.
- the operation of the scheme is for the Council to determine;
- the Council may choose to vary the way in which funds are allocated according to community needs and available funds;
- it is to meet one-off needs and not ongoing expenses,

- applicants who are eligible for a hardship award, short term advance or Budgeting Loan or Advance will not be eligible.
- applicants who are eligible for a Universal Credit Advance Payment MUST apply for the advance in the first instance unless there is mitigation. In most instances they will not be eligible for a financial award but may be given foodbank vouchers.
- applicants who have been sanctioned by the DWP will not be eligible for LWP in order to ensure that we do not minimise or negate the sanction, those in exceptional hardship may be awarded food bank vouchers.
- other than the normal appeal against the application of a discretionary function by Judicial review, there is no right to a statutory appeal of any application decision. In the interests of fairness the Council will operate an internal review procedure for appeals.

### **3.2. LWP award applications**

1. An application for an LWP award must be made in a way that is acceptable to the Council. The application must be made by the person to whom the application relates (the applicant) but the applicant can ask a council officer or another person to complete the application.
2. We may determine such other bodies, as we decide are appropriate, to be authorised to decide applications and they will be granted secure access to the necessary Council systems for this purpose.
3. Applications from people not meeting the minimum eligibility criteria will not be considered.
4. We will request any reasonable evidence in support of an application for an LWP award, e.g. for assistance when money is stolen we will require a crime number, we will require bank statements to show income and expenditure as well as current balance to establish hardship and all other supporting documentation. The applicant will be asked to provide the evidence and it must be provided within one month of the request although this will be extended in appropriate circumstances.
5. We reserve the right to verify any information or evidence that the applicant supplies, in appropriate circumstances, with other council departments, government agencies, banks, building societies and external organisations or individuals as appropriate. We may also use the information for the detection/prevention of fraud.
6. If the applicant is unable to or does not provide the required evidence, in the agreed time, we may treat the application as withdrawn by the applicant and we will not be under an obligation to decide it.
7. We are under no duty to make an LWP award. Where funds are available from another source we will signpost the applicant to those sources rather than make an LWP award.
8. We will aim to decide applications for emergency assistance within 1 working day and all other applications within 10 working days, excluding any days that it takes for an applicant to provide any evidence.
9. Emergency Assistance will be defined only as the need for food and / or food vouchers and payment of utilities e.g. gas and electricity. In all other instances the Council expects the customer to be aware of the circumstances and apply in advance.

### 3.3. Eligibility Criteria

An application will only be considered where the applicant satisfies each of the following criteria and at least criterion A or B. References to Slough mean the area within Slough Borough Council's boundary. The applicant must:

1. be aged 16 or over;
2. be able to demonstrate that they have a settled residence in Slough, or have been placed outside of the borough by the council, in the case of someone leaving prison (must have been in prison for at least 6 months) or care (must have been in the care of Slough Borough Council only), be about to move into Slough; those that have been placed in Slough by another borough must apply to their originating borough
3. not have savings that can be relied upon to meet the need to which they are presenting;
4. have a reduction in income, for example the transition period of earning and claiming welfare benefits.
5. have not received, or be able/eligible to receive help from other public funds for the same category.
6. not be excluded from applying for public funds on the basis of immigration status;
7. not have received an LWP award in the past 12 months, unless they can demonstrate significant exceptional need (this also applies to any member of their household);
8. not have been refused an LWP award for the same need in the past 12 months, unless they can demonstrate exceptional/changed circumstances (this also applies to any member of their household); 9. The above (7&8) does not include an award of food or food vouchers and gas or electricity funds, these can be applied for at any time
10. be without sufficient resources which would in turn cause serious risk to their own, or their family's health or safety or well being;
11. satisfy the criteria where an award would support the council's objectives, e.g. providing travel costs for interviews which supports the Council's objective of assisting people into work

#### **AND**

- A.** must require essential assistance to establish, or to remain, in the community;  
or
- B.** must require essential assistance with an emergency (eg: illness/emergency travel costs).

### 3.4 Awarding an LWP

In deciding whether to make an LWP award we will have regard to the applicant's circumstances including:

- any sources of credit such as cash cards, store cards, credit cards, cheque cards, cheque accounts, overdraft facilities, loan arrangements;
- any help which is likely to be available from other funds, such as Short Term Advances, Budgeting Loans, Budgeting Advances and Advance Payments issued by the Department for Work and Pensions to out of work benefit claimants; [This facility is appropriate for applicants that have lost or spent money, or are in need of money while they wait for their



first payment.]

- the LWP award is not to replace stolen money, assistance for essentials e.g. food will be given where appropriate via foodbank vouchers. (The Council understands the issues of waiting for the first payment of Universal Credit and will support customer with food/ food bank vouchers during this period as necessary.)
- the financial circumstances of the applicant, any partner, their dependants and other occupiers of their household;
- the income and expenditure of the applicant, any partner, their dependants and other occupiers of their household;
- the level of indebtedness of the applicant and their family;
- any medical issues, or other exceptional needs, of the applicant, partner or dependants, or other members of their household;
- whether the circumstances of the applicant are such that an LWP award would alleviate the problems of the applicant;
- being mindful of the amount available in the LWP budget;
- the possible impact on the Council of not making such an award.
- any other special circumstance of which we are aware;
- we will decide how much to award based on all of the applicant's circumstances and the LWP funds available and we will be mindful of the likely total calls on the LWP fund.
- the Council may treat the award as a loan rather than a benefit and will then in conjunction with the Customer agree repayment arrangements.
- we will consider the risk and impact on the health and wellbeing of the applicant and any dependants of not meeting your need

The main items that an LWP payments will be awarded for in priority order are:

- Food Vouchers
- Food
- Fuel Payments
- Provision of Cooker
- Provision of Fridge
- Removal costs to cheaper alternative accommodation
- Travel to and from interviews to support people into work if this has not been made available via the JCP. Travel expenses for any other reason will only be agreed if it can be demonstrated that there are no other budgets that could assist and that this is an emergency situation.
- Provision of bedding in exceptional circumstances e.g. people who have just left prison.
- Provision of beds in exceptional circumstances and where budget allows.

In exceptional circumstances utility connection charges can be paid but only in relation to moving to cheaper alternative accommodation and if a child under 5 is present.

The council will consider any items or emergency expenses as necessary depending on the customer's circumstances.

### **3.5. Payment of an LWP award**

We will decide the most appropriate method of payment based on the circumstances of each case. The methods may include:

- vouchers;
- provision of goods or services by the Council or third party provider;
- bank account credit to the applicant or some other person as appropriate; in exceptional cases
- cash or similar method of payment NB: in exceptional cases only

### **3.6. Notification**

We will notify the applicant of the outcome of their request on the day the decision is made. This may be by letter, email, SMS (text) or a combination of these methods.

Where the application is successful, we will tell the applicant:

- the amount of the award;
- the purpose for which the award should be used;
- the method of payment and, where applicable, of repayment.

The applicant will then need to decide whether to accept the award.

Where the applicant has not accepted the award within 21 days the award will be withdrawn and there will be no further opportunity given to reapply for an award for the same emergency, a withdrawn award will be treated as having been awarded for the purpose of re-applications.

Where the request for an LWP award is unsuccessful or not met in full we will explain the reasons why the decision was made, and explain the applicant's right of appeal.

We may, with the applicant's permission, also inform a support worker or advice agency of a decision.

### **3.7. The Right to Appeal**

LWP awards are not subject to a statutory appeals process. Appeals will therefore be decided by the Council.

We will operate the following policy for dealing with appeals about either the decision not to make an award or the amount of an award:

- An applicant (or their representative) who wants an explanation of an LWP application decision may request one in writing within one calendar month of notification of the decision.
- An applicant (or their representative) who disagrees with a decision may appeal the decision.
- Any appeal must be made in writing or electronically, but must be made within one calendar month of the LWP decision being notified to the applicant.
- Where possible we will try to resolve the matter by explaining the reasons for the decision to the applicant or their representative either verbally or in writing.
- Where agreement cannot be reached, we will review the decision. The officer reviewing the decision will not have been involved in the making of the original decision. The review will

be suspended if more information is needed from the applicant.

- The applicant will have one month to respond to the request for further information, thereafter the review will be undertaken on the information held.
- If we decide that that the original decision should not be revised, we will provide full written reasons to the applicant.

### **3.8. Reapplications for LWP**

LWP is intended to support residents who are either experiencing a crisis or in need of immediate financial help or support, it is considered to be a one off emergency payment except in the instance of food and utilities and therefore the Council does not expect re-applications but is aware that issues outside of the control of the resident do occur and in this instance a re-application will be considered at the discretion of the council.

### **3.9. Overpayments**

If the Council becomes aware that the information contained in an application for an LWP award was incorrect or that relevant information was not declared, either intentionally or otherwise we will seek to recover the value of any LWP award made as a result of that application.

### **3.10. Fraud**

The Council is committed to the fight against fraud in all its forms. Any applicant who tries to fraudulently claim an LWP award might have committed an offence under the Fraud Act 2006.

If we suspect that fraud may have occurred, the matter will be investigated as appropriate and this could lead to criminal proceedings.

### **3.11. Publicity**

We will publicise the scheme by providing information to relevant agencies, stakeholders and other Council services.

## **4. What the scheme does not cover**

The scheme will not cover

- Cash
- Washing Machines
- Furniture such as sofa, wardrobes, carpets etc
- Crockery , cutlery
- Clothing
- Shoes
- Funeral costs
  
- Maternity costs

- Rent costs – you may be able to get help through the council's bond scheme or discretionary housing payments
- Essential repairs to your home; if you rent your home your landlord is responsible for repairs. If you own your home you may be able to apply for a home repair assistance loan
- Essential furniture if you rent a furnished accommodation; your landlord is responsible for providing this.
- The scheme must not be used as a way to circumvent or speed up budgeting loans or advances.

## **5. Monitoring/ Audit of the Scheme**

To ensure transparency and consistency, there will be regular monitoring of applications made against the scheme. Such monitoring will be undertaken with due regard to the Council's responsibilities under all relevant legislation. The Council is subject to the general equality duty which requires that it has due regard to the need to:

- Remove or minimise disadvantages suffered by persons who have a relevant protected characteristic specified in the Equalities Act and other relevant legislation.
- Take steps to meet the needs of persons who share relevant protected characteristics that are different from the needs of persons who do not share it.
- Foster good relations.

If an applicant wishes to make a complaint about the nature in which their enquiry or application was dealt with, we will adhere to our corporate complaints procedure. Please note, there is a separate review / appeals process for applicants unhappy with their decision (see 3.7 above).

### **Definition of Budgeting Loan**

Budgeting Loans (BLs) are intended to help those in receipt of Income Support (IS), income-based Jobseekers Allowance (JSA(IB)), Pension Credit (PC), income-related Employment and Support Allowance (ESA(IR)) or payment on account of such benefits to spread the cost of intermittent expenses over a longer period. They represent an interest-free credit facility for those in need of financial assistance to cope with such expenses. BL awards are subject to an overall cash-limit.

Decisions on whether to award BLs and, if so, how much to award will be based on relevant facts.

For BLs, the Social Security Contributions and Benefits Act 1992 (as amended by the Social Security Act 1998) provides for the applicant's personal circumstances, as specified in Directions by the Secretary of State, to be taken into account.

Social Fund Budgeting Loans are not available to customers on Universal Credit (UC) who have access to Budgeting Advances through the UC scheme.

The Secretary of State has issued directions which qualify the power to make BLs by reference to:

- the eligibility of the applicant
- whether the item applied for falls within one of the specified categories
- the applicant's personal circumstances
- the basis on which awards are made
- the effect of capital
- the maximum and minimum amount which can be awarded
- the budget allocation

These directions are binding.

BL decisions are based on:

- eligibility criteria:
- whether the applicant meets the qualifying benefit conditions - Direction 8
- qualifying conditions:

Budgeting Loans are available for

- Furniture and household equipment
- Clothing and footwear
- Rent in advance and/or removal expenses to secure fresh accommodation
- Improvement, maintenance and security of the home
- Travelling expenses
- Expenses associated with seeking or re-entering work
- Maternity or Funeral expenses
- HP and other debts (for expenses associated with any of the above)

Please note these are interest free loans

More information on budgeting loans is available on the GOV.uk website

### **Definition of a Budgeting Advance**

Budgeting Advances (BAs) are intended to help those in receipt of Universal Credit (UC) or payment on account of such benefit to spread the cost of intermittent expenses over a longer period. They represent an interest-free credit facility for those in need of financial assistance to cope with such expenses. BA awards are subject to an overall cash-limit.

To get a Budgeting Advance you must:

- have been getting Universal Credit for at least six months – unless you need the money to help you get a job or keep an existing job
- have earned less than £2,600 if you're single (£3,600 if you're in a couple) in the past six months
- not be paying off another Budgeting Advance.

The Budgeting Advance will normally need to be started to pay back out of your next Universal Credit payment and pay it back within 12 months.

Budgeting Advances are available for things like

- a one-off item - e.g. replacing a broken fridge
- unexpected expenses - e.g. an unexpected bill
- work-related expenses - e.g. buying uniform or tools
- repairs to your home
- travel expenses
- maternity expenses
- funeral expenses
- moving costs or rent deposit
- essential items, like clothes

The smallest Budgeting Advance that will be given is £100.00.

The maximum will be:

- £348 if you're single without children
- £464 if you're in a couple without children
- £812 if you have children

Please note these are interest free loans

More information on Budgeting Advances is available on the GOV.uk website

# Equality Impact Assessment

<b>Directorate: Finance and Resources</b>	
<b>Service: Finance</b>	
<b>Name of Officer/s completing assessment: Jackie Adams</b>	
<b>Date of Assessment: 28.02.2019</b>	
<b>Name of service/function or policy being assessed: Local Welfare Provision Scheme 2019-20</b>	
1.	<p>What are the aims, objectives, outcomes, purpose of the policy, service change, function that you are assessing?</p> <p>The <u>changes</u> to the Local Welfare Provision Scheme 2019-20.</p>
2.	<p>Who implements or delivers the policy, service or function? State if this is undertaken by more than one team, service, and department including any external partners.</p> <p>The policy is delivered in the first instance by our partner Arvato, whose role it is to accept all applications, analysis them, request such supporting information as they see fit and assess how much Local Welfare Provision Payment a person will be entitled to within the bounds of the scheme. If the Customer disagrees with the assessment they have the right to ask Arvato as our partner to review their decision and if the decision stands the Customer has a right to appeal to the ombudsman as the next stage as this is a discretionary scheme and does not have another independent review body.</p>
3.	<p>Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc. Please consider all of the Protected Characteristics listed (more information is available in the background information). Bear in mind that people affected by the proposals may well have more than one protected characteristic.</p> <p>All those who live in the borough and are experiencing hardship can apply for Local Welfare Provision.</p> <p>The scheme is a discretionary scheme set up to assist those people who are facing hardship for any number of reasons including those affected by the Welfare Reform changes, those who would in the past have been given a crisis loan from the DWP those who may have been given a budgeting loan from the DWP also those suffering financial hardship where additional help can be given – the budget is cash limited.</p> <p>The policy is generic to help all groups to provide support to all parts of the community affected and to assist them when they are</p>

experiencing hardship, though some groups are highlighted in the policy it does not preclude any one group

o Age – the policy provides assistance to young adults leaving care children aged 16 and 17 and young adults by helping them purchase white goods and furniture to set up a home of their own, it also assist people feeling domestic violence to set up a new home as well as those leaving prison

o Disability - Under the previous national scheme disabled people were a significant beneficiary population of social fund provision. They accounted for 32.4% of Community Care Grants expenditure and 18.5% of Crisis Loans in 2012-13. People with disabilities, long term health and mental health conditions remain over-represented amongst local welfare provision applicants

o Pregnancy and maternity – while the policy is generic priority for assistance will be given to pregnant mothers and those with young children to assist them in keeping their homes warm and to provide food.

o Race - While no data appears to be available on the ethnicity of local welfare provision recipients as a whole it is logical to assume that minority groups are over-represented in the beneficiary profile. Local welfare provision is designed to help those on very low incomes, and black and minority ethnic-headed households are at a higher risk of poverty than non- black and minority ethnic -headed households. The latest data shows, for example that the poverty risk for minority-headed households ranges from 25-44 percent compared to 15 percent for non- black and minority ethnic -headed households.

o Other - Applications from women and especially women fleeing domestic violence is a critical group which allows them to set up a new home.

With regard to the following there is no specific impact though the policy is open to all

o Religion and Belief

o Sex

o Sexual orientation

o Gender Reassignment

o Marriage and Civil Partnership

This policy aims to assist some of the most vulnerable people in the community and needs to be simple and easily implemented and understood. This is why each claim is considered individually and customers are given all of the support they need to access the scheme. Officers in Revenues, Customers Service, and Housing are fully aware of Local Welfare Provision and the process of claiming.



	<p>The scheme has been changed this year to incorporate priority applications from those who are in food poverty in the first instance, it has been noted in the second half of 2018-19 that many more requests are being made with regards to food and this area, food, cookers and fridges will be prioritised overall other requests.</p>
4.	<p>What are any likely positive impacts for the group/s identified in (3) above? You may wish to refer to the Equalities Duties detailed in the background information.</p> <p>None from the changes to the scheme for 2019-20</p>
5.	<p>What are the likely negative impacts for the group/s identified in (3) above? If so then are any particular groups affected more than others and why?</p> <p>The LWP scheme provides assistance in the main for people who have the need to purchase food, and for essential utilities. In addition the next priority is for fridge's and cooker's, thereby making the first overall priority of the LWP to ensure that customers have food and can cook and store it.</p> <p>As the spend on food has increased we have prioritised food across all the group/s identified above.</p> <p>In addition where possible, and the budget allows LWP will assist people to move to cheaper alternative accommodation by helping with removal costs as this has a long term aim of assisting with making more disposable income. The next priority identified is Travel to and from interviews to support people into work again this assists in households having more disposable income in the longer term.</p> <p>The final priority is provision of beds and bedding, this will assist people moving from temporary accommodation into more affordable accommodation as some households in temporary accommodation have no goods to help them move to their new accommodation, however as this is lower on the priority list it will depend on the budget available and may preclude people from moving. There are budgeting advances available from the DWP but they are not usually immediate and are only for a limited amount of money.</p>
6.	<p>Have the impacts identified in (4) and (5) above been assessed using up to date and reliable evidence and data? Please state evidence sources and conclusions drawn (e.g. survey results, customer complaints, monitoring data etc).</p>

	<p>This is based on an evaluation of the payments made over the last four years and the reason for the payments. It has also taken into consideration a survey carried out by the DWP and a further survey by the Centre for Responsible Credit (CfRC) the outcomes of those survey's.</p>
7.	<p>Have you engaged or consulted with any identified groups or individuals if necessary and what were the results, e.g. have the staff forums/unions/ community groups been involved?</p> <p>Housing Department representative</p>
8.	<p>Have you considered the impact the policy might have on local community relations?</p> <p>Yes</p>
9.	<p>What plans do you have in place, or are developing, that will mitigate any likely identified negative impacts? For example what plans, if any, will be put in place to reduce the impact?</p> <p>There are none within our gift that can reduce the impact.</p>
10.	<p>What plans do you have in place to monitor the impact of the proposals once they have been implemented? (The full impact of the decision may only be known after the proposals have been implemented). Please see action plan below.</p> <p>The current spend is monitored on a monthly basis to ensure that the spend remains within budget, the details of the customers that receive LWP are available to the Partnership Development and Client Monitoring Team who regularly monitor the payments made, and ensuring that the payments made are in line with the policy, they also monitor the refusals made.</p>

<b>What course of action does this EIA suggest you take? More than one of the following may apply</b>	✓
<b>Outcome 1: No major change required.</b> The EIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken	✓
<b>Outcome 2: Adjust the policy</b> to remove barriers identified by the EIA or better promote equality. Are you satisfied that the proposed adjustments will remove the barriers identified? (Complete action plan).	
<b>Outcome 3: Continue the policy</b> despite potential for adverse impact or missed opportunities to promote equality identified. You will need to ensure that the EIA clearly sets out the justifications for continuing with it. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact (see questions below). (Complete action plan).	
<b>Outcome 4: Stop and rethink</b> the policy when the EIA shows actual or potential unlawful discrimination. (Complete action plan).	

***Action Plan and Timetable for Implementation***

At this stage a timetabled Action Plan should be developed to address any concerns/issues related to equality in the existing or proposed policy/service or function. This plan will need to be integrated into the appropriate Service/Business Plan.

<b>Action</b>	<b>Target Groups</b>	<b>Lead Responsibility</b>	<b>Outcomes/Success Criteria</b>	<b>Monitoring &amp; Evaluation</b>	<b>Target Date</b>	<b>Progress to Date</b>

<p><b>Name:</b>  <b>Signed:</b> .....Jackie Adams .....(Person completing the EIA)</p> <p><b>Name:</b> .....Neil Wilcox .....  <b>Signed:</b> .....( Policy Lead if not same as above)</p> <p><b>Date:</b> 28 February 2019</p>
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**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Cabinet **DATE:** 18 March 2019

**CONTACT OFFICER:** Neil Wilcox; Director of Finance and Resources

**(For all enquiries)** (01753) 875358

**WARD(S):** All

**PORTFOLIO:** Cllr Mohammed Nazir, Cabinet Member for Corporate Finance & Housing

**PART I**  
**KEY DECISION****DISCRETIONARY HOUSING PAYMENTS POLICY 2019-20****1 Purpose of Report**

To provide a revised Council policy for the financial year 2019-20 in respect of Discretionary Housing Payments (DHP).

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

The Cabinet is requested to resolve that the policy for Discretionary Housing Payments as set out in Appendix A be approved.

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

This report supports the 5 Year Plan through support to housing outcome and adults outcome through the use of the Discretionary Housing Payments funding stream.

**3a Slough Joint Wellbeing Strategy Priorities**

This report sets out the policies to ensure that residents of Slough can maintain their tenancies in the wake of continuing welfare reforms and thereby ensuring that children remain in a stable environment. It will help reduce the number of families who declare themselves homeless as paying DHP should help maintain their tenancies and help them back into a work environment. ,

**3b Five Year Plan Outcomes**

This report will primarily have implications for Outcomes 1, 2 and 4, as it will assist customers to remain in their own homes within the borough, it will support tenants both in the private rented sector and council tenancies to become more independent financially.

#### 4 Other Implications

##### (a) Financial

- 4.1 The Council proposes to maintain spend within the grant allocation for DHP so as not to put any additional pressure on the Council's general fund budget.
- 4.2 The grant awarded by the Department of Work and Pensions (DWP) for 2019-20 for Slough Borough Council is £650,504.
- 4.3 The overall limit that can be spent on DHP is 2.5 x the grant awarded to each individual Local Authority and for Slough this would be up to £1,626,259.
- 4.4 In order to achieve this, the Council would need to contribute £975,756 to the DHP fund.
- 4.5 In previous years the Council has spent up to the grant awarded and this is the intention for 2019-20.

##### (a) Risk Management

Recommendation from section 2 above	Risks/Threats/ Opportunities	Current Controls	Using the Risk Management Matrix Score the risk	Future Controls
To approve the following policy  Discretionary Housing Payments.	The aim of the policy is to support customers in the main affected by the Welfare Reform changes, helping those to maintain their home and to ensure that they are helped into work or to find cheaper alternative accommodation.	The policy is very specific on the criteria for award. The policy is also very specific on the time periods for the award and no payment will be made beyond the end of the 2019-20 financial year  The income and expenditure will be monitored on a	6  Risk of overall increase in expenditure is low as this is monitored on a monthly basis but information is available on a daily basis should it be needed. The severity should this happen will be marginal as the amount of loss would be only a small payment in	Policies will be reviewed annually.

		monthly basis throughout the 2019-20 financial year.	relation to the overall grant	
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(c) Human Rights Act and Other Legal Implications

There are no direct legal implications.

(d) Equalities Impact Assessment

A completed EIA is attached at Appendix B.

**5 Supporting Information**

5.1 The Discretionary Hardship Payments (DHP) policy is included in appendix A.

5.2 Discretionary Hardship Payments within Housing Benefits have been available for a number of years but have been at a reasonably low level, however with the introduction of the Welfare Reform agenda they have taken a much higher profile and government has awarded higher grants

5.3 The grant for 2019-20 is £650,504 which is £1,110 more than the financial year 2018-19.

5.4 Previous years grants are listed below

Year	Amount
2014-15	£672,479
2015-16	£429,112
2016-17	£580,935
2017-18	£760,571
2018-19	£649,394
2019-20	£650,504

5.5 The intention by Government was for this to assist in respect of the welfare reforms such as the bedroom tax, benefit cap etc.

5.6 The Welfare Reform agenda has continued to grow; the benefit cap was reduced again in December 2016 for household in Slough and around the country. The government increased the DHP grant in 2016-17 and produced a five year plan for the budgeting of these grants in line with the changes.

- 5.7 The five year plan saw an increase in budget in 2016-17, and a further increase in 2017-18 due to the introduction of a lower HB Cap, but the grant has now begun to reduce year on year.
- 5.8 The Department of Work and Pensions suggests that the award of the DHP grant to customers should be in the following region for 2019-20, though this is not mandatory.

Allocation	% Amount
Core Funding*	13%
Local Housing Allowance shortfall	19%
Spare Room Subsidy Shortfall	29%
Benefit Cap Shortfall	39%

\*Core funding is the amount awarded before welfare reform to council's for exception circumstances not listed

- 5.9 The government grant allocation allows Council's to "top-up" the amount of spend available from their own funds and this is limited to Slough to a total £1,626,259, however it is not our intention to make any additional payments . It is intended that spend will remain in line with the government grant allocation.
- 5.10 The Council has spent in line with the grant allocation in previous years
- 5.11 In 2018-19 to the end of January 2019 the Council is below profile on spending the whole award though work is being done to increase the spend where possible.
- 5.12 The awards in 2018-19 to date are broken down as follows – all figures are to 20<sup>th</sup> February 2019.

Applications 530  
Awards 321

Reason for Award	Number of Awards	Total Amount of Awards	% of spend
Local Housing Allowance Shortfall	40	£58,786	12%
Spare Room Subsidy Shortfall	3	£3,014	1%
Benefit Cap Shortfall	112	£235,056	46%



Core funding Shortfall	144	£179,750	35%
Rent Deposits	22	£31,748	6%
Total*	321	£508,354*	100%

\*Figures to 20<sup>th</sup> February 2019

5.13 The reduction in the Benefits Cap in December 2016 has seen spend in this area increase from 20% of the budget in 2015-16 to 46% of the spend in 2018-19.

5.14 Core Funding shortfall includes, those who are under 35 and are restricted to a single room rent, those whose income would be below the means test and other similar situations.

5.15 The changes for the financial year 2019-20 are to ensure that the policy remains in line with the legislation, new caselaw that has come into being and clarifications which have been identified throughout the year, changes to reflect the reduction in grant as well as the core principals adopted by the Welfare Reform agenda and Slough Borough Council.

5.16 In addition as officers have worked with customers to reduce the benefit cap, for example helping people into work which removes the benefit cap the amount of DHP paid in certain areas has reduced which will allow us to increase spend in other areas.

5.17 The changes relate to

- Increase in the amount of backdated award from 2 months up to 1 year.
- Increasing the timescale to apply for a deposit
- Assisting those who need to move out of Temporary Accommodation with a deposit and in some instances paying to Housing who would make an emergency payment to keep the property
- Increasing supporting those in Temporary Accommodation who are subjected to the benefits cap.
- Increasing support for mixed aged couples, where one is pension age and the other is not.

5.18 The Council aim is to support customers to maintain their home and where this is not possible to support customers to move to cheaper alternative accommodation.

- 5.19 The policy also aims to support homeless families or those threatened with homeless by helping with rent deposits for alternative accommodation.
- 5.20 In addition more proactive work will be done during 2019-20 by both the Benefits Service and the Housing Service to increase take up of DHPs

6 **Comments of Other Committees**

This report has not been considered by any other committees.

7 **Conclusion**

That Members are requested to review and approve this policy.

8 **Appendices Attached**

'A' - DHP policy

"B" - EIA DHP

9 **Background Papers**

- "1" - Welfare Reform Act 2012
- "2" - Discretionary Financial Assistance Regulations 2001 (and amendments)
- "3" - Council Tax Benefit abolition (consequential amendments) regulations 2013
- "4" - Universal Credit consequential amendments regulations 2013.
- "5" - Discretionary Housing Payments Guidance Manual March 2018
- "6" - Discretionary Housing Payments Good Practice Manual March 2018

## **Slough's Discretionary Housing Payments Policy 2019-20**

### **1. Introduction**

- 1.1 Discretionary Housing Payments (DHPs), are awarded by the Council to provide further financial assistance (outside of the Housing Benefit and Universal Credit regulations) to help customers meet their housing costs.
- 1.2 The regulations covering DHPs are the Discretionary Financial Assistance Regulations 2001, and amendments included in the Council Tax Benefit abolition (consequential amendments) regulations 2013 and the Universal Credit consequential amendments regulations 2013.
- 1.3 In addition the Secretary of State has also released a Guidance Manual and a Good Practice Manual originally in April 2014 and has made regular updates the most recent being in March 2018.
- 1.4 Local Authorities have broad discretion and this policy covers that discretion, however in conjunction, decisions have to be made in line with "ordinary principals of good decision making" e.g. administrative law. All Local Authorities have to act fairly, reasonably and consistently, in addition each case must be decided on its own merits and the decision making should be consistent throughout the year.
- 1.5 SBC has taken into consideration the above, as well as the the DWP Guidance Manual and Good Practice Guide when developing the DHP policy.
- 1.6 This policy overrides the DWP Guidance Manual for the borough of Slough.
- 1.7 DHPs can play an important role in sustaining tenancies, preventing homelessness and, where needed, enabling customers to move to more affordable accommodation.
- 1.8 DHPs may cover all or part of a shortfall in a customer's eligible rent if they are on Housing Benefit provide the damage deposit or other assistance a tenant may need in order to secure a tenancy. DHPs may be awarded as a one-off payment and/or as a series of payments.
- 1.9 If the customer is in receipt of housing element of Universal Credit the DHP may cover the whole housing costs element as determined by the Universal Credit calculation, as long as they are not an owner occupier.
- 1.10 To qualify for a DHP, the customer must have a rent liability, require further financial assistance with their housing costs and have been entitled (defined as in receipt of) to Housing Benefit or the housing element of Universal Credit throughout the period for which they are claiming assistance.

- 1.11 An application will be refused without consideration of the Customers personal circumstances where the applicant is not in receipt of Housing Benefits or the housing costs element of Universal Credit.
- 1.12 In receipt of underlying entitlement is not classed as in receipt of Housing Benefit.

## **2. Amount of funding available**

- 2.1 The Department for Work and Pensions (DWP) makes grants available to local authorities for DHP purposes. In 2019-20, the total DHP grant budget (shared between all local authorities in England and Wales) is £139.5m 53 million, a decrease of 8.8% compared to 2018-19.
- 2.2 The £139.5 million consists of funding for four separate areas of support; Core Funding, Local Housing Allowance (LHA), Removal of the Spare Room Subsidy (RSRS) and benefit cap.
- 2.3 The Core Funding, Local Housing Allowance and Removal of Spare Room Subsidy elements of the overall funding have remained the similar to 2018-19 funding for Slough.
- 2.4 The distribution of the DHP funding is based on the effect of each element on individual LAs.
- 2.5 Slough's share of this £139.5 million grant is **£ 650,504** which is an increase on 2018-19 of £1,110
- 2.6 The Council needs to consider how to allocate this limited DHP resource in a way that is not only fair but also supports those that are in most need of assistance.

## **3 Slough's DHP scheme**

- 3.1 Welfare reform is aimed at encouraging people to move into work, increase their hours and/or move to more affordable accommodation.
- 3.2 Although it is hoped that many people will be able to address and resolve their difficulties without the need for a DHP, the Council recognises that DHPs have an important role to play in providing customers with short term assistance to ease transitions and allow households time to find a way to resolve their difficulties.
- 3.3 The overriding principles of Slough's DHP scheme are as follows:
- All customers will be treated fairly;
  - All DHP applications will be assessed on their individual merits (which includes, where relevant, considerations of equality);
  - All of the options available to the customer (including, for example, reducing household expenditure, maximising income, securing employment and/or moving to alternative, less expensive

accommodation) will be taken into account when the Council assesses the merits of each application; and

- In order to be awarded a DHP, customers must be able to show that their circumstances are exceptional.

3.4 In addition and in line with advice from the DWP Slough Borough Council will assess DHP applications from families who have been temporarily rehoused outside of the borough of Slough (out of borough placements) and are in receipt of Housing Benefits and will expect neighbouring boroughs to support their own out of borough placements who are temporarily residing in Slough and remain in receipt of Housing Benefits.

3.5 However if the customer is required to make a claim for Universal Credit housing costs, within the area that they have been placed, the Local Authority where the customer is now living and claiming UC housing costs should consider the DHP. This is because the allocation of DHP funding is based on the caseload data within each LA area.

### **3.6 Examples of the shortfalls that DHPs may cover**

3.7 The Council is not required to spend its overall grant allocation in any particular way; it is a matter for its discretion.

3.8 The types of shortfall that a DHP may cover include the following:

- Reductions in Housing Benefit or Universal Credit, resulting from the application of the benefit cap;
- Reductions in Housing Benefit or Universal Credit, resulting from the under-occupation of social rented housing;
- Reductions in Housing Benefit or Universal Credit, resulting from Local Housing Allowance restrictions, including the Shared Accommodation Rate; or Local Reference Rent
- Reductions in Housing Benefit or Universal Credit, resulting from non-dependant deductions and the use of income tapers;
- Rent shortfalls to prevent a household becoming homeless whilst alternative options are explored up to a maximum of six months, this may be extended in exceptional circumstances as outlined below..
- Income taper reductions
- Any other legislative changes which limits the amount of Housing Benefit payable e.g. the removal of family premium
- Slough Borough Council also wants to support Care Leavers and their status will be considered when assessing a DHP award.

### **3.9 What DHP cannot cover**

3.10 For the purposes of a DHP, the following elements of a customer's rent cannot be included in their claim for housing costs because the regulations exclude them:

- Ineligible service charges
- Increases in rent that are due to outstanding rent arrears;

Other excluded criteria are:

- Sanctions and reductions in Benefit
- Benefit suspensions
- Where there is no rent liability or they are not receiving Housing Benefit or Universal Credit for rent costs i.e. if they are only receiving Council Tax Support.
- Shortfalls caused by recovery of overpaid Housing Benefit or Universal Credit

### **3.11 Objectives of this DHP policy**

3.12 The Council will consider making a DHP award to customers who meet the qualifying criteria. Assessing all applications on their individual merits, it will consider the extent to which the financial assistance requested will meet the Council's objectives of:

- Alleviating poverty
- Encouraging and sustaining people in employment;
- Sustaining tenancies and preventing homelessness;
- Safeguarding Slough residents in their own homes;
- Helping people who are trying to help themselves;
- Keeping families together;
- Supporting victims of domestic violence to move to a place of safety
- Supporting the vulnerable and elderly in the local community;
- Supporting disabled people to remain in adapted properties
- Helping customers through personal and difficult events;
- Supporting young people in the transition to adult life;
- Promoting good educational outcomes for children and young people.

- Supporting the work of Foster Carers
- Avoidance of unlawful discrimination

### **3.13 Support for households affected by welfare reform**

- 3.14 DHPs are not generally intended to be used as a long term solution to the customer's financial difficulties. Instead, they should be used to provide short term assistance to ease transitions and allow households time to find a way of resolving their difficulties.
- 3.15 The exceptions being cases which will be determined under caselaw already in place at the time of this policy or caselaw that comes into being during the life of this policy.
- 3.16 All applications will be assessed on their individual merits. However, when considering applications, the Council will take into account not just the cash limitations of what remains in the DHP budget but also the extent to which a DHP can help the customer to overcome temporary difficulties and, if possible, enable them to secure paid employment and/or move to alternative accommodation that they can afford.
- 3.17 The expectation is that DHPs will be awarded in unusual or exceptional circumstances (unless already determined by caselaw) where additional help with the current rent will have a significant effect in alleviating hardship, reducing the risk of homelessness or alleviating difficulties that may be experienced in the transition from long term benefit dependence into work. The Council must see evidence that the customer is working to reduce their rental liability or increase their income in the longer term for DHP awards to continue.
- 3.18 At the discretion of the Council, conditions may be attached to a DHP award.

### **3.19 Households affected by the Benefit Cap**

- 3.20 The purpose of the DHP funding is to provide short-term, temporary relief except where the customer is disabled and affected by recent caselaw to mitigate the most severe effects of the benefit cap until a more sustainable solution is found.
- 3.21 Examples of the groups that are likely to be particularly affected by the benefit cap include (but are not limited to) the following:
- Families living in private rented accommodation
  - Families living in Temporary Accommodation;
  - Individuals or families fleeing domestic violence;
  - Those with kinship responsibilities;
  - Individuals or families who cannot move immediately for reasons of health, education or child protection;

- Households that are moving to or are having difficulty moving to more appropriate accommodation.
  - Families who are affected by the benefit cap and have a disabled member of the family
- 3.22 The intention of the DWP is that the majority of these customers affected by the benefits cap will move into work and therefore become exempt from the cap. Some may chose to move whist others may consider other means by which they might be able to meet any short fall such as trying to negotiate a reduction in their rent or meeting the shortfall from other sources.
- 3.23 Given the limitations of the DHP budget, it is necessary that priority is given to benefit cap customers in order to assist them achieve the above aims.
- 3.24 The Council is unable to provide a prioritised list as it will treat each claim on its own merits and take into consideration the individual circumstances of the customer – the following are the areas where the Council will consider a priority, but other cases depending on the circumstances will not be excluded.
- Households that need to move to alternative, lower cost accommodation but are unable to do so immediately (for reasons of health, education or child protection) and the provision of short-term financial assistance will contribute to the achievement of one or more of the Council's DHP policy objectives
  - Households that need to move to alternative, lower cost accommodation but are working proactively to resolve their situation and the short-term award of a DHP will, prevent the household from becoming homeless or delay homelessness for long enough to enable them to complete a planned move to more affordable accommodation;
  - Households that are, working proactively with Jobcentre Plus and advice / support providers to secure paid employment, claim Working Tax Credit and become exempt from the benefit cap.
  - Homeless households that are residing in Temporary Accommodation (provided by, or on behalf of, Slough Council) and have been assessed, by the Council, as being particularly vulnerable, and needing to remain in the area or they are awaiting an offer of alternative Temporary Accommodation, procured at a lower cost; or are awaiting a decision on their Homeless application
  - Households that have a disabled member of the family where they are unable or unwilling to move due to proximity to healthcare professional etc or to support the disabled family member or where they require an additional room to support their disability.
  - Customers who are newly affected by the benefits cap during 2019-20 due to changes in circumstances (i.e. not those who take on a new property which is over and above the cap rate) will be given priority over those that have received DHP for a number of years and were affected by the original benefits cap.
  - Care Leavers



- 3.25 In the above instances the difference between the benefits cap and the eligible rent will be paid for the first 6 months only of the first DHP claim without taking income and expenditure into consideration in order for the Customer to take actions to review their situation.
- 3.26 In order for the above (3.25) a fully completed DHP application must be made to the DHP office with all the supporting information including that showing how the Customer falls into the above category. (Please see below 4.1 for additional information on Care Leavers)
- 3.27 All DHP applications will be assessed on their individual merits.
- 3.28 Households affected by the benefits cap where it cannot be evidenced that steps have been taken to alleviate the effects of the cap or are not classed as vulnerable (as above) will not be eligible for indefinite DHP awards. Where this is the case awards will be reduced by a taper over a specified period depending on the circumstances of the customer. This will be relayed in the notification letter to the customer.
- 3.29 Households affected by the benefit cap that will not be entitled to DHP**
- 3.30 In the main any household that has taken on a new tenancy, apart from where that accommodation is TA, (as there is limited choice in this accommodation) who does not fulfil the vulnerable criteria outlined above will not be considered eligible for DHP as the Council expects households to consider their income and expenditure when sourcing new accommodation.
- 3.31 The Council will however consider a DHP for up to 6 months in the above instance where the customer can show there was no other suitable alternative accommodation or that they expect their circumstances to change in this period. In this instance the maximum that will be paid will be £30 DHP per week.
- 3.32 Households affected by the Social Rented Sector Size Criteria**
- 3.33 The purpose of the DHP funding is to help those customers who are unlikely to be able to meet the shortfall in the rent payments and for whom moving to a smaller property may be inappropriate or avoidable.
- 3.34 For customers living in significantly adapted accommodation it will be more cost-effective to allow them to live in their current accommodation rather than moving them into smaller accommodation which then needs to be adapted.
- 3.35 In addition, customers who are living in properties which have been significantly adapted for other household members such as for a disabled child or non-dependants the same will apply.
- 3.36 There is no definition of significantly adapted accommodation in the regulations or guidance. This is to be determined on an individual basis taking into account the adaptations that would have to be carried out should the customer be required to move to alternative accommodation.
- 3.37 In addition where there has been no significant adaptation of the property but a member of the household has a long term medical condition that creates difficulties in sharing a bedroom and which has been substantiated as part of

their application then a DHP would be appropriate.

- 3.38 The above group will be proactively encouraged to claim DHP. This claim will not take into consideration income and expenditure but as long as the customer is in receipt of Housing Benefit or the housing costs element of Universal Credit and they have a confirmed adapted property the difference between the benefit award and the eligible housing costs will be paid by DHP.
- 3.39 **Support for disabled children or non-dependants who need an additional bedroom for an overnight carer**
- 3.40 Customers or their partners who require frequent care from a non-resident overnight carer or team of carers are allowed an additional bedroom for that carer under the maximum rent (social sector) size criteria.
- 3.41 This provision does not apply to other members of the household. Therefore, where an additional bedroom is needed for a non-resident carer who is providing overnight care to a disabled child or non-dependant SBC will consider favourably an award of DHP and due consideration will be given as to whether this should be a long term award. This claim will not take into consideration income and expenditure but as long as the customer is in receipt of Housing Benefit or the housing costs element of Universal Credit and they have a confirmed need for an additional bedroom for an overnight carer the difference between the benefit award and the eligible housing costs will be paid by DHP.
- 3.42 **Support for approved or prospective adoptive parents**
- 3.43 Customers who have been approved as adopters are required to have a bedroom for an adopted child. Until the child forms part of the household, removal of the spare room subsidy may apply and DHPs can be used to provide support in the interim period.
- 3.44 Similarly, people going through the approval process to become adoptive parents will need to show that they have a spare room for a child. If a DHP is paid on this basis it will be the responsibility of the customer to inform the LA of any change of circumstances if, for example, they were not subsequently approved.
- 3.45 In some cases the LA will specify that an adopted child should have their own room, and not share with another child. DHPs may be used on an on-going basis to provide support where an additional bedroom is not allowed for housing benefit purposes. This claim will not take into consideration income and expenditure but as long as the customer is in receipt of Housing Benefit or the housing costs element of Universal Credit and they are a confirmed prospective adoptive parent the difference between the benefit award and the eligible housing costs will be paid by DHP.
- 3.46 **Support for approved or prospective foster carers**
- 3.47 Foster Carers are allowed **one** extra bedroom under the size criteria rules providing they have fostered a child or became an approved foster carer within the last 52 weeks.
- 3.48 Some customers may be caring for siblings, or for two or more unrelated foster children, and require additional bedrooms. National minimum standards

for Fostering Services state that a foster child over the age of 3 should generally have their own room. However, the size criteria rules only allow foster carers to have one extra bedroom; therefore a DHP will be awarded to help cover any reduction in housing benefit due the additional rooms that are required.

3.49 People going through the approval process to become foster carers will need to show that they have a spare room to be approved. If a DHP is paid on this basis it would be up to the customer to inform the LA of any change of circumstances if, for example, they were not subsequently approved.

### 3.50 **Support for disabled children**

3.51 The Government has amended legislation to allow an extra bedroom for a severely disabled child eligible for the middle or highest rates of Disability Living Allowance (DLA) care who would normally be expected to share a room under the size criteria rules, but is not reasonably able to do so due to severe disability. If the child meets the DLA criteria then the SBC will assess whether or not the child's impairment makes it unreasonable for them to share a bedroom, taking the full facts of the case into consideration.

3.52 In cases where a child is not entitled to DLA care at either the middle or highest rate but the customer advises that their child is unable to share, consideration will be given to whether awarding DHP is appropriate.

3.53 In addition given the limitations of the DHP budget – and on the understanding that the Council and its housing association partners will do everything they can to support customers and prevent them from becoming homeless – the Council will give priority to DHP applications received from the following households:

- Households that contain a person with a disability and are living in 'significantly adapted' accommodation;
- Households that contain a disabled child who is unable to share a bedroom because of their severe disabilities, where regulations do not allow for the extra bedroom;
- Households that contain a disabled child and are living in accommodation that has been adapted to meet the child's needs, where regulations do not allow for the extra bedroom; and
- Households containing someone who has a severe and persisting disability which means that they are dependent on the care and support of relatives and friends who are living in the local community and there is no suitable accommodation available, within the local area, to which they are able to transfer.
- Households where an additional room is needed because of a person or persons disability, which precludes a couple sharing a room or where an additional room is needed to store equipment essential because of a persons disability.
- Households who have been approved as adopters or prospective foster parents within the last 52 weeks or are going through the approval process and need a spare room(s) in order to qualify.

3.54 Depending on the level of demand for DHPs, the Council may also give

priority (albeit slightly less priority than is given to the households affected by the Size Criteria listed above) to DHP applications from the following households:

- Households whose Housing Benefit is restricted by the Size Criteria but that restriction will soon be lifted because the customer (and their partner, if they have one) will reach the age at which they will be able to claim Pension Credit;
- Households whose Housing Benefit is restricted by the Size Criteria but that restriction will soon be lifted because one or more of their children will soon reach an age when they are not expected to share a bedroom;
- Single women who are pregnant (and childless couples containing a pregnancy) who are living in a two-bedroom home but whose Housing Benefit is restricted by the Size Criteria to a one-bedroom home but that restriction will soon be lifted when the baby is born; and
- Households with exceptional need, which are actively and consistently engaging in seeking to downsize to accommodation that matches their need.

3.55 Households affected by the Social Rented Sector Size Criteria will be encouraged (where they are not an exempt or vulnerable category as outlined above) to move to smaller accommodation to reduce the effect of the Social Rented Sector Size Criteria.

3.56 Households who would be expected to move will be informed in their original DHP award letter and will be expected to make all efforts to achieve this.

3.57 The Council accepts that the availability of smaller accommodation is limited and will not reduce or remove DHP payments where the Customer can evidence that they have made attempts to move e.g. joined the Housing Transfer list, made a mutual exchange application or on the home swapper list etc

3.58 However where no attempt to move has been made, where a customer has refused a reasonable offer to move or the Customers wishes to remain in their existing property DHP will not be awarded, unless they fall under the vulnerable criteria above. (A reasonable offer will be defined in conjunction with the Council's Letting service).

**3.59 Households affected by the Social Rented Sector Size Criteria that will not be entitled to DHP**

3.60 Any household that has taken on a new tenancy who does not fulfil the vulnerable criteria outlined above will not be considered eligible for DHP as the Council expects households to consider their rental liability, income and expenditure when sourcing new accommodation.

3.61 The Council will only consider a DHP for a limited period (generally between 6 and 12 months) for customers who do not fall into one of the vulnerable categories outlined above and have made no attempt to find alternative accommodation or to comply with the requirements of the Welfare Reform legislation in looking for work or working towards looking for work.

3.62 Customers who have refused a reasonable offer of a move, who have made no attempt to go on the Housing transfer list, home swapper etc or have no

wish to move.

**3.63 Other households requesting a DHP, including those that are affected by the Local Housing Allowance restrictions**

3.64 The purpose of the DHP funding is to provide short-term, temporary relief to families and vulnerable people whose Housing Benefit or Universal Credit has been reduced, due to Local Housing Allowance restrictions (including the LHA caps, the Shared Accommodation Rate and changes to the way in which LHA is calculated), income tapers and non-dependant deductions.

3.65 DHPs cannot assist with the council tax liabilities that residents incur under the 2013 Council Tax Reduction scheme, known as Local Council Tax Support in Slough.

3.66 All DHP applications will be considered on their individual merits. However, the Council will give priority to applications from households that have children and need to move to alternative, lower cost accommodation but are unable to do so immediately (for reasons of health, education or child protection).

3.67 Where a customer, remaining in the same property becomes affected by the LHA reforms due to a rent increase 3.64 will also apply, and advice will be provided on moving to cheaper alternative accommodation and or discussions with the Landlord regarding the increase. In this instance the original assessment period will be for no more than 3 months and the claim will be reviewed after this time.

3.68 The Council will however consider a DHP for up to 6 months in the above instance where the customer can show there was no other suitable alternative accommodation or that they expect their circumstances to change in this period. In this instance the maximum that will be paid will be £30 DHP per week.

**3.69 Rent-in-advance, damage deposits, admin fee and removals**

3.70 The DHP budget is insufficient to meet the rent shortfalls of the thousands of customers whose Housing Benefit and Universal Credit no longer cover their full rent.

3.71 In order to provide long term solutions, the Council will help and encourage customers to move to alternative accommodation that they can afford.

3.72 Instead of providing customers with short term assistance to enable them to maintain the rent payments on a home that they will never be able to afford without a DHP, the Council has decided that it would be better to help those customers to move to somewhere they can afford, at a much earlier stage, by providing them with the help they require to pay the damage deposit. LHA rates will be used in the majority of cases as the ceiling for damage deposits.

3.73 The Council wishes to support customers to move to cheaper alternative accommodation and considers a damage deposit equivalent to four weeks rent at LHA rate a reasonable deposit but accepts that there will be instances where the deposit is in excess of 4 weeks. The Council will consider each case on its individual merits up to a maximum of the equivalent of 8 weeks rent at LHA rates.

- 3.74 The Council will consider damage deposit for a property outside of the borough where the customer is currently entitled to Housing Benefits or Universal Credit within the borough and is being supported by the Housing Demand Team due to Homelessness or potential Homelessness and where the Deposit Guarantee Scheme (DGS) cannot be used the Council will consider favourably the application made.
- 3.75 Where the customer is requesting a damage deposit for a property outside of the borough of Slough and is currently entitled to Housing Benefits or Universal Credit within the borough and the move will ensure they are moving to cheaper alternative accommodation or will facilitate the objectives in the Welfare Reform bill this too will be considered favourably
- 3.76 When considering DHP requests for such a purpose, the Council will take into account any damage deposit that is due to be returned to the customers. The Council will also check that the customer's new home will be affordable.
- 3.77 The Council understands that in some instances (mainly because of vulnerability issues) the Customer will have limited choice in the accommodation that they can move to and that the amount of damage deposit may be in excess of the LHA rates, in these instances the Council will take the evidenced reasons into account when making a decision.
- 3.78 The Council will not normally pay rent-in-advance or removal costs.
- 3.79 Customer may make an application for Local Welfare Provision, where assistance with removal costs is required.
- 3.80 Rent in advance payments will not generally be paid as Housing Benefit or housing costs under Universal Credit is available for any period of rent liability, though in line with the regulations it is paid in arrears. Customers may make an application for Housing Benefit or Universal Credit where assistance with rental liability is required.
- 3.81 The Council will consider rent in advance only in exceptional circumstances which include:
- where it is necessary to make such a payment to comply with the authority's legal obligations e.g. to avoid unlawful discrimination
  - where the Customer is vulnerable (see above)
  - the Council will also consider rent in advance if this discharges any future obligation.
  - the Council may offset this rent in advance award from any future HB award for the same period of time.
- 3.82 The guidance from the Secretary of State's issued in March 2018 by the DWP has been taken into consideration.
- 3.83 The Council would not normally pay an Admin Fee for the Letting Agent to carry out the administrative actions of letting the property, however in the Autumn statement 2016 the Chancellor has announced that he will as soon as legislatively possible remove the Admin fee charged by Letting Agents.
- 3.84 In order to support the customers in Slough the Council will consider an application to pay an Admin fee up to a maximum of £150 until the legislation is in place which is expected to be Spring 2019.

- 3.85 Regard will be given to the Court of Appeal's decision in R v. LB Lambeth, ex parte Gargett which sets out that any HB already paid towards 'housing costs' must be deducted when calculating the amount of a DHP to avoid duplicate provision.
- 3.86 The 'Gargett' case relates to rent arrears and specifically whether a DHP could be used to pay a lump sum towards rent arrears (the Court of Appeal found that a DHP could be used for this purpose). However, the case also discusses the issue of duplication of DHPs and HB. In relation to preventing duplication of provision, part of the decision states "housing benefits already paid for past housing costs must also be deducted. This is implicit in the purpose for which DHPs may be made. Otherwise the applicant would be receiving DHPs for housing costs that have already been met by past payment of housing benefits. It would not be a case for a need for "further" financial assistance to meet "housing costs"".
- 3.87 The case does not prevent the use of a DHP for rent in advance but indicates that when making such a decision on whether DHP can be used, the Council must consider whether there is likely to be a duplication of payments for the initial part of the tenancy if the DHP is made; and whether there is any means to avoid this.
- 3.88 When awarding a DHP for a rent deposit or rent in advance, the council must be satisfied that:
- the property is affordable for the tenant; and
  - the tenant has a valid reason to move; and
  - the deposit or rent in advance is reasonable.

It will be remembered that it may not always be possible for the claimant to seek the most affordable accommodation, for example, when someone fleeing the home due to domestic abuse needs to seek a place of safety such as a refuge service.

### **3.89 DHPs and two homes**

- 3.90 The regulations allow an authority to award DHPs on two homes when someone is treated as temporarily absent from their main home, for example because of domestic violence.
- 3.91 The regulations in Housing Benefit and Universal Credit also allow for these benefits to be paid on two homes in exceptional circumstances e.g. Domestic Violence
- 3.92 Where the customer is in receipt of Housing Benefit or Universal Credit it is expected that they will apply for a "two homes payment" via these benefits.
- 3.93 If the customer is of working age the benefit cap will come into operation, the Benefits Service will consider if the customer is treated eligible for benefits on both properties and if there is a total shortfall. If there is a total shortfall DHP may be awarded up to the weekly or monthly eligible rent on both properties.
- 3.94 If the customer is not of working age (or other qualifying circumstances) and therefore the cap does not apply the customer will be treated as liable for rent on both properties and benefit awarded appropriately and there is a shortfall,

it is acceptable to award DHP in respect of both properties subject to the weekly or monthly limit on each property.

- 3.95 If the customer is only treated as liable for Housing Benefit or Universal Credit on one home, but is having to pay rent on two homes, a weekly DHP could be considered though the maximum award would be up to the eligible rent for the main home.
- 3.96 Where the customer is in receipt of Housing Benefit or Universal Credit and is liable for rent on both properties but does not fall under the criteria above, then consideration will be given by SBC for the reason that they are liable for rent on two homes. If this is due to extenuating circumstances an award will be made and an exception will be made to pay up to the full rent on the properties for a limited period.

#### **4 Assessment of applications**

- 4.1 When deciding whether or not to award a DHP, the Council will assess each application on its merits (including considerations of equality) and take into account its objectives and such things as:
- The size of any shortfall that exists between what the customer is receiving in housing costs (from Housing Benefit or Universal Credit) and the eligible housing costs for which they are liable, together with the reasons for this shortfall;
  - The legislation allows for customers in receipt of Universal Credit to have the whole of their Housing costs paid by DHP, however taking into account the limited budget SBC will only pay the difference in the shortfall between Housing Costs element of the Universal Credit award and the total eligible rent as determined by SBC apart from very exceptional circumstances.
  - The financial circumstances (income and expenditure, savings, capital and indebtedness) of the customer, their partner and anyone else living in their home;
  - Any special needs or health and social problems that the customer and/or their family have, and what impact these have on their housing and financial situation;
  - Income from disability-related benefits such as Disability Living Allowance or the Personal Independence Payment, SBC will have regard to the decision of the High Court in R v. Sandwell MBC, ex parte Hardy. In particular, SBC will consider each DHP claim on a case by case basis having regard to the purpose of those benefits and whether the money from those benefits has been committed to other liabilities associated with disability. Where the money from these benefits has been committed to liabilities associated with disability they will be excluded from the calculation. The council will therefore exclude these benefits from any calculation apart from very exceptional circumstances.
  - The Council will also take into consideration unavoidable costs that the customer may have, such as fares for travel to work. This may include,



for example, people who have had to move as a result of welfare reforms.

- The impact that moving home and/or changing schools is likely to have on the family and the educational outcomes of any young people in the household;
- Young people leaving LA care until they reach the age of 25; in this instance the Council acknowledges its role as a Corporate Parent and the responsibilities of keeping our Care Leavers safe and supporting them to have successful lives. Without the family support most young people get as they become adults, Care Leavers often struggle to juggle their household bills and make ends meet. Many find themselves in debt, or having to go without food or other basic necessities. The Council therefore wishes to help give Slough Care Leavers the best start in adult life by supporting their housing costs for the period that the Council has a statutory duty to support them. In this instance as long as the Slough Care Leaver is in receipt of Housing Benefits or housing costs element of Universal Credit and makes a claim for DHP the difference between their eligible rent and their benefit will be paid for by DHP. Slough Care Leavers can be confirmed by the SCST.
- Families with kinship care arrangements.
- Families with a child temporarily in care but who is expected to return home
- The council will also give favourable consideration to mixed aged couples and the change in the legislation from May 2019, supporting them back to their original entitlement for up to 3 months while they review the situation
- The reasons why, compared to other people, the circumstances of the customer and their family should be considered 'exceptional'
- Following the tragic terrorist attacks in Manchester on 22 May 2017 and London on 3 June 2017, compensation schemes ("We Love Manchester Emergency Fund" (WLMEF) and "London Emergencies Trust" (LET)) have been set up to help those affected. From 19 June 2017 regulations came into force which exempt these payments. Both WLMEF and LET are adopting similar principles to the London Bombings Relief Charity Fund (LBRFCF) set up in 2005.
- From 19 June 2017 all payments made by either WLMEF or LET are fully disregarded for the purposes of calculating HB, and applies to existing and new claims. This covers the injured, deceased person and their spouse, partner, civil partner and child. Therefore the Council will be mindful that these payments may be made and not exclude any individuals who have been affected when considering any DHP applications.
- The impact that not awarding a DHP is likely to have on the Council's finances and services, especially homelessness, social care, family support and health;

- The length of time for which a DHP is being sought;
  - Any steps the customer has taken to reduce their rental liability;
  - Any steps that the customer has taken to increase their income;
  - Any steps the customer has taken to be removed from the Benefit Cap
  - Whether the customer has made attempts to move to cheaper alternative accommodation;
  - The amount of money remaining in the DHP budget; and
  - Any other factors that the Council and/or customer consider appropriate.
- 4.2 Regard will be given to the Court of Appeal’s decision in R v. LB Lambeth, ex parte Gargett which sets out that any HB already paid towards ‘housing costs’ must be deducted when calculating the amount of a DHP to avoid duplicate provision.
- 4.3 The ‘Gargett’ case relates to rent arrears and specifically whether a DHP could be used to pay a lump sum towards rent arrears (the Court of Appeal found that a DHP could be used for this purpose). However, the case also discusses the issue of duplication of DHPs and HB. In relation to preventing duplication of provision, part of the decision states “housing benefits already paid for past housing costs must also be deducted. This is implicit in the purpose for which DHPs may be made. Otherwise the applicant would be receiving DHPs for housing costs that have already been met by past payment of housing benefits. It would not be a case for a need for “further” financial assistance to meet “housing costs””.
- 4.4 The Council will not normally make allowance for any financial loss resulting from the customer’s failure to claim any benefits in a timely manner. No allowance will be made, either, for any debt relating to an overpayment of Housing Benefit or Universal Credit.
- 4.5 When the Council has considered the customer’s needs and circumstances, it will decide how much to award. This may be any amount below the difference between the rental liability and payment for Housing Benefit / Universal Credit. The DHP award cannot exceed the weekly eligible rent for the customer’s home.
- 4.6 The award of a DHP does not guarantee that a further award will be made at a later date, even if the customer’s circumstances remain unchanged.

## **5 Claiming a DHP**

- 5.1 The regulations require a DHP to be claimed.
- 5.2 In most cases, the person who claims a DHP will be the person who is

receiving Housing Benefit or Universal Credit, or their partner. However, the Council may also accept a claim from someone who is acting on behalf of that person (such as an appointee or advocate) if the person is vulnerable and requires support.

- 5.3 The Council accepts DHP claims in writing and provides an application form for this purpose. The Council will also accept a DHP claim made on-line and in certain circumstances via the telephone.
- 5.4 A claim for a DHP will be considered from the date a DHP is requested, but on condition that all supporting information and documentation is received by the Council within one month of that request.
- 5.5 The application form prescribes the information necessary to support a claim for DHP, for the avoidance of doubt this must include income and expenditure and both must be evidenced. A claim will not be determined without the evidence provided.
- 5.5 If the Council requires additional information and evidence to assess the claim, it will request this from the customer in writing, electronically or verbally (over the telephone, face to face or by visit). The customer must provide this information and documentation within one month of the date of the request.
- 5.6 If the customer fails to provide the information and documentation on time, the Council will make a decision based on any information it already holds, including the information held on its Housing Benefit computer system. More time may be allowed for some individuals, however, if the Council thinks it is reasonable to do so.
- 5.7 Information must be supplied to support the DHP application and customers must not assume that because information has been supplied to other Council departments it will be available to support the DHP application.

## **6 Period of award**

- 6.1 The Council will decide on the length of time for which a DHP is to be awarded.
- 6.2 The start date for an award will normally be the Monday following receipt of the claim. However, the Council does have the discretion to backdate an award for DHP if it considers that the customer's circumstances merit this.
- 6.3 DHPs will normally be paid for a minimum of one week. The length of each award will be based on the individual circumstances of each customer; no award will be made past the end date of the tenancy agreement.
- 6.4 As an award can only be made for the current financial year, any award that is made for the remainder of 2019-20 will have to be followed by a new application for the next financial year even if the customer's circumstances remain unchanged.
- 6.5 Although all customers are entitled to make a fresh claim (for a further DHP) when their existing award comes to an end, the Council will not automatically invite customers to apply for another DHP.

- 6.6 As DHPs will not usually be regarded as offering a long term solution to a customer's financial situation, the maximum length of a DHP award (or a series of consecutive awards) will not normally exceed 12 months. Exceptions may be made, in particular for certain customers affected by the Social Rented Sector Size Criteria and where the Council continues to regard it as inappropriate for the customer to have to move, and the relevant caselaw that is operation at the time of this policy and new caselaw that comes into operation during the life of this policy
- 6.7 Exceptions will also be made in line with recent caselaw, where an award is made to a disabled customer who lives in significantly adapted accommodation in the social rented sector but who is subject to the removal of the spare room subsidy, the award will be made on a longer-term basis, including an indefinite award subject to a relevant change in their circumstances.
- 6.8 DHPs will also be considered on a longer term basis for customers who have a medical condition that makes it difficult to share a bedroom and for disabled children or non-dependants who need an additional bedroom for a non-resident overnight carer or team of carers.
- 6.9 Long term awards will also be made in cases where a disabled child who would normally be expected to share a bedroom under size criteria rules requires a separate room, and provides evidence that this is the case but does not meet the HB criterion of being in receipt of the Middle and Higher rates of DLA Care.
- 6.10 Failure to meet the conditions stated in the award notification may lead to an initial reduction or the complete withdrawal of the award.

## **7 Request for backdating**

- 7.1 The Council will consider any reasonable request for backdating a DHP award. However, these will be limited to the period in which the customer has been receiving Housing Benefit or Universal Credit.
- 7.2 The Council will only consider backdating of awards to the beginning of the financial year when the application was made. This is because the budget is cash limited and any underspent in the previous financial year has to be returned to the DWP, therefore no funding exists for previous years.
- 7.3 In the instance of applying for a damage deposit or rent in advance it is expected that Customers would need the money prior to taking up the tenancy, and where they have borrowed the money either from a friend or relative or from the Housing Department, a claim would be expected to be made within 8 weeks of moving to the premises.

## **8 Making a claim in advance**

- 8.1 A DHP can only be considered for a period when the customer is entitled to Housing Benefit or Universal Credit.

- 8.2 However, claims can be made in advance, where the customer is anticipating a change in their situation, such as the forthcoming imposition of the benefit cap and the Social Rented Housing Size Criteria.

## **9 Notification of decisions**

- 9.1 The customer will be notified, in writing, of the outcome of the DHP claim within 14 days of receipt of the claim and all supporting documentation, or as soon as possible after that.
- 9.2 If a claim is unsuccessful, the Council's decision letter will include an explanation of how the decision has been reached and details of the right of review.
- 9.3 If the claim is successful, the Council's decision letter will include the following:
- The reason for the award;
  - The amount awarded;
  - The period of the award;
  - To whom the DHP will be paid;
  - The customer's duty to report any changes in circumstances and
  - Any conditions associated with the award
  - Details of the right of review

## **10. Changes in circumstances**

- 10.1 The customer must tell the Council if their circumstances change after a DHP is awarded. This is made clear to customers in the award letter and application form.
- 10.2 Customers must report all changes of circumstances that may be relevant to the DHP award to the Housing Benefits service even if they have been reported to other services or departments for example Job Centre Plus because a Universal Credit claim is in payment.
- 10.3 The Council may revise a DHP award if the customer's circumstances have changed.
- 10.4 The Council reserves the right to recover any overpayments relating to DHP (see Section 13)

## **11. Payment arrangements**

- 11.1 The Council will decide whether the DHP should be paid to the tenant, the landlord or a third party.

11.2 The payment will be made within 5 days of the award being assessed once all the information is received.

11.3 The Council will give priority to assessing an award for a Damage Deposit.

## **12. Right to request a review**

12.1 As a DHP is not a payment of Housing Benefit or Universal Credit, it is not subject to the appeals mechanism that operates under those schemes.

12.2 Customers can request a review of a decision to refuse to award a DHP, a decision to award a reduced amount, a decision not to backdate an award for DHP or a decision to seek recovery of an overpayment of a DHP as follows:

- A customer (or their representative) who disagrees with a DHP decision may request a review. This request must be made in writing, within one month of when the notification was issued, and set out the reasons for requesting a review. (The time limit for requesting a review may be extended if the Council considers it reasonable to do so).
- The appeal will be reviewed by an independent officer(s) to those that made the original decision.
- The customer will be notified in writing once the decision has been reviewed, including the outcome of the review and a new decision notification if appropriate.

12.3 This decision will be final. In cases of alleged maladministration by the Council, the customer should follow the Council's complaints process. If a customer is still unhappy, they have a right to contact the Local Government Ombudsman.

## **13. Overpayments**

13.1 The Council will make every effort to minimise overpayments of DHP.

13.2 If an overpayment does occur, the Council will decide whether or not it is appropriate to recover it. If recovery action is appropriate, the Council will send an invoice to the customer (or the person to whom the DHP was made) and a written explanation of how the overpayment occurred and the periods and amounts to which it relates.

13.3 Where the overpayment is a result of an error made by the Council, recovery will not normally be sought, unless the customer or person who received the payment could have reasonably known they were being overpaid.

13.4 DHP overpayments will not be recovered from payments of Housing Benefit and Universal Credit that are due to the customer, but may be recovered from any future awards of DHP.

## **14 Fraud**

- 14.1 The Council is committed to tackling and preventing fraud in all its forms.
- 14.2 If a customer, Landlord or Agent attempts to claim a DHP by making a false declaration or providing false evidence or statements, they may have committed an offence under the Theft Act 1968. Where the Council suspects that fraud may have occurred, it will investigate the matter as appropriate and this may lead to criminal proceedings.

## **15 Homeless Reduction Act**

- 15.1 The Homeless Reduction Act came into effect in April 2018 and the Act imposes a duty to assess, prevent and relieve homelessness.
- 15.2 Homelessness can have a negative impact for the household concerned in terms of health, education and employment prospects, a DHP should be used where possible to prevent the household from being evicted and becoming homeless;
- 15.3 An award of DHP may be central to the person being able to access or maintain employment, education or training and so they are less likely to become homeless; the Council is committed to support the Homeless Reduction Act will prioritise DHP applications via the Housing Demand Team as long as all the supporting information has been supplied
- 15.4 The new duties under the Act include
- A duty to assess and agree a plan to secure and retain suitable accommodation with all eligible applicants who are homeless or threatened with homelessness is imposed.
  - A duty on the LA to prevent homelessness through taking reasonable steps to secure accommodation
  - A duty to take reasonable steps to help applicants, regardless of whether they are in 'priority need', to secure accommodation.
  - For homeless applicants who have a 'priority need' there is a duty to provide interim accommodation whilst the relief duties are carried out.
  - A duty for all public authorities to notify a local housing authority of the homelessness or threatened homelessness of a person (with their consent) and to provide the contact details of the person

## **16 Publicity**

- 16.1 The Council has a responsibility to ensure that it does not limit the legal discretions it may apply, and it is committed to applying this policy fairly and consistently.
- 16.2 It will take steps to maximise take up to make sure that the funds are targeted towards those who are most in need. This policy will be made available on request and via the Council's website: [www.slough.gov.uk](http://www.slough.gov.uk)

## **17 Debt advice**

- 17.1 Anyone experiencing debt problems will be signposted to local debt advice agencies for free, confidential, impartial advice.

## **18 Policy review**

- 18.1 This policy will be reviewed on a regular basis and in light of any legislative changes, trends or other factors that impact on its effectiveness.
- 18.2 The Council may also, during the course of any year, review and reconsider whether it should allocate any of its own resources towards the overall DHP budget.



# Equality Impact Assessment

<b>Directorate: RHR</b>	
<b>Service: Finance &amp; Audit</b>	
<b>Name of Officer/s completing assessment: Jackie Adams</b>	
<b>Date of Assessment: 20.02.2019</b>	
<b>Name of service/function or policy being assessed: Discretionary Housing Payments Scheme 2019-20</b>	
1.	<p>What are the aims, objectives, outcomes, purpose of the policy, service change, function that you are assessing?</p> <p>The <u>changes</u> to the Discretionary Housing Payment scheme for 2019-20</p>
2.	<p>Who implements or delivers the policy, service or function? State if this is undertaken by more than one team, service, and department including any external partners.</p> <p>The policy is delivered in the first instance by our partner Arvato, whose role it is to accept all applications, analysis them, request such supporting information as they see fit and assess how much local Discretionary Housing Payment a person will be entitled to within the bounds of the scheme. If the Customer disagrees with the assessment they have the right to appeal the decision to an Independent Officer employed by Slough Borough Council, if the reason for an appeal is that the Customer has provided additional information this will be classed as a review and passed back to Arvato to reassess, if no additional information is received the assessment will be reviewed by a SBC employee and the customer will be made aware of the outcome. The scheme is a discretionary scheme and thought the overall circumstances are stated in each instance as each person circumstances are difference there can be no statement for every single circumstance hence the Assessor will make the determination based on the principals of the scheme. The Customer has a right to appeal to the ombudsman as the next stage as this is a discretionary scheme and does not have another independent review body.</p>
3.	<p>Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc. Please consider all of the Protected Characteristics listed (more information is available in the background information). Bear in mind that people affected by the proposals may well have more than one protected characteristic.</p> <p>All those who live in the borough and pay rent to a Private or Social Landlord could potentially be affected by this proposal, the only people entitled to a payment under the legislation will be those in receipt of Housing Benefit or the housing element of Universal Credit,</p>

though Housing Benefit and Universal Credit is open to anyone on a low income.

The scheme is a discretionary scheme set up to assist those people who are having difficulty paying their rent but they must be in receipt of Housing Benefits or the housing element of Universal Credit to be eligible. DHP can give assistance to those suffering financial hardship where additional help over and above their Housing Benefit or Universal Credit is available to assist with their rent costs for a limited period of time – the budget is cash limited.

The funding was initially increased three years ago when the Welfare Reform changes were first introduced in order to give people support while they became accustomed to the changes. The amount of grant has gradually reduced year on year as the changes have become embedded.

There was additional funding available from central government for 2016-17 and 2017-18 in order to support those customers affected by the further Welfare Reform changes. (Implementation of a lower benefits cap – implemented in Slough 19<sup>th</sup> December 2016), but for 2018-19 the grant reduced by £111,177 but for 2019-20 there has been an increase of £1,110

o Age – the policy is generic and will help people of all ages, though certain aspects of the welfare reform legislation (e.g. Spare room Subsidy and benefits cap) does not affect people over the age of 60, so they will not be disadvantaged and therefore will not need to take advantage of this scheme.

o Disability – there are a number of changes under Welfare Reform that affects people with a disability, the DHP policy aims where possible to protect people with a disability and to protect their homes especially if they have been adapted for disabled living. In addition there has been some caselaw recently which means that those who have their homes adapted for a disabled member of the family must have DHP assessed if their Housing Benefit or the housing element of Universal Credit does not cover their full housing costs especially if there is a room used in the home for an overnight carer. SBC has prioritised in the policy support for households where there is a disabled member of the family.

o Pregnancy and maternity - where a house hold who has an additional bedroom and may be subject to the spare room subsidy but is expecting a child and the spare room subsidy will be removed or reduced on the birth of the child the DHP policy aims to protect these households until the birth of the child.

There is no specific changes to the following under the Welfare Reform Act, the changes are generic and affect all groups, the policy is

	<p>therefore generic in the need to able to provide support to all parts of the community affected by Welfare Reform and to assist them into work or to fund cheaper alternative accommodation if appropriate therefore cash limited help will be available to all groups and they will be treated based on their circumstances as defined in the policy</p> <ul style="list-style-type: none"> <li>o Race</li> <li>o Religion and Belief</li> <li>o Sex</li> <li>o Sexual orientation</li> <li>o Gender Reassignment</li> <li>o Marriage and Civil Partnership</li> <li>o Other</li> </ul> <p>This policy aims to assist some of the most vulnerable people in the community and needs to be simple and easily implemented and understood. This is why each claim is considered individually and customers are given all of the support they need to access the scheme. Officers in Revenues, Customers Service, and Housing are fully aware of DHP's and the process of claiming.</p>
4.	<p>What are any likely positive impacts for the group/s identified in (3) above? You may wish to refer to the Equalities Duties detailed in the background information.</p> <p>None from the changes to the scheme</p>
5.	<p>What are the likely negative impacts for the group/s identified in (3) above? If so then are any particular groups affected more than others and why?</p> <p>None from the changes to the scheme</p>
6.	<p>Have the impacts identified in (4) and (5) above been assessed using up to date and reliable evidence and data? Please state evidence sources and conclusions drawn (e.g. survey results, customer complaints, monitoring data etc).</p> <p>n/a</p>

7.	<p>Have you engaged or consulted with any identified groups or individuals if necessary and what were the results, e.g. have the staff forums/unions/ community groups been involved?</p> <p>n/a</p>
8.	<p>Have you considered the impact the policy might have on local community relations?</p> <p>n/a</p>
9.	<p>What plans do you have in place, or are developing, that will mitigate any likely identified negative impacts? For example what plans, if any, will be put in place to reduce the impact?</p> <p>The scheme has been developed in conjunction with the our partners Arvato and other interested parties, including Strategic Housing in order to ensure that we are treating Customers fairly and providing support to those who need it the most. As the budget is cash limited and the call on the DHP's during 2018-19 was lower than in previous years, this may have been because of the close working and helping customers move away from negative circumstance which reduced their claim, or it may be just that less people applied. Regular liaison has been maintained and agreement with the above parties where we needed to limit payments in order that those most in need received the payments and that customers maintained their home. It is intended that this liaison continues as required during 2019-20</p> <p>In addition we monitor the Customers that apply for DHP by race and disability and have analysed these results taking into account the make up of the borough. We have not analysed the results by gender as one member of the household applies on behalf of the household for Housing benefits, Universal Credit and DHP</p> <p>We note that there may come a time where DHP's have to be reduced or suspended if the grant is spent, we have worked to avoid this in 2018-19 and will continue to do the same in 2019-20 by reducing payments if necessary rather than stopping payments so those in need receive some assistance.</p>
10.	<p>What plans do you have in place to monitor the impact of the proposals once they have been implemented? (The full impact of the decision may only be known after the proposals have been implemented). Please see action plan below.</p> <p>The DHP spend is currently monitored on a monthly basis to ensure that the spend remains within budget, the details of the customers that receive DHP are available to the Partnership Development and Client Monitoring Team including protected characteristic's listed above and all payments are who regularly monitored. If it appears that the spend is increasing / decreasing or as we come to the end of the financial year the spend is monitored on a daily basis.</p>

<b>What course of action does this EIA suggest you take? More than one of the following may apply</b>	✓
<b>Outcome 1: No major change required.</b> The EIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken	<b>X</b>
<b>Outcome 2: Adjust the policy</b> to remove barriers identified by the EIA or better promote equality. Are you satisfied that the proposed adjustments will remove the barriers identified? (Complete action plan).	
<b>Outcome 3: Continue the policy</b> despite potential for adverse impact or missed opportunities to promote equality identified. You will need to ensure that the EIA clearly sets out the justifications for continuing with it. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact (see questions below). (Complete action plan).	
<b>Outcome 4: Stop and rethink</b> the policy when the EIA shows actual or potential unlawful discrimination. (Complete action plan).	

### Action Plan and Timetable for Implementation

At this stage a timetabled Action Plan should be developed to address any concerns/issues related to equality in the existing or proposed policy/service or function. This plan will need to be integrated into the appropriate Service/Business Plan.

Action	Target Groups	Lead Responsibility	Outcomes/Success Criteria	Monitoring & Evaluation	Target Date	Progress to Date

**Name:**

**Signed:** .....Jackie Adams .....(Person completing the EIA)

**Name:** .....Neil Wilcox .....

**Signed:** .....( Policy Lead if not same as above)

**Date:** 20 Feb 2019

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**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Cabinet **DATE:** 18<sup>th</sup> March 2019

**CONTACT OFFICER:** Amir Salarkia – Housing Regulation Manager  
(For all enquiries) (01753) 875 540

**WARD(S):** All

**PORTFOLIO:** Cllr Mohammed Nazir - Corporate Finance & Housing

**PART I**  
**KEY DECISION**

**PROPOSALS FOR PRIVATE RENTED PROPERTY LICENSING****1 Purpose of Report**

- 1.1 The purpose of this report is to present the consultation results for proposed Additional and Selective Licensing Schemes for private rented properties. In addition, this report recommends making Additional and Selective licensing designations.

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

The Cabinet is requested to resolve:-

- (a) That the representations received in response to the consultation on the Additional Houses in Multiple Occupation (HMOs) and Selective Licensing Schemes (as attached at Appendix 4) be considered;
- (b) That it be agreed to introduce Additional Licensing of Houses in Multiple Occupation (HMOs). This will cover the whole of the borough as delineated in the map at Appendix 1a, to be cited as Slough Borough Council's Designation for an Area for Additional Licensing of Houses in Multiple Occupation, No 1, 2019 and that this additional licensing designation shall come into force on 1<sup>st</sup> July 2019;
- (c) That it be agreed to introduce a Selective Licensing Scheme, which covers the majority of Chalvey and Central wards delineated in red on the map at Appendix 1b. This is to be cited as Slough Borough Council's Designation for an Area for Selective Licensing, No 2 2019 and that this selective licensing designation shall come into force on 1<sup>st</sup> July 2019;
- (d) That the schemes be publicised as required by regulation before enforcement starts and deliver a comprehensive publicity campaign, which will begin after this decision;

- (e) That the mandatory license fee be brought into line with the proposed additional license fee and to introduce a per room additional fee for the larger HMOs;
- (f) That delegated authority be given to the Director of Regeneration following consultation with the Portfolio Holder for Corporate Finance and Housing, the authority to agree minor changes to the proposed implementation and delivery, including administration, fees and conditions where necessary and ensure that all statutory notifications are carried out in the prescribed manner for the licensing designation.

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

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

Housing is one of the four priority areas in the Joint wellbeing strategy. It states 'the links between housing and wellbeing are well documented – where people live can have a significant impact on the quality of their lives. There are strong evidential links between the quality of someone's home and their life chances; including educational attainment for children and young people, employment prospects, social participation and sense of belonging to a local community'.

Property licensing can be an effective tool for tackling some of these key priority areas; preventing or controlling overcrowding, improving conditions and reducing anti- social behaviour. It is well documented that overcrowding has a serious and lasting impact on health and the psychological well-being of families, especially young people which negatively affects their life chances. Licensing can improve the overall condition of properties and controls the number of permitted persons allowed to occupy a licensed property.

3b. **Five Year Plan Outcomes**

The Housing Strategy, in line with the Slough's updated 5 Year Plan recognised Housing as a key determinant of improving health, well-being, social mobility and educational attainment. Taking into account that around 33% of all dwellings are private sector tenancies, an effective, fit for purpose regulatory approach is paramount in improving this sector. Key data is provided in the supporting information section below.

The 5 Year Plan and Housing Strategy objectives are;

- Improving housing conditions across all tenures
- To provide local landlords with support and guidance to run a professional business and maximise their return whilst better protecting their assets
- Drive out rouge landlords from Slough



- Deal with ant-social behaviour and make Slough a safe place to live and work

Outcome 4 of the 5 Year Plan identifies Housing as a key priority. The plan makes specific reference to introducing a new landlord licencing/registration scheme to help regulate the private rented sector and improve the quality of housing across the borough.

In addition, Outcome 3 of the 5 Year Plan relates to making Slough an attractive place to live, work and stay and outlines performance measures relating to street cleanliness, crime rates and residents' perception. Anti-social behaviour remains the single most negative issue that local residents are experiencing and concerned about.

#### 4 Other Implications

##### (a) Financial

The fee proposals were included in the Consultation. There was considerable opposition to the fees proposed which has required the fees to be reviewed. As a result officers have reassessed the issue and have revised the fees proposed to be charged. These fees are set out in table 1 below.

**Table 1: Fees proposed at Consultation**

	Part A	Part B	Total
<b>Selective licence (Houses with one family or two people who aren't related)</b>	£350	£300	£650
<b>Additional licence (HMO)</b>	£450	£300	£750
<b>Mandatory licence</b>	£650	£300	£950

##### **Revised fees re-structure**

	Part A	Part B	Total	
<b>Selective licence (Houses with one family or two people who aren't related)</b>	£175 / £200 (TBC)	£300	£475 / £500 (TBC)	
<b>HMO Licensing Fee (additional and mandatory)</b>	£450	£300	£750	<b>For houses that have over 6 rooms: additional charge of £30 per room</b>

This change means that the service will still require existing levels of general funding for its enforcement activities.

The fee income can only be forecasted as it will depend on landlord compliance with the scheme as there is a large discount being offered for landlords who apply early.

On approval of these proposals, we will aim to develop a payments process for portfolio landlords who may be required to make large fee payments to apply for licenses. This would be assessed on a case by case basis so to prevent any hardship this may cause. This must be in compliance with the licensing regulations.

(b) Risk Management

<b>Risk</b>	<b>Mitigating action</b>	<b>Opportunities</b>
<b>Legal:</b> Any fees must be set out and charged in accordance with case law.	The fees have been split into Part A and Part B as a result of the Hemmings and Gaskin cases.	Licensing can provide a powerful framework for regulating the private rented sector and driving up accommodation standards. In time the service could become self-sustaining through licensing fees.
<b>Legal:</b> There is always a risk of Judicial review when introducing this type of policy change.	Most Judicial reviews against licensing schemes have been as a result of invalid consultation processes. Slough B.C has carried out a 12 week consultation following all available guidance.	N/A
<b>Property:</b> N/A	None	Improve conditions within the private rented sector (PRS).
<b>Human Rights:</b> N/A	None	None
<b>Health and Safety:</b> N/A	None	To improve health and safety of private tenants.
<b>Employment Issues;</b> None	None	None
<b>Equalities Issues:</b>	The enforcement of low quality / substandard PRS will have positive impacts on all tenant groups. Both Central and Chalvey wards have	None

	<p>over 65 % BAME populations and high proportions of residents in PRS. Although no equalities profiles are collected on landlords, a point raised at consultation was whether the policy unfairly impacted on the Pakistani community, whom it was suggested make up a significant proportion of affected landlords. Officers have carried out a full Equality Impact Assessment and the policy will be closely monitored</p>	
<p><b>Community Support:</b> N/A</p>	<p>None</p>	<p>None</p>
<p><b>Communications:</b> Inadequate communication could result in an invalid scheme. There are prescribed advertising requirements to be followed. Schemes need to be widely publicised to ensure a high number of applications.</p>	<p>To work with Customer Services or Corporate Communication's Team to develop an effective communication strategy.</p>	<p>To reach private landlords and tenants and deliver information and awareness of their rights and responsibilities. To use licensing as an opportunity to engage with landlords.</p>
<p><b>Community Safety:</b> No risk.</p>	<p>None</p>	<p>To improve community safety and the communities perception of their area by tackling poor management of privately rented housing which is often associated with anti-social behaviour.</p>
<p><b>Financial:</b> The forecasted income is dependent on compliance/receipt of applications.</p>	<p>There is a clear operational plan to identify and enforce against landlords who fail to apply for a licence. The structure of the fees is such that non-</p>	<p>A licensing scheme opens up more circumstances where civil penalties can be used. The use of new civil penalties can be retained by the Local</p>

	compliant landlords pay more. This will mitigate any poor compliance.	Authority and used to further the Local authority's statutory functions in relation to their enforcement activity covering the private rented sector.
<b>Timetable for delivery:</b> A delay could impact delivery against the 5 year plan.	A deliverable project plan has been developed.	To prepare an effective proactive programme to improve the private sector.
<b>Project Capacity:</b> Insufficient capacity poses a risk to the delivery of the scheme.	Licensing income can be used to resource licensing processing systems and administration of the scheme. The Part B fee can also be used for monitoring compliance.	To build on the overall housing regulation capacity and capability to improve the private sector.
<b>Other:</b> None	None	<b>None</b>

(c) Human Rights Act and Other Legal Implications

Every reasonable effort will be made to consult with all those who may be affected.

There are detailed guidelines to be followed for the statutory consultation.

(d) Equalities Impact Assessment

Section 149 of the Equality Act 2010 created the public sector equality duty. Section 149 states that a public authority must, in the exercise of its functions, have due regard to the need to:-

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The relevant protected characteristics are age, race, disability, gender reassignment, pregnancy and maternity, religion or belief, sex and sexual orientation. The duty also covers marriage and civil partnerships.

The Equality Duty ensures that public bodies consider the needs of all individuals in their day to day work, particularly any potential impact on

protected groups – in shaping policy, in delivering services, and in relation to their own employees.

An equalities impact assessment was re-evaluated after the consultations.

The proposals in this report tend to have a positive effect on those with a protected characteristic if they were a tenant or a resident. However, it is thought they will have a negative effect on Landlords who also have a protected characteristic. It is likely that there are more tenants with a protected characteristic than landlords.

The introduction of selective and additional licensing will have a positive impact on living conditions of residents in the private rented sector by ensuring the landlords, estate agents, developers, etc. meets their legal obligations in providing safe and decent homes for which they charge rent.

The proposed schemes are only formalising and consolidating landlord obligations, which they should be complying with in any case. The purpose of introducing this licensing is to better and more effectively protect private tenants, who may subject to unsatisfactory housing conditions and poor tenancy management.

## **5. Supporting Information**

### **(a) Statutory conditions and evidence – Additional Licensing**

Before making an additional HMO licensing designation for a particular area, the local authority must:-

- Consider that a significant proportion of the HMOs in the area are being managed sufficiently ineffectively as to give rise, or likely to give rise, to problems either for those occupying the HMOs or for members of the public;
- Consider whether there are any other courses of action available to them that might provide an effective method of dealing with the problem(s) in question;
- Consider that the making of the designation will significantly assist them to deal with the problem(s)
- Have taken reasonable steps to consult persons who are likely to be affected by the designations and consider any representations made.

### **(b) Statutory conditions and evidence – Selective Licensing**

Before making a selective licensing designation for a particular area, the local authority must show the circumstances meet the following:-

- The area has a high proportion of property in the private rented sector i.e. 20% or more. Central and Chalvey wards have a high proportion of PRS (over 50%);
- A significant and persistent problem caused by anti-social behaviour or poor housing conditions;
- Consider whether there are any other courses of action available to them in achieving the objectives that the designation would be intended to achieve;
- Consider that the making of the designation when combined with other measures taken by the authority will significantly assist them to resolve the problem identified
- Have taken reasonable steps to consult persons who are likely to be affected by the designations and consider any representations made.

As the proposed selective area identified makes up less than 20% of privately rented homes in Slough BC and covers less than 20% of the borough's geographical area, the scheme can be introduced without confirmation from the Secretary of State.

### **(c) Effect of Designations**

The designations cannot come into force until at least 3 months after the Cabinet decision is made. There are prescribed notification requirements in that a public notice of a designation must be given within set timescales once it is made. There will also be a further publicity campaign inviting landlords to license and an awareness campaign for residents to report unlicensed properties.

If the additional HMO licensing designation and selective designation are approved the authority will review the operation of the licensing scheme from time to time. This will be essential to monitor the progress of the scheme and the effectiveness of dealing with rogue landlords.

The service has already established an accurate database of properties, which are rented and would require a licence if this proposal is agreed. If landlords owning these properties fail to license, they will be directly targeted requesting that they do so and ultimately enforced against if no action is taken. This proactive approach will also satisfy one of the main concerns raised during consultation which asked for the scheme to be properly enforced.

It is proposed that an initial review is carried out at the end of the first year of enforcement in 2020 with a further review towards the end of year 4, which will be useful for determining the strategic direction of the scheme and in particular if a further or expanded designation is required.

Some boroughs in London, who have experienced this growth before Slough, have found that requiring rental properties (in addition to the

mandatory scheme) to be licensed has enabled them to regulate this sector at the level now required.

Some benefits of additional and selective licensing are outlined below:-

- Licensing schemes provide an effective policy framework to properly regulate and control the private rented sector;
- A property licensing scheme affords more protection to the most vulnerable tenants in the borough;
- Private tenants would have many more rights and protections when renting a licensed property, including written tenancy agreements and additional protections from eviction;
- Can deal with property related ASB at source e.g. by improving management and reducing rubbish/litter and fly tips;
- Opens up the use of civil penalties to deal with smaller HMOs and unlicensed selective properties;
- Identifies non-compliant landlords by their absence from the scheme and allows enforcement action to be targeted at the worst offenders rather than at the majority of compliant landlords;
- For licences, which have been granted the Council can charge an average fee for enforcement which will assist the Council in being able to afford effective enforcement of the sector
- Where housing defects are identified through licensing, landlords act more quickly to carry out repairs.

**(d) Consultation**

Before making a designation under Part 2 and Part 3 of the Housing Act 2004, the authority must take all reasonable steps to consult persons who are likely to be affected by the designation and consider any representations made in accordance with the consultation and not withdrawn. The statutory consultation must be for a minimum period of at least 10 weeks.

The statutory consultation ran from 7<sup>th</sup> November 2018 until 31<sup>st</sup> January 2019. This consisted of an on-line questionnaire, four focus groups/forums, drop-in sessions for residents, landlords and tenants, direct mail-outs, adverts, social media, etc.

An online questionnaire was available via the Council website; in addition paper copies were available for people to complete at libraries, My Council service centre and the Slough Shelter Office. In total, 270 responses were received.

**Key findings:**

There is a consensus that something needs to be done to tackle the poor housing and the environmental conditions, which exist in Chalvey and Central wards. It is also clear that there are strong opinions on each side of the debate; for licensing or against licensing. From the comments

in the open section of the questionnaire and at the forums nearly all landlords who participated opposed the scheme. However, there are many other groups, residents and tenants included that are very supportive and also wanted to see licensing in more areas than just Chalvey and Central. It is worth noting that 19% of the landlords who completed the questionnaire agreed with both the additional and selective licensing schemes.

Overall there was support for licensing. There is more support for an additional scheme (HMO) 55% than for the selective licensing proposals (49.8% as opposed to 35.13% against) although both scheme proposals have more of a positive response than negative. The majority of respondents felt that the licensing scheme would improve conditions in privately rented property.

Fees - the proposed fees received the most comments from landlords in relation to another cost for their business and from tenants/residents who were concerned that the cost of the licence could mean an increase in rents. The proposed selective fees have been reviewed and reduced as a result which is set out in table 1 above.

Conditions - there is strong support for the licensing conditions with 67.7% of respondents in favour as opposed to 22.3% against. Some practical suggestions were received by landlords and these have been incorporated.

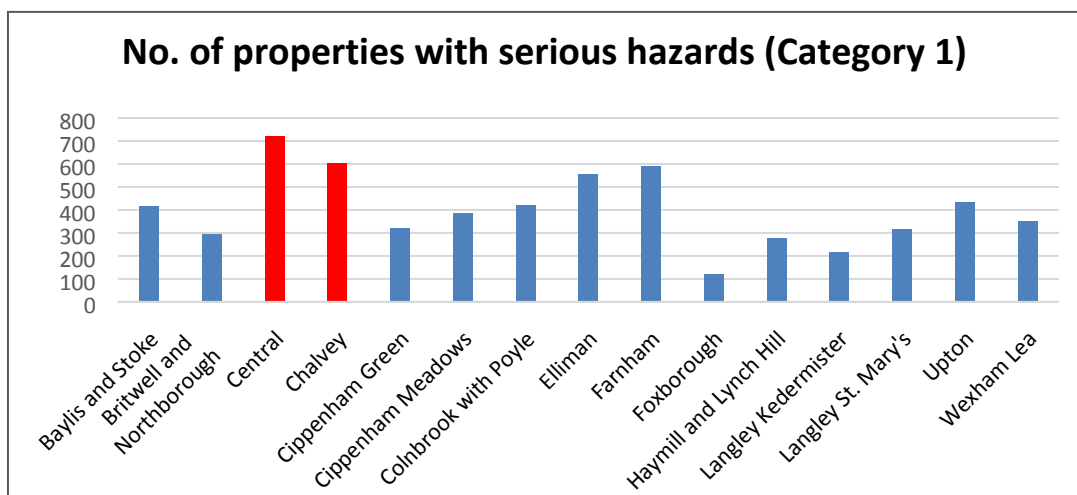
The full consultation report is enclosed as Appendix 3.

The Council's consideration of responses to the consultation is also enclosed as Appendix 4. There have been several changes to the proposed scheme as a result of the consultation. The main changes are; a reduction in the selective fee and a realignment of the mandatory HMO licence fee with the proposed additional HMO licensing. After detailed discussions with some managing agents, there have also been significant changes to some of the space and amenity standards required. We further clarified the levels of Fire Safety and precaution in HMOs. This is enclosed as Appendix 7.

The evidence shows that the housing conditions, ASB and level of PRS meet the prescribed criteria.

<b>Tenure</b>	<b>No. of ASB incident since 2013 per 1000 dwellings</b>
HMOs (subset of Private Rented Sector)	914
Private Rented Sector	425
Social Housing (Council and RSL stock)	299
Owner Occupiers	175





These graphs clearly demonstrate poor housing conditions in the selected area and high levels of ASB in the PRS as compared to other tenures. HMOs have the highest levels of ASB.

## 6. Options Considered

### 6.1 Do nothing and continue with existing legal powers

Existing powers available to the council are largely reactive with officers responding to tenants' complaints. Many tenants are reluctant to complain through fear of retaliatory eviction. Although current enforcement activity has been successful in remedying problems in individual dwellings, it is not felt to have raised the standard of private sector dwellings generally and at the scale now required. 33% of dwellings in the borough are now privately rented.

### 6.2 Voluntary Accreditation

Although the voluntary accreditation scheme could be helpful in driving up standards, however, as far as we are aware, the take up is generally poor and is likely to be used by self-selecting professional landlords rather than rogue landlords. We do not have any data on the number of landlords in Slough who may be accredited with any national schemes.

### 6.3 Additional scheme only

Introduce a borough wide additional scheme but not the selective scheme in Chalvey and Central. There is a consensus that something needs to be done in these wards. There were calls in the consultation to cover more areas than just these two wards.

## 7. Comments of Other Committees

7.1 There are no comments from other committees.

## **8. Conclusion**

- 8.1 The conditions prevalent in the private rented sector meet the prescribed evidential criteria for introducing a borough wide additional HMO licensing scheme and for the majority of two wards, which have 50% private rented properties, Chalvey and Central.
- 8.2 A statutory consultation has been carried out, the results of which are appended to this report. Changes to the proposed scheme have been made as a result of the consultation. The scheme must be properly enforced to achieve potential benefits from licensing. The scheme should be monitored and reviewed against the objectives of the scheme.
- 8.3 The Mandatory licensing fees are to be brought into line with additional fees to simplify the scheme and discourage under reporting. For fairness, a room surcharge is in place for larger HMOs.

## **9. Appendices (See Appendix Pack)**

Appendix 1a	-	Additional licensing designation and map
Appendix 1b	-	Selective licensing designation and map
Appendix 2	-	Summary of evidence
Appendix 3	-	Consultation report
Appendix 4	-	Consideration and responses to consultation
Appendix 5	-	Proposed fees
Appendix 6	-	Licensing conditions
Appendix 7	-	Standards in licensable properties
Appendix 8	-	Equalities Impact Assessment

## **10. Background Papers**

Slough Five Year Plan  
Slough Housing Strategy 2017  
Cabinet report 17<sup>th</sup> September 2018

**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Cabinet **DATE:** 18<sup>th</sup> March 2019

**CONTACT OFFICER:** Eddie Hewitt Major Infrastructure Projects  
(For all enquiries) (01753) 474101

**WARD(S):** All

**PORTFOLIO:** Cllr Martin Carter – Planning and Transport

**PART I**  
**KEY DECISION****PROPOSAL TO JOIN TRANSPORT FOR THE SOUTH EAST****1 Purpose of Report**

A report setting out the key principles involved in joining Transport for the South East (TFSE), the sub-national transport body, a regional partnership organisation for the south east of England.

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

The Cabinet is requested to resolve:

- (a) That Slough Borough Council join Transport for the South East in the capacity of Local Transport Authority, as a constituent authority.
- (b) That membership be exercised via the existing joint committee (Berkshire Local Transport Body). In this capacity, Slough Borough Council will be a joint and equal member of the Berkshire Local Transport Body (BLTB), which will effectively be treated as a county authority within the TFSE organisation.
- (c) That the establishment of TFSE as a subnational transport body be supported.
- (d) That the geographical extents of the TFSE region, and the governance structure of TFSE including membership status, voting rights and responsibilities be noted.
- (e) That the importance of TFSE in achieving success in the following ways be noted:
  - Increasing transport connectivity across the South East, maximising the benefit of cross-boundary links and regional travel;
  - Increasing economic growth across the South East;
  - Improving air quality in the South East
  - Endorsing and contributing to the subnational transport body's ability and powers to lobby central government and seek increased funding, over and above the opportunities that would otherwise be available to Slough Borough Council as an individual authority;

- Supporting the Slough Borough Council Transport Vision, the SBC Low Emission Strategy, the overall SBC Local Plan and all related core transport and environmental policies.

(f) That it be recognised that the recent and ongoing success of membership of the Berkshire Local Transport Body, within the Thames Valley Local Enterprise Partnership (LEP), with reference to Slough's status as a constituent member of these partner organisations and the resultant success in terms of enhancements to the borough in terms of enhanced infrastructure, transportation, economic growth and all areas of sustainability.

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

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

*Priorities:*

Increasing life expectancy by focusing on inequalities – providing better and more connected public transport services across the South East region, but with specific benefit to the town of Slough, its leisure facilities and places of work, enabling better air quality and helping our residents to stay active.

Improving mental health and wellbeing – With increased support and influence at regional level, cycling can contribute to maintaining physical and mental health. Switching more journeys to active travel will improve health, quality of life and the environment

Housing – Improving integrated transport links in the area and giving greater choices for residents as to where they can live by improving access to work and facilities. Membership of TFSE will contribute to still further opportunities at a regional level.

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

Explain which of the Five Year Plan's outcomes the proposal or action will help to deliver. The outcomes are:

- Slough children will grow up to be happy, healthy and successful  
Increased levels of public transport and cycling will lead to fewer cars on the road providing safer, cleaner environment for Slough's children.
- Our people will be healthier and manage their own care needs.  
Cycling, walking and multi-modal journeys including public transport will contribute to maintaining physical and mental health.
- Slough will be an attractive place where people choose to live, work and stay  
Reduced traffic congestion through greater regional connectivity and increased public transport services will result in improved air quality and safer roads, making Slough a place where people want to live, work and visit
- Our residents will live in good quality homes

Improved integrated transport links across the region but specifically in the town, giving greater choices for residents as to where they can live and access work and facilities

- Slough will attract, retain and grow businesses and investment to provide opportunities for our residents

Continuing to work with businesses to reduce congestion on Slough’s roads and provide integrated transport options will reduce employee’s travel time, and provide reliable travel times. Investment will be further supported by regional major projects and schemes.

#### 4 **Other Implications**

##### (a) Financial

There are no financial risks. There is, however, a financial obligation in joining TFSE. As a constituent member of the collective BLTB group, the charge per member authority will be £9,667 per annum for each of the six authorities.

Should Slough choose to join TFSE as an individual authority only (i.e. not part of the BLTB subgroup), the charge per annum would be £30,000 to the Council as a unitary authority. The current county rate is £58,000 per annum.

Subsequently, the next stage of the development of the TFSE subnational body will involve developing funding opportunities and methods for allocating resources. Within this context, working alongside regional partners and within the overall subnational jurisdiction, Slough will seek to develop a method of securing significant funds from national government and other sources for developments that will help to realise the Slough Transport Vision along.

##### (b) Risk Management

<b>Recommendation from section 2 above</b>	<b>Risks/Threats/ Opportunities</b>	<b>Current Controls</b>	<b>Using the Risk Management Matrix Score the risk</b>	<b>Future Controls</b>
To support the establishment of TFSE as a subnational transport body	No risk to SBC  Opportunity: Slough to benefit from regional support	Proposed TFSE governance structure. Recommendations from BLTB / TFSE	Political – (Severity/negligible: Probability/low)  = rating 1	Work with BLTB and TFSE to ensure the success of the organisation.
To join as a constituent authority	Risk: Failure to join the TFSE would result in the TFSE not coming into being	Proposed TFSE governance structure.	Political – (Severity/negligible: Probability/low)  = rating 1	Work with BLTB and TFSE to ensure the success of the organisation.

The membership to be exercised via BLTB	Risk: SBC voice not heard / part of collective voice  Opportunity: SBC to benefit from collective presence and influence	Proposed TFSE governance structure. BLB governance structure	Political – (Severity/negligible: Probability/low)  = rating 1	Work with BLTB and TFSE to ensure the success of the organisation.
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(c) Human Rights Act and Other Legal Implications

The proposal to join TFSE has been referred to the Council’s Service Lead, Governance. The response obtained confirms that this is an executive decision requiring cabinet resolution. There are no other legal implications.

There are no HR implications resulting from this report

(d) Equalities Impact Assessment

There are no impacts as a result of this vision.

**5 Supporting Information**

Legislative background

5.1. The statutory basis for sub-national transport bodies is set out in Part 5A of the Local Transport Act 2008, as amended by the Cities and Local Government Devolution Act 2016, which says that “the Secretary of State may by regulations establish a sub-national transport body for any area in England outside Greater London” (s102E(1)) and it goes on to set the conditions and limits for such arrangements.

5.2 The Act requires a new sub-national transport body to be promoted by its constituent authorities, to have the consent of its constituent authorities, and that the Proposal has been the subject of consultation within the area and with neighbouring authorities.

Main purposes of establishing TFSE

5.3 The main purposes of creating sub-national transport bodies are to facilitate the development of a transport strategy and to promote economic growth for the area. This will facilitate the delivery of jobs, housing and growth and increase gross added value (GVA) in the region by development of strategic infrastructure

5.4. This is considered necessary:

- Due to continuing underinvestment in the south east (IPPR research on investment per head outside of London)

- Poor connectivity – particularly orbital routes
- The region not reaching its full potential

General functions of a sub-national body:

5.5. For TFSE, the principle functions are to:

- Develop a strategy for the region
- Have the right to be consulted about new rail franchises
- Jointly set the Road Investment Strategy (RIS) for the south east
- Enter agreements to undertake certain types of works on the Strategic Road Network (SRN) or local roads
- Make capital grants for the provision of public transport facilities
- Promote or oppose bills in parliament
- Promote the interests of LEPs, protected landscapes, boroughs and districts, transport industry partners

Proposed developments/innovations across the region:

5.6. Include:

- Increased economic growth across the south east
- Improved air across the south east
- Increased and enhanced bus service provision.
- Integrated ticketing
- Clean air zones
- Incidental powers

Geographical extents of the TFSE region

- 5.7. The region comprises the 16 constituent authorities as follows: Bracknell Forest, Brighton and Hove, East Sussex, Hampshire, Isle of Wight, Kent, Medway, Portsmouth, Reading, Slough, Southampton, Surrey, West Berkshire, West Sussex, Windsor and Maidenhead, and Wokingham.
- 5.8. The six Berkshire Unitaries will act together via this joint committee, the Berkshire Local Transport Body.
- 5.9. The Proposal sets out arrangements for involving in governance the five Local Enterprise Partnerships, two National Park Authorities, 44 Boroughs and Districts and representatives from the transport industry.
- 5.10. London is not included in the TFSE region, since it is subject to alternative governance and funding streams.

5.11. Oxford and Buckingham are also not included in the TFSE region, since they are part of the subnational body entitled *England's Economic Heartland*

#### Governance structure of TFSE

5.12. Each authority will have one representative on the board.

5.13. A total of 54 votes allocated to constituent members

5.13. The number of votes per constituent member is based on population size

5.14. BLTB will have 6 votes (one for each constituent member) but only one representative on the board. All other authorities will have one seat each on the board.

5.15. Should any Berkshire authority not join as part of the BLTB group, or leave at any stage, that authority will be granted its own representative on the board but will still only have one vote.

5.16. In November 2017, Joe Carter (SBC) was authorised to sign a collaboration agreement on behalf of BLTB.

#### TFSE Powers

5.16. TFSE proposal seeks to draw down specific powers from central government. The newly acquired powers will be exercised in partnership with local authorities, and concurrently with existing local government legislation.

5.17. The TFSE proposal emphasises that TFSE will only ever exercise these local powers with the consent of the local authority concerned.

5.18. No existing local authority powers will be removed.

#### Current Status

5.19. Shadow arrangements are currently in place for TFSE as a sub-national transport body for the south east.

5.20. Councillor Page (Reading BC) represents BLTB at the shadow board meetings.

5.21. The main developments in progress are:

- Formal consultation to become a sub-national transport body
- The formulation of the strategy for TFSE
- One million pounds has already been allocated to TFSE by the Department for Transport for expected projects



## Futures dates

5.22. The proposal is for the TFSE strategy to cover from inception to 2050

5.23. The formal application to the DfT will be in December 2019

5.25. Statutory status is expected by 2020/2021

## Specific benefits to Slough

5.26. The existence of the TFSE and the TFSE strategy is expected to be highly advantageous to Slough in support of existing SBC plans and ongoing developments. This includes the Slough Borough Council Transport Vision, the SBC Low Emission Strategy, the overall SBC Local Plan and all related core transport and environmental policies.

5.27. In particular, TFSE is expected to significantly contribute to the delivery of the Slough Transport Vision, which will guide development and regeneration in the borough to 2040 and beyond. The SBC Local Plan runs to 2036.

5.28. Major developments expected in Slough include the town centre, the northern expansion, the expansion of Heathrow, and proposals for new strategic transport infrastructure (such as the Elizabeth line and Western Rail Link to Heathrow). SBC will be seeking support from both BLTB and TFSE in securing funding for major infrastructure projects relating to these and other major developments in the borough.

5.29. SBC will also be seeking support from and to work in partnership across the TFSE region in regards to public transport developments. Major public transport routes are, by nature, not confined within local authority boundaries. Hence regional cooperation will continue to be essential. In particular, SBC has extensive plans for enhancing the SMaRT (Slough Mass Rapid Transit). TFSE support for this will, again, be vital.

## Examples of previous successes with BLTB support

5.30. In recent years, considerable financial support has been secured for major projects in Slough. These have included new and enhanced infrastructure, transportation, contributions to the delivery of economic growth and all areas of sustainability. Much of this has been achieved via the Local Growth Fund (LGF) and the Business Rates Retention Pilot (BRRP), secured via the Thames Valley LEP and the BLTB. This demonstrates success in partnership working across the local area. By extension, Slough can reasonably expect ongoing support through these and similar channels once the TFSE is formerly in place.

5.31. Although a number of the major developments expected are likely to involve Heathrow development, Heathrow will not be part of TFSE. Similarly, the northern expansion will involve negotiation with Buckinghamshire County Council, who again will not be part of TFSE. Nevertheless, the partnership principles referred to in point

5.30 are expected to continue within the regional TFSE arrangement, with significant ongoing support in particular from the other Berkshire unitary authorities.

5.32. As examples, TV LEP and BLTB support and cooperation has been clearly evident on developments and in discussions relating to Heathrow, the Western rail link, Southern rail access, and in particular the SMaRT expansion (including phase 2, where funding has been awarded to Slough, and acknowledgment of the upcoming phase 3).

## 6 **Comments of Other Committees**

This report has not been considered by any other committees.

## 7 **Conclusion**

Approving membership of Transport for the South East as both an individual local transport authority and a joint and equal member of the Berkshire Local Transport Body sub-group of TFSE will contribute to the delivery of progress in planned growth and transport connectivity throughout Slough and across the South East region. The subnational transport body seeks to radically change the funding mechanisms and sources for developments across the region, with support and positive implications for individual authorities in terms of enhanced public transport, reduced traffic congestion and improved air quality, all of which will facilitate a better style of living for our residents and better growth opportunities for our businesses.

## 8 **Appendices Attached**

'A' – Transport for the South East – Draft Proposal for Informal Engagement

'B' – Berkshire Chief Executive Group – Consultation Timetable 2019 and Recommendations

'C' Draft proposal to government. Informal engagement. Presentation by Richard Tyndall (TFSE, formerly TV LEP)

## 9 **Background Papers**

None.

# TRANSPORT FOR THE SOUTH EAST

Draft Proposal for Informal Engagement

December 2018

## 1. Executive Summary

- **Why TfSE needs Statutory Status** – the document needs to clearly set out the value the STB will add beyond a joint committee or collaboration. The impact of not having TfSE is that the current pressures on strategic transport infrastructure will continue to grow. Without TfSE there will not be a regional organisation to make the case for investment in infrastructure, leading to increased congestion, inability to consider multi-modal investments or cross boundary schemes that will benefit the end user.
  - Traction with Government and key stakeholders (Highways England & Network Rail) who will need to have 'due regard' to the Transport Strategy. TfSE will need to have statutory status if it is to take on specific legal power and responsibilities relating to the operation of the transport system in its area
  - Permanence – STB needs to be in place on permanent basis if it is to deliver on its strategy in the longer term. Achieving statutory status will enable TfSE to operate on a permanent basis and will provide a governance structure that matches the lifecycle of major infrastructure projects.
  - Facilitate the delivery of jobs, housing and growth – the Transport Strategy will identify the strategic transport priorities. Implementation of the schemes will connect economic centres and international Gateways. The region has a significant impact on GVA and this can be increased with investment in strategic infrastructure.
  - Geography of TfSE region – polycentric nature of the region means that strategic transport corridors cross local authority boundaries and can best be addressed by a body with the regional scale of TfSE.
- **Aims of the Transport Strategy:** Local Transport Authorities and Local Enterprise Partnerships across South East England, operating in partnership with TfSE, will develop a long term and ambitious Transport Strategy. The Strategy will identify the strategic transport priorities for the region and will develop an investment plan to support the delivery of the identified schemes.
- **Powers and Functions of TfSE:** The Executive Summary will set out the powers and functions which TfSE is seeking, including General Functions and more specific Transport Functions, such as influencing the development of rail franchise specifications and implementation of an integrated, smart ticketing scheme.
- **Timescale:** TfSE is aiming to secure statutory status in 2020. The draft Proposal will be subject to a public consultation from May 2019 to July 2019, prior to being submitted to Government in December 2019.
- **Stakeholder Engagement:** the draft Proposal has been developed in partnership with TfSE's members and stakeholders. The constituent authorities and Local Enterprise Partnerships have steered the development of the Proposal, with input from the various members of the Transport Forum. We will secure support from key businesses in the TfSE area prior to submission to Government and will engage with a range of partners during the public consultation exercise. Letters of support from key stakeholders and businesses will be attached to the Proposal.

## 2. Transport for the South East

2.1 Transport for the South East (TfSE) was established in shadow form in June 2017. It brings together 16 Local Transport Authorities, five Local Enterprise Partnerships and other key stakeholders, including environmental groups, transport operators, district and borough authorities and national agencies, to develop an ambitious Transport Strategy for the South East region.

2.2 TfSE will support the growth of the South East economy, ensuring the delivery of a high quality, sustainable and integrated transport system:

- that supports increased productivity to grow the South East and UK economy and compete in the global marketplace
- that works to improve safety, quality of life and access to opportunities for all
- that protects and enhances the South East's unique natural and historic environment

2.3 TfSE is in the process of developing its Transport Strategy, which will run until 2050 and it will be accompanied by a clear investment plan for strategic infrastructure schemes in the South East. It will identify how targeted investment in strategic infrastructure could enable the GVA of the South East to grow up to £500 billion by 2050, with almost 3 million additional jobs.

2.4 During its operation in Shadow form, TfSE has already added considerable value in bringing together key partners and stakeholders to influence Government thinking. To date TfSE has contributed to the Roads Investment Strategy 2 and Major Road Network consultation.

2.5 The TfSE area and its key issues:

- Overview of the TfSE area drawing on the analysis given in the Economic Connectivity Review, Strategic Economic Plans and emerging Local Industrial Strategies. Include a map of the key towns, gateways, transport corridors and key sectors.
- Overview of the economy
- Economic Outcomes of Transport
- Context the key issues which need addressing e.g. where high levels of usage of the transport system is blocking the full growth potential and where links need to be enhanced to access a wider range of opportunities.
- Highlight housing challenge, importance of international gateways, end user benefits and air quality. Need to highlight the importance of innovation and digital and the impact that it is likely to have on transport – links to Innovation South.

2.6 The scale of the challenge and why change is needed:

- Continuing underinvestment in the south east (IPPR research on investment per head outside of London)
- Underperformance of coastal strip
- Poor connectivity – particularly orbital routes
- Region is not reaching its full potential (Economic Connectivity Review data to support this)

### **3. The Ambition – this section will set out the vision for TfSE, highlight the economic characteristics of the area and the background to TfSE**

*The South East is crucial to the UK economy and is the nation's major international gateway for people and businesses.*

*We will grow the South East's economy by facilitating the development of a high quality, integrated transport system that makes the region more productive and competitive, improves access to opportunities for all and protects the environment.*

3.1 The South East is a powerful regional economy contributing more than £200 billion to the UK economy each year. It is home to major international gateways, including Gatwick and Heathrow airports, as well as Dover, Southampton and Portsmouth ports. It has rail connections with the rest of the UK and into Europe, and a considerable road network, including key parts of the Strategic Road Network, proposed Major Road Network and a number of highly significant local roads.

3.2. Many international and national companies are based in the region, alongside a large number of thriving, innovative SMEs. *Key Sectors – include reference here.*

3.3 However, our infrastructure is operating beyond capacity and unable to sustain ongoing growth. Underinvestment in road and rail infrastructure is causing issues for our residents and businesses.

3.4 Proximity to London – and impacts, including travel to work patterns. The nature of the relationship with London means that there are good connections into London, but orbital routes have suffered from lack of investment.

3.5 Environment and protected landscapes – the South East is an area of unrivalled natural beauty. It is home to two National Parks, a number of Areas of Outstanding Natural Beauty and much of the region is allocated as Green Belt. TfSE will play a role in maintaining and protecting the landscape. Additionally, there are a number of areas with air quality issues. It will be important that TfSE is enabled to address these issues and improve air quality for our residents.

#### 4. TfSE: Strategic and Economic Case

- **Background to STBs** – the Government introduced powers to establish Sub-national Transport Bodies through the Cities and Local Government Devolution Act 2016. The legislation sets out that STBs will have General Functions, including to develop a Transport Strategy and provide advice to the Secretary of State. Once statutory status has been secured the Government must have due regard to the Transport Strategy which means that they must actively consider and respond to TfSE proposals. As well as exerting strategic influence there is also the potential for the STB to propose specific transport functions, including the operation of smart ticketing schemes, highway improvement construction and maintenance and rail franchising.
- **Why do we need TfSE**
  - Why TfSE covers the geography designated
  - How TfSE will sustain and grow the South East's contribution to the UK economy
  - How TfSE will help sustain growth in the regional economy
  - How TfSE will help facilitate strategic transport improvements
  - How TfSE will help improve social inclusion through improved access to jobs education and health facilities
- The value that could be added by establishing TfSE as a statutory STB:
  - **One voice for strategic transport in the South East** – Transport for the South East will offer an effective mechanism for Government to engage with local authorities and LEPs in the region. The collective strength of the partnership will offer a more effective way to develop clear priorities for investment and to influence critical spending decisions. This will provide traction with Government and key stakeholders (Highways England & Network Rail) who will need to have 'due regard' to the Transport Strategy.
  - **Local Democratic Accountability** – the Partnership Board will comprise elected representatives and business leaders who will have responsibility for the delivery of the Transport Strategy. TfSE offers a route to engage with other emerging STBs and Transport for London.
  - **Delivering benefits for the end user** – TfSE can support the delivery of region wide programmes that will offer considerable benefits to the end user. Integrated travel solutions, combined with smart ticketing will operate more effectively at a regional scale and can best be facilitated by a regional body, than by individual organisations.
  - **Facilitating economic growth** –The Transport Strategy will facilitate the delivery of jobs, housing and growth. Implementation of strategic, cross-boundary schemes, particularly investment in the orbital routes, will connect economic centres and international Gateways. The region has a significant impact on GVA and this can be increased with investment in strategic infrastructure.
  - **Access to International Gateways** – The Economic Connectivity Review highlighted the importance of key corridors connecting the international gateways in the South East to the rest of the UK. TfSE will work to ensure improved access to these gateways including first mile- last mile connectivity.

- **Permanence** – securing statutory status offers TfSE the security to deliver the Transport Strategy to 2050. Achieving statutory status will enable TfSE to operate on a permanent basis and will provide a governance structure that matches the lifecycle of major infrastructure projects.
- **Geography of TfSE region** – polycentric nature of the region means that strategic transport corridors cross local authority boundaries and can best be addressed by a body with the regional scale of TfSE. Improved orbital connections required to enhance regional cohesion and improve access to international gateways. This will support the national economy, given the importance of these gateways..
- **The strategic and economic case for each of the powers and responsibilities being sought**  
**The powers will be sought in a way which means they will operate concurrently and with the consent of the constituent authorities.**
  - **Strategic influence:** the benefits of being able to set a single vision for the longer term. Acting as a statutory consultee and influencing the development of national programmes, such as the Road Investment Strategy and Major Road Network. TfSE has already worked with Government on a number of proposals that will help to support economic growth in the region, including RIS2, influencing rail franchising discussions and providing collective views on schemes such as southern and western rail access to Heathrow.
  - **Collective voice on strategic transport planning:** the benefits of a single voice and promoting cross regional transport priorities
  - **Complement existing powers and responsibilities of LTAs**
  - **Environmental enhancement and protection as a key part of scheme delivery.**
  - **Delivering improvements in air quality and reductions in carbon dioxide emissions**
  - **Lobbying for investment in transport projects**
  - **Liaison with key stakeholders and delivery partners**
  - **Taking forward joint issues**
  - **Effective working with other organisations who operate at a similar level**
  - **Possible development and sponsorship of transport initiatives such as integrated ticketing** – working to improve customer journeys and implement digital transport solutions.
  - **Possible operation/delivery of transport initiatives at a regional scale where there is a clear business case for doing so.**



## 5. Constitutional Arrangements

Transport for the South East's ("TfSE") proposal to form a Sub-National Transport Body ("STB") builds on our track record to date and our objective to act as a strong voice for the whole of the South East. Our draft proposal sets out how TfSE would strengthen existing arrangements, ensuring we align with primary legislation. This proposal sets out a summary of our proposal which should be proportionate and effective to build on our current strength of business and civic leadership.

### ***Requirements from Legislation***

#### **Name**

5.1 The name of the STB would be 'Transport for the South East ("TfSE")' and the area would be the effective boundaries of our 'constituent members'. A map would be provided as part of any formal proposal.

#### **Members**

5.2 The membership of the STB is listed below:

- Bracknell Forest Borough Council
- Brighton and Hove City Council
- East Sussex County Council
- Hampshire County Council
- Isle of Wight Council
- Kent County Council
- Medway Council
- Portsmouth City Council
- Reading Borough Council
- Slough Borough Council
- Southampton City Council
- Surrey County Council
- West Berkshire Council
- West Sussex County Council
- The Royal Borough of Windsor and Maidenhead Council
- Wokingham Borough Council

#### **Partnership Board**

5.3 The current Partnership Board is the only place where all 'constituent members' are represented at an elected member level<sup>1</sup>. Therefore this Board will need to have a more formal role, including in ratifying key decisions. This would effectively become the new 'Partnership Board' and meet at least twice per annum. The Partnership Board could agree through Standing Orders if it prefers to meet more regularly.

5.4 Each constituent authority will appoint one of their councillors / members or their elected mayor as a member of TfSE on the Partnership Board. Each constituent authority will also appoint another one of their councillors / members or their elected

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<sup>1</sup> The six constituent members of the Berkshire Local Transport Body (BLTB) will have one representative between them on the Partnership Board.

Mayor as a substitute member (this includes directly elected Mayors as under the Local Government Act 2000). The person appointed would be that authority's elected mayor or leader, provided that, if responsibility for transport has been formally delegated to another member of the authority, that member may be appointed as the member of the Partnership Board, if so desired.

5.5 The Partnership Board may delegate the discharge of agreed functions to its officers or a committee of its members in accordance with a scheme of delegation or on an ad hoc basis. Further detail of officer groups and a list of delegations will be developed through a full Constitution.

### **Co-opted Members**

5.6 TfSE propose that governance arrangements for a statutory STB should maintain the strong input from our business leadership, including LEPs and other business representatives. The regulations should provide for the appointment of persons who are not elected members of the constituent authorities to be co-opted members of the TfSE Partnership Board.

5.7 A number of potential co-opted members are also set out in the draft legal proposal. Co-opted members would not automatically have voting rights but the Partnership Board can resolve to grant voting rights to them on such issues as the Board considers appropriate.

### **Chair**

5.8 The Partnership Board will agree to a chair and vice-chair of the Partnership Board.

The Partnership Board may also appoint a single or multiple Vice-Chairs from the constituent members. Where the Chair or Vice-Chair is the representative member from a Constituent Authority they will have a vote.

### **Proceedings**

5.9 It is expected that the Partnership Board will continue to work by consensus but to have an agreed approach to voting where necessary.

5.10 Whilst there is a clear expectation that the Partnership Board would work by consensus, where consensus cannot be reached and for certain specific decisions an agreed mechanism is needed to ensure that decisions can be made.

5.11 A number of voting options were considered to find a preferred option that represents a straightforward mechanism, the characteristics of the partnership and which does not provide any single authority with an effective veto. We also considered how the voting metrics provide a balance between county and other authorities, urban and rural areas and is resilient to any future changes in local government structures.

5.12 The Steering group considered these options and preferred the population weighted option based on the population of the Constituent Authority with the smallest population, the Isle of Wight with 140k.

5.13 This option requires that the starting point for decisions will be consensus, and if that can't be achieved then decisions will require a simple majority of those Constituent Bodies who are present and voting. The decisions below will however require both a super-majority, consisting of three quarters of the weighted vote in favour of the decision, and a simple majority of the constituent authorities appointed present and attending at the meeting:

- (i) The approval and revision of Transport for the South East's ("TfSE") Transport Strategy;
- (ii) The approval of TfSE annual budget;
- (iii) Changes to the TfSE constitution.

The population weighted vote would provide a total of 54 weighted votes, with no single veto. A table showing the distribution of votes across the constituent authorities is set out in Appendix 1. This option reflects the particular circumstances of TfSE, being based on the population of the smallest individually represented constituent member who will have one vote, and only a marginally smaller proportionate vote. It is considered that this option is equitable to all constituent authority members, ensures that the aim of decision making consensus remains, and that smaller authorities have a meaningful voice, whilst recognising the size of the larger authorities in relation to certain critical issues.

5.14 The population basis for the weighted vote will be based on ONS statistics from 2016 and reviewed every 10 years.

5.15 The Partnership Board is expected to meet twice per year, where full attendance cannot be achieved, the Partnership Board will be quorate where 50% of Constituent Members are present.

### **Scrutiny Committee (To be confirmed – pending outcome of discussions with DfT)**

5.16 TfSE will establish a scrutiny committee and each 'constituent authority' will be entitled to appoint a member to the committee and a 'substitute' nominee. Such appointees cannot be otherwise members of TfSE, including at the Partnership Board.

5.17 The scrutiny committee appointed by TfSE may not include a member, substitute member or co-opted member of TfSE, but may include co-opted persons representative of non-constituent authorities and non-councillor representatives of passengers, road users, employers and employees.

### **Standing Orders**

5.18 TfSE will need to be able to make, vary and revoke standing orders for the regulation of proceedings and business, including that of the scrutiny committee. This will ensure that the governance structures can remain appropriate to the effective running of the organisation.

5.19 In regards to changing boundaries and therefore adding or removing members, TfSE would have to make a new proposal to Government under Section 102Q of the Local Transport Act 2008 and require formal consents from each Constituent Authority.

## **Miscellaneous**

5.20 It may be necessary that certain additional Local Authority enactments are applied to TfSE as if TfSE were a Local Authority, including matters relating to staffing arrangements, pensions, ethical standards, and provision of services etc. These are set out in the draft legal proposal.

5.21 TfSE also proposes to seek the functional power of competence as set out in section 102M of the Local Transport Act 2008.

5.22 TfSE will consider options for appointing to the roles of a Head of Paid Service, a Monitoring Officer and a Chief Finance Officer whilst considering possible interim arrangements.

## **Funding**

5.23 TfSE will work with partners and Department for Transport (“DfT”) to consider a sustainable approach to establishing the formal STB as effectively as possible.

## **Governance**

### **Transport Forum and Senior Officer Group**

5.24 The Partnership Board will appoint a Transport Forum. This will be an advisory body to the Senior Officer Group and Partnership Board, comprising a wider group of representatives from user groups, operators, District and Borough Councils as well as Government and National Agency representatives.

5.25 The Transport Forum will meet four times a year and be chaired by an independent person appointed by the Partnership Board. The Transport Forum may also appoint a Vice-Chair for the Transport Forum, who will chair the Transport Forum when the Chair is not present.

5.26 The Transport Forum’s terms of reference will be agreed by the Transport for the South East Partnership Board. It is envisaged that the Transport Forum will provide technical expertise, intelligence and information to Senior Officer Group and the Partnership Board.

5.27 The Partnership Board and Transport Forum will be complemented by a Senior Officer Group representing members at official level providing expertise and co-ordination to the TfSE programme. The Steering Group will meet monthly.

## 6. Functions

Transport for the South East's proposal is to become a statutory Sub National Transport Body as set out in section part 5A of the Local Transport Act 2008. The precise legal proposal is set out in a separate document but includes the following functions.

### General Functions

6.1 Transport for the South East proposes to have the 'General Functions' as set out in Section 102H (1) including:

- a. to prepare a Transport Strategy for the area;
- b. to provide advice to the Secretary of State about the exercise of transport functions in relation to the area (whether exercisable by the Secretary of State or others);
- c. to co-ordinate the carrying out of transport functions in relation to the area that are exercisable by different constituent authorities, with a view to improving the effectiveness and efficiency in the carrying out of those functions;
- d. if the STB considers that a transport function in relation to the area would more effectively and efficiently be carried out by the STB, to make proposals to the Secretary of State for the transfer of that function to the STB;
- e. to make other proposals to the Secretary of State about the role and functions of the STB. (2016, 102H (1))<sup>5</sup>

6.2 The General Functions are regarded as the core functions of a Sub-National Transport Body and will build on the initial work of Transport for the South East in its shadow form. To make further proposals to the Secretary of State regarding constitution or functions, Transport for the South East will need formal consents from each 'Constituent Member'.

6.3 Transport for the South East recognises that under current proposals the Secretary of State will remain the final decision-maker on national transport strategies, but critically that the Secretary of State must have regard to a Sub-National Transport Body's statutory Transport Strategy. This sets an important expectation of the strong relationship Transport for the South East aims to demonstrate with Government on major programmes like the Major Road Network and Rail Upgrade Plan.

### Local Transport Functions

6.4 Initial work has identified a number of additional powers that Transport for the South East may require that will support the delivery of the Transport Strategy. The table below provides an assessment of these functions and will be used to support the informal engagement with constituent authorities and members of the Shadow Partnership Board.

6.5 The powers which are additional to the general functions relating to STBs will be requested in a way that means they will operate concurrently and with the consent of the constituent authorities.

**Table 1: Powers and Responsibilities for further discussion**

Function/Power	Description of existing function/power	What is TfSE seeking	Why power is being sought	Added benefit of TfSE having this power
<b>General functions</b>				
Section 102 H of the Local Transport Act 2008	Prepare a transport strategy, advise the Secretary of State, co-ordinate the carrying out of transport functions, make proposals for the transfer of functions, make other proposals about the role and functions of the STB.	All the general powers set out in Section 102H.	Functions required for TfSE to operate as a STB and meet the requirements of the enabling legislation to facilitate the development and implementation of transport strategies for the area and thereby further the economic growth objective.	

Function/Power	Description of existing function/power	What is TfSE seeking	Why power is being sought	Added benefit of TfSE having this power
<b>Rail</b>				
Right to be consulted about new rail franchises (Section 13 of the Railways Act 2005 – Railway Functions of Passenger Transport Executives)	The right of a Passenger Transport Executive to be consulted before the Secretary of State issues an invitation to tender for a franchise agreement	The right to be consulted about rail franchises in its area.	TfSE requires a strong, formal role in decision making over and above that which is available to individual constituent authorities. The right of consultation is important because it confirms TfSE's role as a strategic partner. This power would enable TfSE to exert strategic influence over future rail franchises to ensure the potential need for changes to the scope of current services and potential new markets identified by TfSE are considered.	TfSE acts as the collective voice of constituent authorities and delivers a regional perspective and consensus on the priorities for rail in its area.

Function/Power	Description of existing function/power	What is TfSE seeking	Why power is being sought	Added benefit of TfSE having this power
<p>Set High Level Output Specification (HLOS) for Rail (Schedule 4A, paragraph 1D, of the Railways Act 1993)</p>	<p>Power of Secretary of State to set the HLOS setting out objectives for next railway control period.</p>	<p>Power to act jointly with the Secretary of State to set the HLOS for the rail network in TfSE area.</p>	<p>Exert strategic influence over the future development of the rail network in the TfSE area. The power to influence the objectives within the HLOS would enable TfSE's aspirations for transformational investment in rail infrastructure that will facilitate economic growth</p>	<p>TfSE acts as the collective voice of constituent authorities and delivers a regional perspective and consensus on the priorities for rail in its area.</p>



Function/Power	Description of existing function/power	What is TfSE seeking	Why power is being sought	Added benefit of TfSE having this power
<b>Highways</b>				
<p>Set Road Investment Strategy (RIS) for the Strategic Road Network (RIS)</p> <p>(Section 3 and Schedule 2 of the Infrastructure Act 2015)</p>	<p>Power of Secretary of State to set and vary the RIS</p>	<p>Power to act jointly with the Secretary of State to set and vary the RIS in the TfSE area.</p>	<p>TfSE requires a strong, formal role in decision making over and above that which is available to individual constituent authorities. This power would enable TfSE to exert strategic influence, and ensure TfSE's aspirations for transformational investment in road infrastructure that will facilitate economic growth as identified in its Transport Strategy are reflected in the RIS.</p>	<p>TfSE acts as the collective voice of its constituent authorities and delivers a regional perspective and consensus on the priorities for the RIS.</p>
<p>Enter into agreements to undertake certain works on Strategic Road Network, Major Road Network or local roads. (Section 6(5) of the Highways Act 1980, (trunk roads) &amp; Section 8 of the Highways Act 1980 (local roads)</p>	<p>Power that local highway authorities currently have to enter into an agreement with other highway authorities to construct, reconstruct, alter, improve or maintain roads</p>	<p>Concurrent power to enter into such agreements with highway authorities for trunk roads and local roads</p>	<p>These powers will enable TfSE to promote and expedite the delivery of regionally significant schemes, across boundaries that otherwise might not be progressed,</p>	<p>TfSE could overcome the need for complex 'back-to-back' legal and funding agreements between neighbouring authorities improving efficiency by reducing scheme development time and reducing overall costs.</p>

Function/Power	Description of existing function/power	What is TfSE seeking	Why power is being sought	Added benefit of TfSE having this power
Acquire land to enable construction, improvement, or mitigate adverse effects of highway construction. (Sections 239,240,246 and 250 of the Highways Act 1980)	Power to acquire land for various purposes.	Concurrent power	Allow preparations for the construction of a highways scheme to be expedited where highway authorities are not in a position to acquire land. Power only to be exercisable with the consent of the highway authority	Enable TfSE to expedite the delivery of regionally significant schemes, that otherwise might not be progressed. Land acquisition by TfSE could facilitate quicker scheme delivery.
Construct highways, footpaths, bridleways (Sections 24,25 & 26 of the Highways Act 1980)	Powers to construct highways, footpaths and bridleways.	Concurrent powers that will enable TfSE to promote, coordinate and fund road schemes	Without these powers TfSE would not be able to enter into any contractual arrangement in relation to procuring the construction, improvement or maintenance of a highway or the construction or improvement of a trunk road.	Enable TfSE to enter into contractual arrangements that will expedite the delivery of regionally significant schemes set out in its Transport strategy that cross constituent authority boundaries that otherwise might not be progressed.

Function/Power	Description of existing function/power	What is TfSE seeking	Why power is being sought	Added benefit of TfSE having this power
<b>Make capital grants for public transport facilities</b>				
Make capital grants for the provision of public transport facilities (Section 56(2) of the Transport Act 1968)	Power of a local authority to pay capital grants for the provision of facilities for public passenger transport.	TfSE to be granted this power concurrently with local authorities.	This will enable TfSE to fund public transport improvements.	This will enable TfSE to support the funding and delivery of joint projects with constituent local authorities.
<b>Bus Service Provision</b>				
Duty to secure the provision of Bus Services (Section 63(1) Transport Act 1985)	Local transport authorities and Integrated transport have a duty <b>to secure the provision of such public passenger transport services</b> as it considers appropriate and which would not otherwise be provided.	TfSE to have this duty concurrently with the local transport authorities in its area	Would enable TfSE to fill in identified gaps in bus service provision in its geography or secure the provision of regionally important bus services covering one or more constituent authority areas in the future which would not otherwise be provided.	Travel to work areas do not respect local authority boundaries. Potential for TfSE to secure regionally important bus services that would not otherwise be provided

Function/Power	Description of existing function/power	What is TfSE seeking	Why power is being sought	Added benefit of TfSE having this power
Quality Bus Partnerships (The Bus services Act 2017 Sections 113C – 113O & Sections 138A – 138S)	Powers to enable local transport authorities and Integrated Transport Authorities to enter into Advanced Quality Partnerships and Enhanced Partnership Plans and Schemes to improve the quality of services and facilities within an identified area.	Concurrent power for TfSE to be able to enter into Advanced Quality Partnerships and Enhanced Plans and Schemes.	To facilitate the introduction of Quality Partnership schemes to be introduced in an area covering more than one constituent authority.	To expedite the introduction of Quality Partnership schemes covering more than one local transport authority area which otherwise might not be introduced
Bus Service Franchising (The Bus Services Act 2017)	Power of Mayoral Combined Authorities to implement bus franchising in their area.	Power for TfSE to implement bus service franchising in its area	To facilitate the introduction of bus service franchising in an area covering more than one constituent authority.	To expedite the introduction of franchising arrangements covering more than one local transport authority area which otherwise might not be introduced.

Function/Power	Description of existing function/power	What is TfSE seeking	Why power is being sought	Added benefit of TfSE having this power
<b>Smart Ticketing</b>				
Introduce Integrated Ticketing Schemes (Sections 134C- 134G & Sections 135-138 Transport Act 2000)	Powers of local transport authorities to make advanced, joint and through ticketing schemes	Concurrent powers with local transport authorities in the TfSE area	These powers will enable TfSE to procure services, goods, equipment and/or infrastructure; enter into contracts to deliver smart ticketing and receive or give payments.	Expedite the introduction of a cost effective smart and integrated ticketing system on a regional scale
<b>Air Quality</b>				
Establish Clean Air Zones (Sections 163-177A of the Transport Act 2000 – Road User Charging)	Power of local traffic authority and integrated transport authorities to make local charging schemes imposing charges in respect of the use or keeping of motor vehicles on roads.	Powers to introduce road user charging schemes to enable charged clean air zones to be introduced	Air quality issues do not respect local authority boundaries which may necessitate Clean Air Zones being introduced across constituent authority boundaries.	Ability to expedite the introduction of larger scale air quality zones where air quality issues extend across existing boundaries. Reduced implementation and operating costs compared to two or more continuous zones.

Function/Power	Description of existing function/power	What is TfSE seeking	Why power is being sought	Added benefit of TfSE having this power
<b>Other Powers</b>				
Promote or oppose bills in Parliament Section 239 Local Government Act 1972	Local Authorities have the power to promote or oppose Bills in Parliament. Under the Transport and Works Act 1992, a body that has power to promote or oppose bills also has the power to apply for an order to construct or operate certain types of infrastructure (e.g. railways, tramways waterways & piers)	Power to promote or oppose Bills in Parliament. Transport and Works Act powers to apply for orders to promote, construct or operate certain types of transport facilities.	Enable TfSE to promote coordinate and fund regionally significant infrastructure schemes Transport and Work Act powers are the means by which railway, tramway, inland waterways and coastal piers are promoted and operated.	Expedite the delivery of regionally significant schemes (including railway schemes) that cross constituent authority boundaries that otherwise might not be progressed.
Incidental amendments to the Local Government Act 1972, Localism Act 2011, Local Government Pension Scheme Regulations 2013, as per the TfN S.I.	Incidental amendments to enable TfSE to operate as a type of local authority with duties in respect of staffing, pensions, monitoring and the provision of information about TfSE.	The same incidental amendments as were included in the TfN S.I.	To enable TfSE to function as a type of local authority	

**Possible Functions not being sought**

6.6 Transport for the South East has also given consideration to a wide range of powers does not propose seeking the functions set out in the table below

<b>Function not being sought</b>	<b>Rationale</b>
Act as co-signatories to rail franchises	No existing involvement from constituent authorities in rail operations and no current aspirations to become involved in this area.
Be responsible for rail franchising	
Carry passengers by rail.	
Set priorities for local authorities for roads that are not part of the Major Road Network	TfSE will only be responsibility for identifying priorities on the Major road Network.
Being responsible for any highway maintenance responsibilities.	No rationale for TfSE involvement in routine maintenance of Major Road Network or local roads.
Take on any consultation function instead of an existing local authority.	
Give directions to a constituent authority about the exercise of transport functions by the authority in their area.	This power contained in the enabling legislation will not be requested.

## **6. Summary of Support and Engagement**

- The draft Proposal will be shaped and will be endorsed by the Shadow Partnership Board in March 2019 prior to the launch of the consultation.
- During the consultation process, the draft Proposal will be made available on the TfSE website. Meetings will be held with key contacts, such as Network Rail, Highways England, Transport for London, England's Economic Heartlands and the Transport Forum.
- Following the consultation exercise TfSE will update the draft Proposal and publish a summary of the consultation comments received.
- TfSE will seek consent from its constituent authorities and the final draft Proposal will be endorsed by the Shadow Partnership Board in autumn 2019.
- The final Proposal will include a summary of the engagement process, including a list of the organisations engaged in the process and an appendix with a number of letters of support from key organisations and businesses.



## Appendix 1 – Distribution of votes

<b>TfSE Constituent Authorities</b>	<b>Population<sup>1</sup></b>	<b>Number of Votes<sup>2</sup></b>
Brighton and Hove City Council	287,173	2
East Sussex County Council	549,557	4
Hampshire County Council	1,365,103	10
Isle of Wight Council	140,264	1
The Kent County Council	1,540,438	11
Medway Council	276,957	2
Portsmouth City Council	213,335	2
Southampton City Council	250,377	2
Surrey County Council	1,180,956	2
West Sussex County Council	846,888	6
<i>Bracknell Forest Council</i>	<i>119,730</i>	
<i>Reading Borough Council</i>	<i>162,701</i>	
<i>Slough Borough Council</i>	<i>147,736</i>	
<i>West Berkshire Council</i>	<i>158,576</i>	
<i>The Royal Borough of Windsor and Maidenhead</i>	<i>149,689</i>	
<i>Wokingham Borough Council</i>	<i>163,087</i>	
Berkshire Local Transport Body (Total)	901,519	6
<b>Total</b>	<b>7,552,567</b>	<b>54</b>

<sup>1</sup> Population as per ONS 2016 Estimates

<sup>2</sup> Number of votes = Population/140,000 (the population of constituent authority with the smallest population, this being the Isle of Wight).

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Berkshire Chief Executives Group

Thursday 13 December 2018

Transport for the South East – Consultation Timetable 2019

Author: Joe Carter, Director of Regeneration Slough BC and lead officer for Berkshire Local Transport Body [joe.carter@slough.gov.uk](mailto:joe.carter@slough.gov.uk) 01753-875844

Recommendation

You are recommended to endorse the consultation process set out in Table 1

Proposals

1. Transport for the South East (TfSE) is the name for the sub-national transport body covering 16 upper-tier authorities in the South East. It is currently constituted as a Shadow Board, with East Sussex CC as the lead authority.
2. Transport for the North was established as a statutory body by Parliament in April 2018. TfSE is in a second wave of SNTBs with England’s Economic Heartlands and Midlands Connect. A third wave follows covering the rest of England.
3. The TfSE Shadow Board first met in June 2017, with Cllr Glazier (Leader, East Sussex CC in the chair, and Cllr Page (Deputy Leader, Reading BC and Chair of Berkshire Local Transport Body as vice-chair). TfSE funds include subscriptions from member authorities and £1m revenue support from DfT.
4. The purpose of this report is to brief colleagues about the consultation process that will be undertaken in 2019 with a view to TfSE gaining parliamentary approval in autumn 2019.
5. Each of the Berkshire Unitary councils is a “constituent” authority, and each will be asked to give its formal consent to the TfSE proposals. However, in order to reduce the administrative overhead and the individual subscriptions, it was decided in 2017 that the Berkshire Authorities should participate in the TfSE governance through the existing joint committee, Berkshire Local Transport Body.
6. Table 1 sets out the proposed consultation process planned for 2019.

Mon 10 Dec 2018	TfSE Shadow Board	Informal consultation proposals approved
Thurs 13 Dec	Berkshire Chief Execs	Joe Carter to present a process report asking BCExG to endorse the process
Thurs 24 Jan 2019	BSTOF	Joe Carter to present the same process report to Transport officers
Thurs 31 Jan	Extra BLTB	Joe Carter to present member level process report to 6 x Lead Members at BLTB

Jan-Mar	7 x local briefings and response to informal consultation	Richard Tyndall (or others from TfSE team) to visit each Berkshire LA and TVBLEP (officers and/or members) as requested to brief on the detailed proposals and seek responses to the informal consultation
Thurs 14 March	BLTB	Joe Carter to report to BLTB recommending support/amendment as appropriate for TfSE proposals
Mon 18 March	TfSE Shadow Board	Considers responses and firms up formal consultation proposals
After May elections	Formal consultation	TfSE launch formal consultation
May-Jul	7 x response to formal consultation	Each Berkshire LA and TVBLEP endorses (at Council/Cabinet/Exec depending on local process) TfSE proposals, and delegation of authority to endorse final proposals, assuming no major changes following formal consultation.
Thurs 18 July	BLTB	Joe Carter to report to BLTB recommending support/amendment as appropriate for TfSE proposals
29 July	TfSE formal consultation closes	
19 September	TfSE Shadow Board	Resolves final submission to government
October	Each Unitary and LEP	Submits formal letter of endorsement of final proposals

7. The informal consultation proposal runs to 20 pages and covers the statutory powers and duties sought and the governance structure proposed. It will be agreed at the TfSE Shadow Board meeting on 10 December.

#### Powers and Duties

8. The main change is the power to publish a Regional Transport Strategy which will have statutory force. Once published, the secretary of state, national agencies such as Network Rail and Highways England, and local planning authorities will have to have regard to it.
9. There are other national powers devolved to the region, such as smart ticketing, but the circumstances of the South East make its proposal very different from TfN and other areas with former Passenger Transport Authorities. Powers to operate rail services are not being sought, nor the responsibilities for rail franchising.
10. The proposal seeks concurrent powers for many highways and traffic functions currently held by local highway authorities; it does not seek to remove any powers from local authorities. The working assumption of TfSE is that if concurrent powers

are granted they will not be exercised without the consent of the local highway authority concerned.

#### Governance

11. The governance proposals have incorporated the request from Berkshire for the 6 constituent authorities to exercise their membership through the joint committee, Berkshire Local Transport Body. This pooling of membership and voting has the advantage of reducing the member and officer overhead, and of reducing the annual subscription payable by each authority. (An individual Unitary Authority subscription is £30,000 pa; BLTB is treated as County Authority and pays £58,000, with each unitary paying a one-sixth share £9,667 pa).
12. There is provision for voting, with votes proportional to population, but the working assumption of the Shadow Board is that decision-making will be by consensus wherever possible.
13. The area's five LEPs have 2 board seats between them, and at there is no LEP subscription. Other board seats are proposed for a Boroughs and Districts representative from the two-tier government areas; a Protected Landscapes representatives from the two National Park Authorities and AONBs; and the independent chair of the Transport Forum which group transport industry providers and consumers (ports, airports, bus and train operators and passenger and road user interest groups).

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# **Draft proposal to government Informal engagement**

Jan-Feb 2019

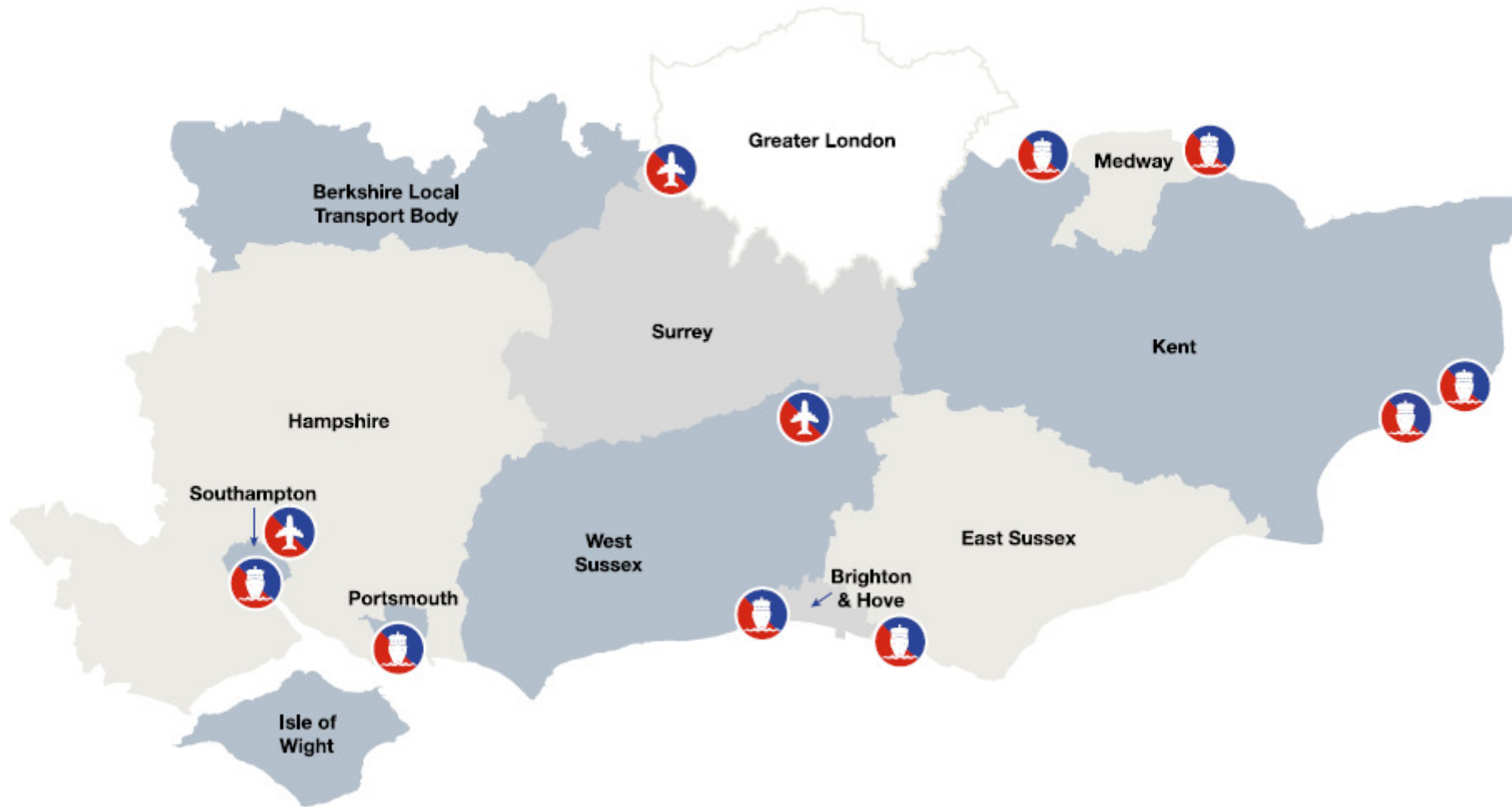
**Richard Tyndall**

# What are Sub National Transport Bodies?





# TfSE Geography



## Where is TfSE now?

- First Shadow Partnership Board meeting in June 2017
- 16 LTAs, 5 LEPs, 2 NPAs, 44 boroughs and districts
- Recognised by DfT, including with £1m grant to develop strategy
- Subscriptions from constituent authorities
- Staff of 8
- Informal engagement process on Proposal Transport Strategy development underway

# Development of Proposal to Government

- Statutory designation of an STB by Sec of State, following a parliamentary process
- Requires consent of constituent authorities
- Aiming for submission of Proposal in Autumn 2019
- Statutory status achieved 2020/21

# Timetable for development of Proposal

- Draft Proposal agreed 10 Dec 2018
- Informal engagement Jan-Feb 2019
- Consultation draft due for consideration on 18 March 2019
- Formal Consultation 3 May – 31 July 2019
- Application draft due for consideration on 19 September 2019

# Informal engagement

- We need your views on
  - the proposed functions
  - the governance arrangements



# Proposed functions

- Main changes are to receive powers from central government
- Seeking concurrent powers with local transport authorities (not removing any powers)
- Concurrent powers only to be exercised with consent from the LAs concerned

# Summary of Proposed functions

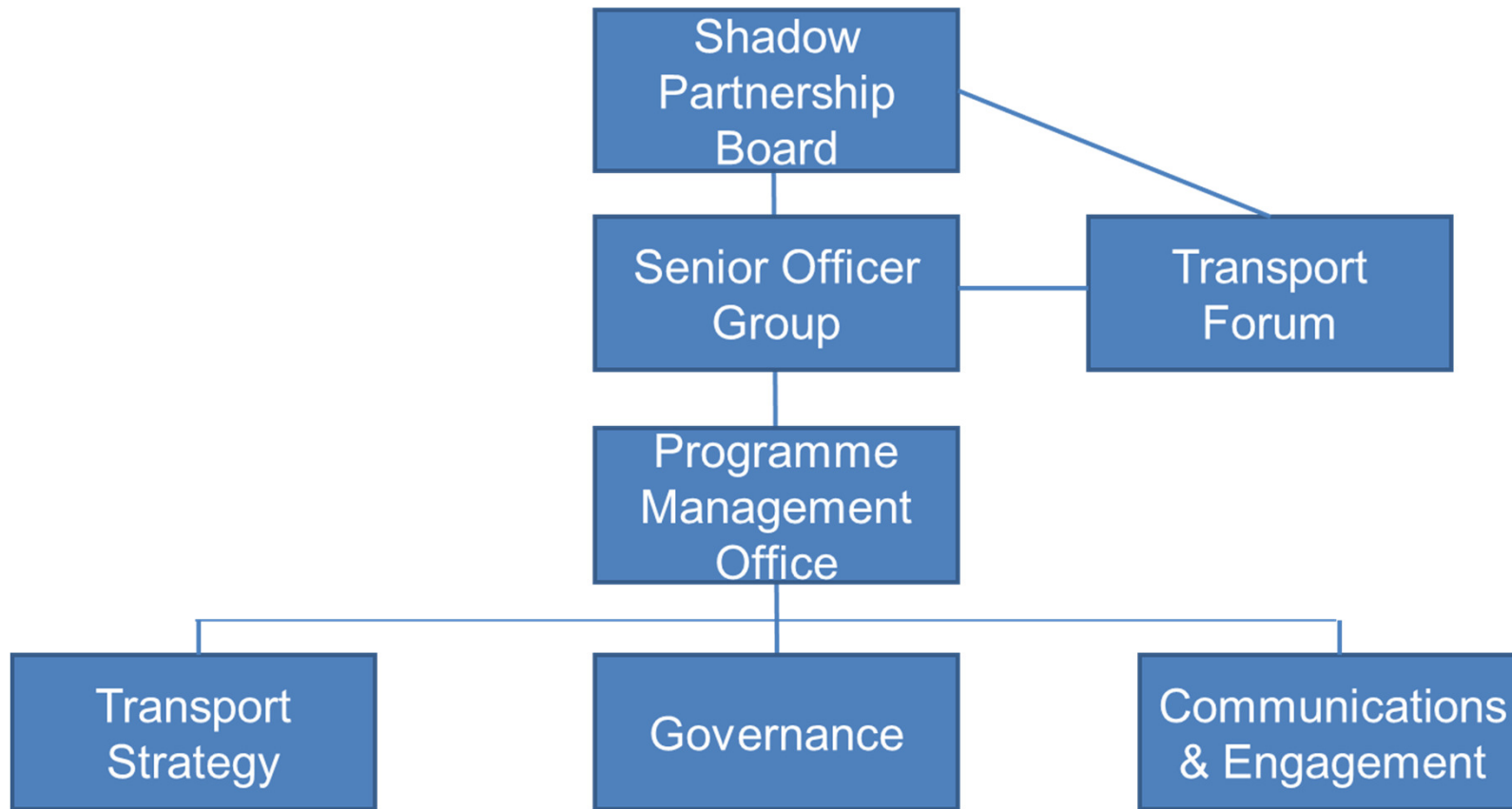
Function	Scope
General STB Functions	<ul style="list-style-type: none"> <li>• Prepare a Transport Strategy, advise the Secretary of State, co-ordinate the carrying out of transport functions (with consent)</li> </ul>
Rail	<ul style="list-style-type: none"> <li>• Right to be consulted about new rail franchises,</li> <li>• set High Level Output Specification (HLOS) for rail network in TfSE area</li> </ul>
Highways	<ul style="list-style-type: none"> <li>• Jointly set the Road Investment Strategy (RIS) for the TfSE area</li> <li>• Enter into agreements to undertake certain types of works on Strategic Road Network or local roads</li> <li>• Acquire land to enable construction or improvement of highways</li> <li>• Construct highways, footpaths &amp; bridleways</li> </ul>
Make capital grants for the provision of public transport facilities	<ul style="list-style-type: none"> <li>• Fund facilities for public transport passengers e.g. railway station or bus stop improvements</li> </ul>

# Summary of Proposed functions

Function	Scope
Bus service provision	<ul style="list-style-type: none"><li>• Secure provision of bus services that would otherwise not be provided</li><li>• Enter into Quality Bus Partnerships</li><li>• Franchise Bus Services</li></ul>
Integrated ticketing	<ul style="list-style-type: none"><li>• Introduced multi-operator rail and bus ticketing scheme</li></ul>
Clean Air Zones	<ul style="list-style-type: none"><li>• Power to charge (high polluting) vehicles for the use of the road network</li></ul>
Promote or oppose Bills in Parliament	<ul style="list-style-type: none"><li>• A body that has this power can also has the power to apply for an order to carry out certain works under the Transport and Works Act 1992. This is the mechanism by which new rail and tramway schemes are promoted and constructed</li></ul>
Incidental powers	<ul style="list-style-type: none"><li>• To enable TfSE to act as a type of local authority (staffing, pensions, monitoring etc.)</li></ul>



# TfSE Governance Structure



# Proposed governance

- Continues shadow board arrangements
- Commitment to consensus decision making
- Inclusive of voices of LEPs, Protected Landscapes, Boroughs and Districts, Transport Industry partners



Authority	Popn. (‘000)	Votes	Authority	Popn. (‘000)	Votes
Brighton and Hove	287	<b>2</b>	West Sussex	847	<b>6</b>
East Sussex	550	<b>4</b>	<i>Bracknell Forest</i>	<i>120</i>	
Hampshire	1,365	<b>10</b>	<i>Reading</i>	<i>163</i>	
Isle of Wight	140	<b>1</b>	<i>Slough</i>	<i>148</i>	
Kent	1,540	<b>11</b>	<i>West Berkshire</i>	<i>159</i>	
Medway	277	<b>2</b>	<i>Windsor &amp; Maidenhead</i>	<i>150</i>	
Portsmouth	213	<b>2</b>	<i>Wokingham</i>	<i>163</i>	
Southampton	250	<b>2</b>	Berkshire Local Transport Body	902	<b>6</b>
Surrey	1,181	<b>8</b>	<b>TOTAL</b>	<b>7,555</b>	<b>54</b>

# Next Steps

- Informal engagement with key stakeholders on draft Proposal Jan – Feb 2019
- Views on functions and governance arrangements
- Consultation draft to be agreed March 2019
- Formal consultation May – July 2019
- Final proposal agreed September 2019



**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Cabinet **DATE:** 18<sup>th</sup> March 2019

**CONTACT OFFICER:** Savio DeCruz – Service Lead, Major Infrastructure Projects  
(For all enquiries) (01753) 875640

**WARD(S):** Colnbrook with Poyle, Foxborough

**PORTFOLIO:** Martin Carter – Lead Member for Planning and Transport

**PART I**  
**KEY DECISION****SLOUGH MASS RAPID TRANSIT SCHEME (SMaRT) PHASE 2, INCLUDING A4/SUTTON LANE PARK AND RIDE****1 Purpose of Report**

The purpose of this report is to seek:

- Cabinet’s approval to progress implementation of Phase 2 of the Slough Mass Rapid Transit (SMaRT) major transport scheme to provide an enhanced public transport service and measures to reduce traffic congestion along the A4 corridor;
- Cabinet’s approval to progress implementation of the associated A4/Sutton Lane Park and Ride facility;
- Cabinet’s approval to progress implementation of associated junction improvements along A4 Bath Road;
- Cabinet’s permission to use Compulsory Purchase Order (CPO) powers to purchase the land required to deliver the Park and Ride facility; and
- A reduction in the associated risk of challenge should the appropriate government minister confirm the compulsory purchase order.

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

- a) The offer of the Berkshire Local Transport Body (BLTB) to provide £13.3million from the Business Rates Retention Pilot funding stream towards the cost of Phase 2 of the SMaRT major transport scheme be welcomed;
- b) The design of the scheme as outlined in paras Section 4, be agreed in principle subject to the development of the designs through the detailed design process;
- c) The results of the consultation exercise completed on Friday 1<sup>st</sup> February 2019 are accepted and the installation of the scheme be approved, including the continuation of the Park and Ride element.
- d) Negotiations be proceeded with, to secure land to the northeast of the A4/Sutton Lane junction, required for installation of the Park and Ride facility (see Section 5.6 for further details);
- e) The Director of Regeneration be authorised to take all necessary steps, if necessary, to secure the making, submission, confirmation and implementation of the CPO of the third party land required to deliver the Park and Ride facility

(following statutory process set down in the Highway Act 1980 and the Acquisition of Land Act 1981, as amended by the Planning and Compulsory Purchase Act 2004.)

- f) Officers investigate further opportunities, made possible by implementation of the scheme, to work towards the aims of the recently released Transport Vision document; in particular to reduce congestion and improve air quality by promoting cleaner vehicles and reducing the dominance of the car as a mode of travel.

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

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

##### **Protecting vulnerable children:**

The combination of a reduction in vehicle speeds, high quality resurfacing and the installation of traffic signals provided by the scheme will provide a higher level of road safety for drivers, cyclists and pedestrians.

##### **Increasing life expectancy by focusing on inequalities:**

SMaRT will improve accessibility between areas of higher unemployment or social deprivation and areas of job growth in Slough and at Heathrow.

##### **Improving mental health and wellbeing:**

The scheme will promote a more sustainable alternative to the private car for travelling to and from major employment areas, the town centre and residential communities, by promoting public transport while also improving cycle facilities.

The scheme is in line with Slough Borough Council's Low Emission Strategy (LES)<sup>14</sup> which forms part of the Slough Air Quality Action Plan (AQAP). The LES aims to reduce emissions from road transport, and to improve the borough's air quality, by amongst other measures, promoting modal shift away from cars, and promoting the use of electric vehicles through the use of electric buses and provision of electric vehicle charging points at the proposed Park and Ride site.

Provision of high quality public transport will give people opportunities to reduce their reliance on car use and promote positive behavioural change in personal health through walking to and from rapid transit stops.

SMaRT will improve crossings for pedestrians and cyclists, and upgrade walking and cycle routes, thereby helping to promote these forms of healthy travel.

SMaRT will mitigate existing and forecast levels of congestion and make a significant contribution to enabling the creation of new jobs in Slough, which in turn will have a positive effect on the lives of those workers and their families.

##### **Housing:**

SMaRT links with the SJWS priority of developing a mix of housing to meet existing and future needs and providing more choice for home-seekers. The scheme will

help facilitate the sustainable development of almost 3000 new housing units in the town centre.

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

#### **Our people will be healthier and manage their own care needs:**

The installation of traffic signals provided by the scheme will provide a higher level of road safety for drivers, cyclists and pedestrians.

Improving public transport services will enable children and young people in Slough to access facilities and organisations that could contribute towards positive life chances. Provision of high quality public transport will encourage more people to manage their own health through reducing their reliance on cars;

#### **Slough will be an attractive place where people choose to live, work and stay:**

SMaRT will complement the infrastructure and public realm improvements delivered by recent major schemes, by providing a high quality public transport service from the town centre to the eastern part of the Borough and Heathrow.

Improving access to the centre of Slough for leisure and shopping as well as work will ensure it remains vibrant, living, and the cultural facilities are well used.

SMaRT will also provide a better alternative to car travel thereby reducing the volume of traffic in Slough and improving the sense of place.

#### **Our residents will live in good quality homes:**

The scheme will help facilitate the sustainable development of over 2000 new dwellings in the town centre.

Homeowners in areas benefiting from improved air quality and reduced congestion will see an improvement to the quality of their homes.

#### **Slough will attract, retain and grow businesses and investment to provide opportunities for our residents:**

The council will be in a position to retain more commercial units to support the growth in the town and in so doing increase business rates and job opportunities.

Improved public transport links between Slough Trading Estate, Slough Mainline Station and Heathrow will help ensure businesses of all sizes locate, grow, and stay in Slough.

SMaRT will help facilitate the regeneration of the town centre and Slough Trading Estate by improving public transport and encouraging private sector investment.

### 4 **Other Implications**

#### (a) Financial

The total scheme outturn cost, on which the business case for funding is based, is now estimated as £13.3m, including inflation and risk. This is based on:

- £8.3 million for SMaRT Phase 2
- £5 million for Park and Ride

This outturn figure will be subject to any increase in design or construction costs due to unforeseen circumstances.

The BLTB has agreed to fund the scheme through the TVB Business Rates Retention Pilot. £10.2m has been agreed for year 1 (2018/19), with an additional £3.1m agreed for year 2 (2019/20).

The strategy for delivery of the preliminary and detailed design phases of the scheme is via the award of an agreement through the ESPO Consultancy Services Framework (reference 664-17).

The proposed strategy for delivery of the construction phase of the scheme is through the Council's Direct Service Organisation (DSO).

### Risk Management

Risk	Mitigating action	Opportunities
<p><b>Legal:</b></p> <p>Risk of challenge to land acquisitions.</p>	<p>Council to follow due process and secure full support where required.</p> <p>Compulsory purchase option to be pursued simultaneously as a contingency measure.</p> <p>The Council has appointed Vail Williams LLP to act on its behalf on land acquisition negotiations.</p>	
<p>Delay/ failure in achieving Planning Consent.</p>	<p>Public consultation and close working with Ward Members, NAGs, Parish Councils and partners, bearing in mind that the affected land lies within the approved Bath Road Widening Line. On-going dialogue with planning officers to address likely concerns.</p>	
<p>Objections to Traffic Regulation Orders required for elements of the scheme modifying the use of the highway.</p>	<p>Early discussion with stakeholders to resolve issues.</p>	
<p><b>Property:</b></p> <p>Delay in acquiring land</p>	<p>Programme will allow time for CPO process to be carried out if necessary and time for</p>	<p>Land owner</p>



to northeast of A4/Sutton Lane junction. Land transfer negotiations longer than expected.	land transfer.  Continue to seek to acquire land by negotiation throughout process to avoid the requirement for CPO.	expected to be keen to proceed with negotiations due to impact on potential future land usage resulting from its prior use as a landfill site, and also the likely impact of Heathrow's third runway.
<b>Human Rights</b>	See below.	
<b>Health and Safety:</b>  Road safety hazards during construction	No significant risks, outside of what would normally be expected for a construction scheme of this nature, identified at this stage.  Traffic management measures to be utilised to minimise road hazards.	
<b>Employment Issues</b>	No risks identified.	Scheme is expected to generate job opportunities.
<b>Equalities Issues:</b>  Compliance with Equality Act 2010	The SMaRT proposals are an integral part of Slough's LTP3 which was subject to an EIA in 2010.	Greater frequency of bus services will widen accessibility opportunities.
<b>Community Support:</b>  Unfavourable response	Programme allows for detailed design to be	Public

to wider public consultation.	modified where necessary to meet specific objections.	consultation offers the opportunity to sell the scheme to residents of the borough.
<b>Communications:</b>  Public unaware of proposals	Appropriate consultation to be carried out before the works carried out.  Keep public updated on progress of scheme via Council website.	
<b>Community Safety</b>	No risks identified	
<b>Financial:</b>  The capital costs of the scheme increase as a result of factors uncovered at preparatory survey and design stages or unexpectedly high tender prices.  Statutory Undertaker diversions cost underestimated  Damage to statutory utility apparatus	As detailed site survey information is obtained, there will be further cost reviews as part of the design process. A Comprehensive QRA process will be undertaken as part of the detailed design work. Value engineering to be employed where necessary.  Continual liaison with Statutory Undertakers. Value engineering of planned diversions at preliminary design stage.  Ensure latest statutory undertakers plans are obtained; undertake trial holes; scan ground prior to excavation. Undertake hand digging where required, in line with NJUG guidelines.	
<b>Project Capacity:</b>  Delays during planning stage.  Delays in procurement process.  Sections of required land still in third party ownership.	Ensure robust scheme and orders presented at planning application and publication. Employ experienced team to prepare and complete the statutory process.  Programme to allow adequate time for procurement. This paper will reduce the risk of challenge if a compulsory purchase order can be obtained from the relevant minister.  Discussions underway to install a dedicated	

<p>Lack of resource within Slough DSO.</p> <p>Delays during construction</p>	<p>DSO team with the relevant skillset to deliver the project</p> <p>Continually review programme to ensure sufficient time allowance made to address potential delays. Constant dialogue with Slough DSO during scheme build. Seek early advice from SBC DSO on buildability issues. Liaison with external bodies to assist in development and acceptance of scheme design.</p>	<p>Dedicated DSO team assembled to deliver this project will be able to deliver future projects in Slough.</p>
<p><b>Other:</b></p> <p>Impact on local residents, businesses and the general public in the immediate vicinity of the construction works.</p> <p>Traffic congestion resulting from construction phase.</p> <p>Impact of P+R facility due to land previously having been used for landfill.</p> <p>Highways England (HE) smart scheme – land for P+R will be used by HE as a site compound. Risk of impact on timescale.</p>	<p>Construction Management Plan will be developed to protect their interests by minimising impacts, such as noise, vibration and traffic, during the period of construction</p> <p>Coordinate construction works with other planned highway schemes. Plan construction elements which have most impact on traffic to coincide with school holidays.</p> <p>Consultation with SBC Land Contamination Officer to be undertaken during the design stage.</p> <p>Ongoing negotiations with HE Principal Contractor and HE to reduce risk of impact.</p>	<p>HE can prepare land in advance for subsequent use as a P+R facility.</p>

(b) Human Rights Act and Other Legal Implications

In deciding to take compulsory purchase action, the Council has to weigh the Human Rights interests of public need against private property rights and consider that sufficient justification exists for making a CPO.

Account must be taken of Circular 2/97 'Notes on the Preparation, Drafting and Submission of a Compulsory Purchase Order for Highways Schemes' and Circular 06/2004, 'Compulsory Purchase and the Crichel Down Rules', including the need to demonstrate that impediments to the implementation (including planning

impediments) can or have been overcome, the SMaRT Scheme is capable of delivery within a reasonable period of time and there is a compelling case in the public interest to proceed with the acquisition.

Traffic Regulation Orders will be required and these will be subject to normal procedures.

#### (c) Equalities Impact Assessment

The development of a rapid transit service along the A4 corridor was an integral part of Slough's Third Local Transport Plan 2011- 2026 which was the subject of an Equality Impact Assessment (EIA) carried out in 2010. The aims of the scheme are to offer significant improvement to transport routes and public transport that will benefit all equality groups. The SMaRT Business Case has also assessed the specific social and distributional impacts of the scheme and the results were:

- **Severance** - The impact was found to be neutral to equality groups, due to a very small number of roads experiencing an increase and decrease in traffic flows as a result of the proposed scheme;
- **Personal Security** – The scheme is expected to have a neutral impact on security. It will improve the overall reliability of bus services and have a positive impact on personal security as people have a reduced waiting time between buses; and
- **Accessibility** - The impact on vulnerable groups was appraised as slightly beneficial because the scheme demonstrates an improved bus service frequency. Certain protected characteristics (disability, children and young people, older people and women) are more reliant on public transport than others; therefore improving access to public transport is a positive impact from the scheme. The 2011 census revealed that car ownership amongst Slough residents is lower than the regional average; therefore enhancements to public transport also address this point.

A separate EIA will be conducted on the detailed design proposals as the scheme progresses to identify, and mitigate against, any potential adverse impacts arising during the individual work programmes.

#### (d) Workforce

Slough DSO are increasing their workforce and their capacity to manage designers and subcontractors, in order to deliver the schemes. There will be an increasing move away from consultants and subcontractors to the use of directly employed staff and workforce as we develop our in-house capability.

#### (e) Property

It is anticipated that the land required for the SMaRT scheme is already within the existing boundaries of the highway, with two exceptions:

- A small section of land adjacent to an electrical substation may be required. Investigations into the use of this land are ongoing.

- The land required on northeast corner of the A4/Sutton Lane junction is covered in the supporting information.

(f) Carbon Emissions and Energy Costs

The scheme is expected to deliver reductions in congestion particularly at the westbound approach to the M4 J5 roundabout, where traffic queues at peak times, partially as a result of merging traffic. This could potentially be beneficial for air quality, if emissions reduce along this section of the A4 between junction 5 and the Sutton Lane gyratory. Use of the park & ride site could potentially lead to an improvement in air quality in the wider area, including within the Slough town centre AQMA, as a result of fewer vehicles travelling into either Slough town centre, or to Heathrow Airport.

An Air Quality Assessment will be undertaken as part of the scheme, with a view to implementing any potential mitigation measures that are deemed necessary.

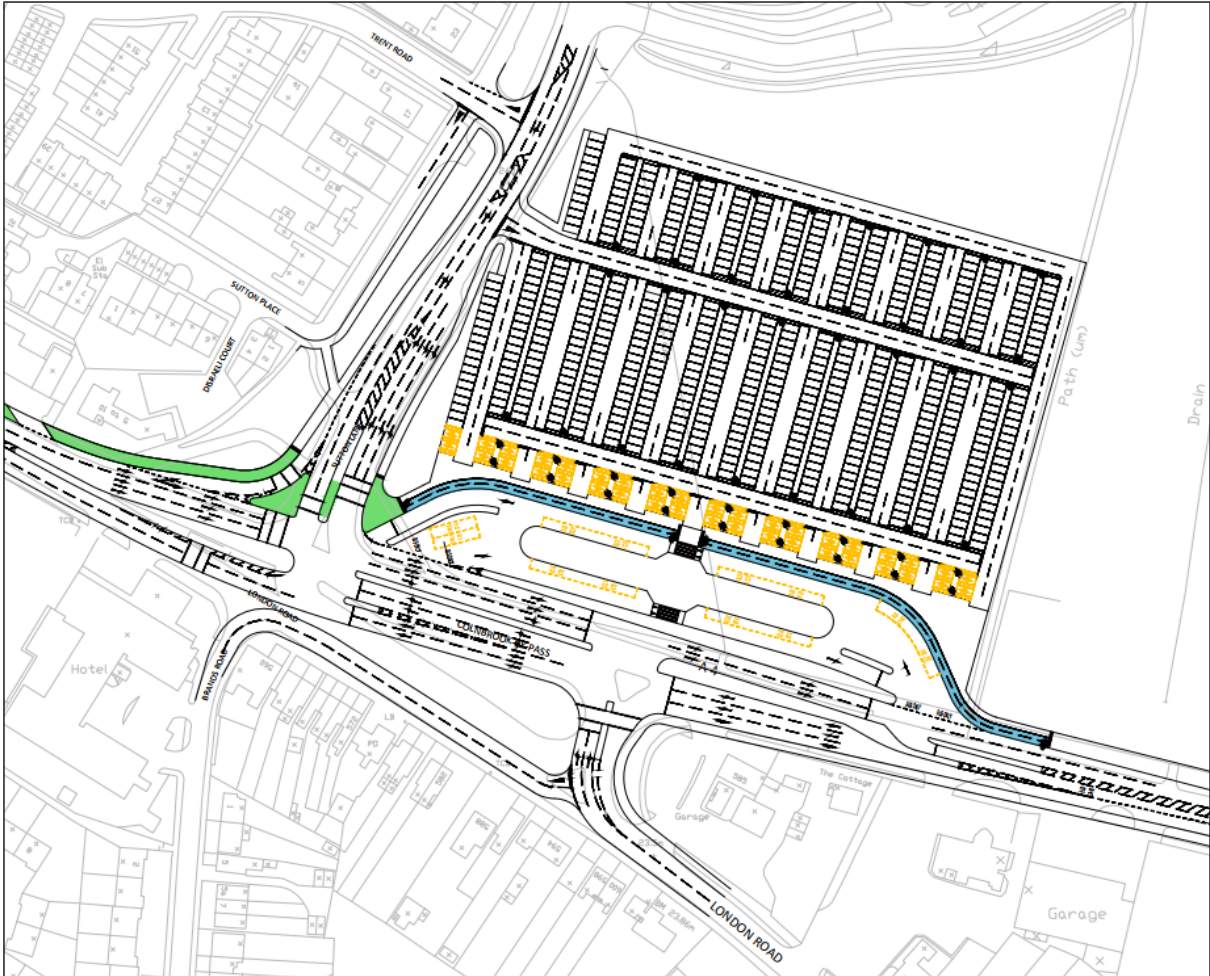
**5 Supporting Information**

- 5.1 The SMaRT P2 scheme is a key element of SBC's document "A Transport Vision for the 'Centre of Slough'", and is a continuation of improvements being made by Slough Borough Council to increase the level of accessibility to, from and around the town for residents, employees and visitors. The overall scheme aims to make radical changes at key hotspots to tackle longstanding congestion and air quality issues, and build highway capacity for the future. Without the investment required to both improve sustainable transport and to mitigate the existing and forecast levels of congestion in Slough, there is concern that the viability of the ambitious employment and residential development, required to fulfil the sustainable economic growth objectives of the Thames Valley Berkshire (TVB) sub-region, will be hampered.
- 5.3 SMaRT Phase 1 focused on the A4 corridor between Slough Trading Estate, the town centre and Langley. The Phase 1 scheme delivered a combination of highway infrastructure measures aimed at delivering journey time reliability performance improvements of bus services while also improving the efficient operation of the highway network for general traffic, and complementary improvements to bus service provision.
- 5.4 SMaRT Phase 2 is designed to achieve a number of positive outcomes for the borough: To deliver convenient, sustainable, high quality passenger transport between Heathrow and Slough town centre;
- To relieve congestion on the eastern section of the A4 corridor;
  - To help bring forward the delivery of housing development in the town centre over and above that previously support by SMaRT Phase 1;
  - To improve journey time reliability and enhance sustainable accessibility to the future housing and employment sites;
  - To future-proof the eastern section of the A4 for changes likely to result from the Heathrow expansion;
  - To provide an increased frequency of bus services to / from Colnbrook and the surrounding area;
  - To bring about net improvements in air quality.
- 5.5 SMaRT Phase 2 is fundamental to the delivery of key elements of the Local Plan:

- *Delivering major comprehensive redevelopment within the “Centre of Slough”:*  
The implementation of a successful SMaRT scheme will support future regeneration plans for the centre of Slough.
- *Protecting the built and natural environment of Slough including the suburbs:*  
The scheme seeks to reduce congestion and make net improvements to air quality. The scheme also aims to make much-needed public realm improvements to the eastern gateway into Slough.
- *Accommodating the proposed third runway at Heathrow and mitigating its impact:*  
Proposed changes on the A4 between M4 J5 and Colnbrook Bypass are designed to be compatible with future changes anticipated as a result of the third runway. The provision of the SMaRT and Park & Ride facilities will also allow Slough to integrate with Heathrow in a manner currently not supported.

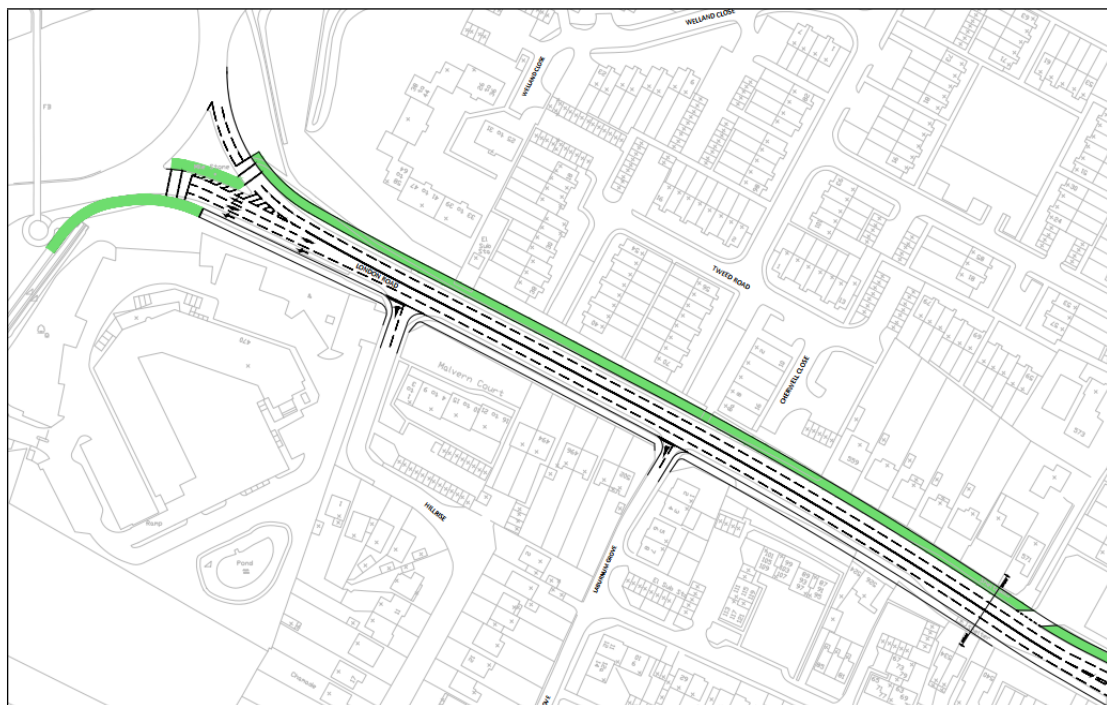
5.6 The proposals under SMaRT Phase 2 comprise the following elements:

- Junction modifications and traffic signal provision at the London Road / Sutton Lane / Colnbrook Bypass gyratory. Pedestrian and cycle crossings on London Road will be improved and bus stop waiting areas upgraded to provide for local needs at Brands Hill including residential, commercial and hotel properties. Discussions will be held with third parties to improve road safety by relocating existing services in the vicinity of the junction.
- The installation of a Park & Ride facility on land adjacent to M4 Junction 5 and Sutton Lane. In addition to being a key hub on the SMaRT service, this facility will provide opportunities for electric vehicle parking and for reducing congestion through the potential provision of overnight lorry parking and relocation of fuel services, as discussed in section 5.7. Access and egress into the proposed Park and Ride facility will be by means of the above junction modification. Provision will be made for access by car, bus and bicycle, with cycling and walking routes integrated into the design. The plot of land proposed for this facility is currently in private ownership and the council has commenced negotiations for acquiring the land.



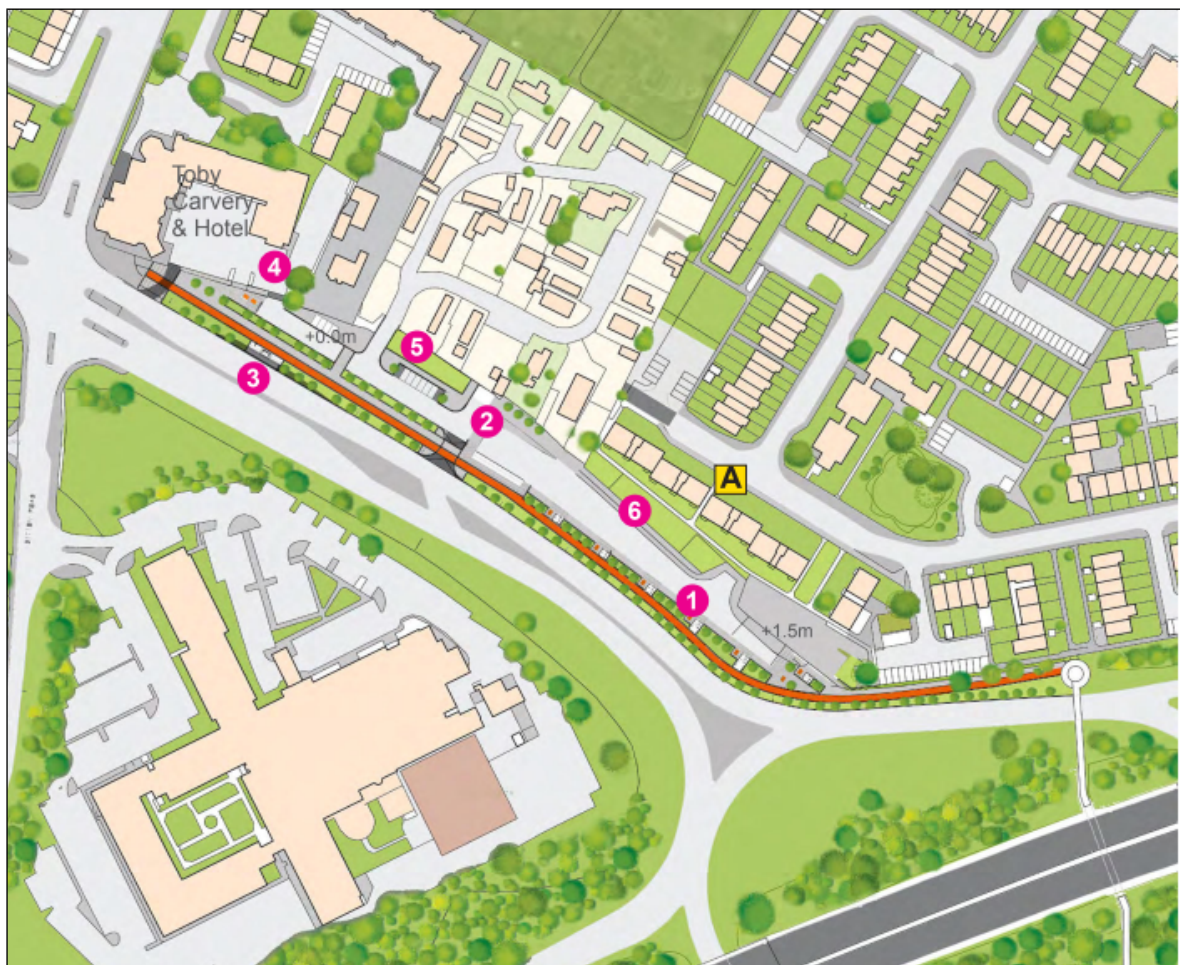
**Figure 1: Sutton Lane Gyratory and Park & Ride**

- The widening of London Road 2 lanes westbound between on the link between M4 Junction 5 roundabout and Sutton Lane. Bus lanes will operate during peak periods, reinforcing the benefits of the new park and ride facility. Cycle paths will be integrated into these widening works.



**Figure 2: M4 J5 to Sutton Lane Gyratory link**

- The potential widening the southeast quadrant of the M4 Junction 5 roundabout from 3 to 4 lanes with a modified slip road for eastbound traffic.
- To the east of the new park and ride facility - selected A4 carriageway realignment, safety works and enhancing bus stops at Lakeside Road, including provision of shelters.
- Upgrading of the existing National Cycle Network route 61 (NCN 61) to make it a more attractive option for cyclists commuting to and from Heathrow.
- Public realm enhancements on the northern frontage of the A4 between Langley High Street and the M4 Junction 5 roundabout. The current appearance of this frontage detracts from what is a highly visible 'Gateway to Slough'. Landscaping and other measures are proposed to improve this region and complement the promotion of the SMaRT route, subject to funding being available following implementation of other key SMaRT measures.



**Figure 3: 'Gateway to Slough' enhancements, A4 northern frontage**

- Public realm enhancements on M4 Junction 5 roundabout itself. This area is being improved with a new landscape design, refurbished footbridge and pedestrian subway, including new LED lighting, dedicated cycle way and



enhanced pedestrian environment to create a safer and more attractive gateway to the borough. The existing pedestrian footbridge and subway will be given a new clean and bright appearance, and will be complemented by a ground level path and carbon-benefitting planting. These works are subject to funding being available following implementation of other key SMaRT measures.

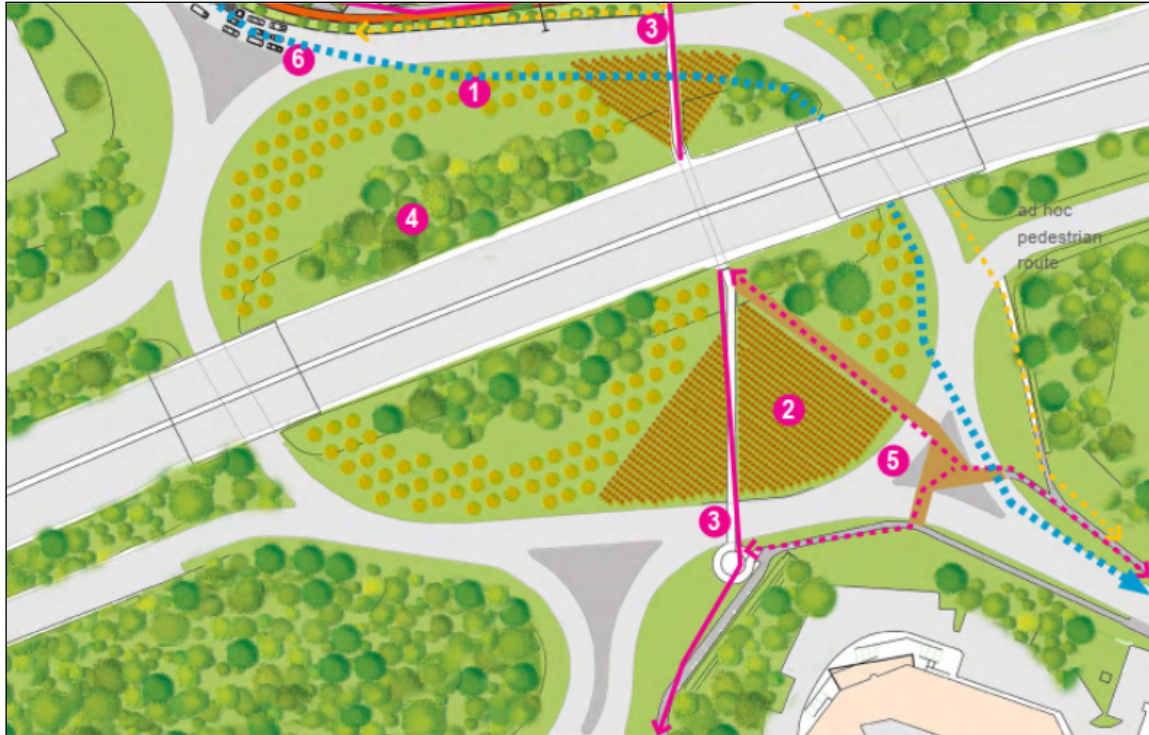


Figure 4: 'Gateway to Slough' enhancements, M4 J5 roundabout

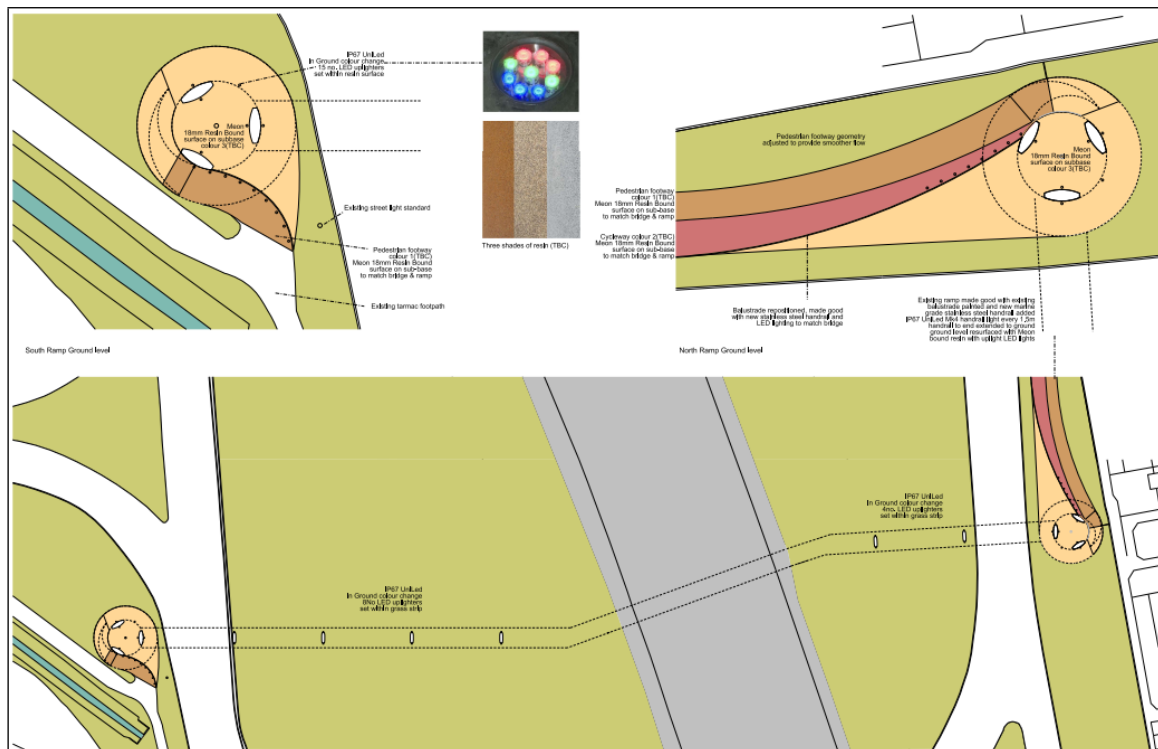


Figure 5: Extract from architectural designs for M4 J5 pedestrian footbridge enhancements

5.7 A Public Consultation for the scheme was undertaken in January 2019, the documentation for which can be found on SBC’s public website. This consultation exercise was undertaken through a number of channels:

- a) Slough Borough Council public website, with link to the web-based ‘Survey Monkey’ tool: twenty five responses were received via Survey monkey.
- b) Letter drop to properties identified as being within the vicinity of the work: 36 responses were received, out of 1400 leaflets delivered.
- c) Public consultation drop-in sessions: four sessions were held at local venues relevant to the works. A total of approximately 50 residents attended these sessions.
- d) Transport for Slough email address: five email responses were received.

The below table summarises the results of the consultation:

		Yes	No	Don't know	Not answered
Question 1	Do you agree with the proposed junction improvement works on Sutton Lane Gyratory including improved pedestrian crossings on London Road?	60%	32%	8%	
Question 2	Do you support the proposed new traffic signals including installation of MOVA (smart controlled signals at the junctions) and junction improvement works on the T-signals on Sutton Lane Gyratory?	60%	29%	11%	
Question 3	Do you support the carriageway realignment including new shelters on the east of Colnbrook by-pass?	56%	24%	20%	
Question 4	Do you support the proposed Park and Ride and cycle hub facility	38%	55%	7%	
Question 5	Do you support the junction improvement works for access &	42%	53%	5%	

	egress into the proposed Park and Ride facility?				
Question 6	Do you support the proposed extension of the eastbound bus lane from High Street Langley towards Heathrow?	50%	37%	13%	
Question 7	Do you support the proposed widening of the south east section of the M4 junction 5 roundabout from 3 lanes to 4 lanes with a modified slip road for eastbound traffic?	56%	32%	10%	2%
Question 8	Do you support the proposed upgrade of the existing National Cycle Network route 61 (NCN61)?	51%	32%	15%	2%
Question 9	Do you support the proposed second lane on London Road on the westbound approach to the M4 junction facilitate the SMaRT scheme?	56%	29%	11%	4%
Question 10	Do you support proposed public realm enhancements on the northern frontage of the A4 between Langley High Street and the M4 Junction 5 roundabout (the Langley interchange)?	60%	24%	16%	

The results of the consultation exercise indicate broad overall support for the scheme, although responders expressed some concern relating to the Park and Ride facility.

Many of those responding negatively to Questions 4 and 5 had reservations due to the expectation that the proposed Park and Ride facility will increase traffic, congestion and air pollution in this area. There were also concerns about the location of any Park and Ride and the anticipated loss of Green Belt; and the potential that the Park and Ride could negatively affect parking for residents if users park in residential streets to avoid Park and Ride charges.

Whilst there will be some localised increase in traffic in the immediate vicinity of the Park and Ride itself, this will be offset by the anticipated benefits of removing those vehicles from local roads as they continue their onward journey through the Borough. At peak times, the use of traffic signals will allow a controlled exit of vehicles from the facility to avoid overloading the highway network.

The proposed Park and Ride offers additional potential for reducing congestion by:

- Providing a location where HGVs can utilise the space for overnight parking, thus easing the issues currently experienced with HGV parking in Colnbrook.
- Offering the opportunity to relocate / consolidate existing local petrol facilities into one, more convenient, location. This will have significant safety benefits at key points on the road network.

## 6 **Comments of Other Committees**

None

## 7 **Conclusion**

There are clear and significant social and economic benefits to the SMaRT scheme and it is in best interest of borough residents and society in general to proceed.

It is recommended that The BLTB offer for SMaRT be accepted.

It is recommended that officers continue in parallel the following:

- Scheme detailed design in readiness for installation by Slough DSO;
- Utility diversions, where necessary, prior to the main works;
- Commencement of CPO process to facilitate SMaRT P2;
- Construction of SMaRT P2 in 2019, followed by Park and Ride at such time as the required land becomes available.

## 8 **Appendices Attached**

None

## 9 **Background Papers**

None

**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Cabinet **DATE:** 18<sup>th</sup> March 2019

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

**WARD(S):** All

**PORTFOLIO:** Leader, Regeneration & Strategy – Councillor Swindlehurst

**PART I**  
**NON-KEY DECISION**

**NOTIFICATION OF DECISIONS****1. Purpose of Report**

To seek Cabinet endorsement of the published Notification of Decisions, which has replaced the Executive Forward Plan.

**2. Recommendation**

The Cabinet is requested to resolve that the Notification of Decisions be endorsed.

**3. Slough Joint Wellbeing Strategy Priorities**

The Notification of Decisions sets out when key decisions are expected to be taken and a short overview of the matters to be considered. The decisions taken will contribute to all of the following Slough Joint Wellbeing Strategy Priorities:

1. Protecting vulnerable children
2. Increasing life expectancy by focusing on inequalities
3. Improving mental health and wellbeing
4. Housing

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

There are no financial implications.

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

There are no Human Rights Act implications. The Local Authorities (Executive Arrangements) (Meetings and Access to Information)(England) Regulations 2012 require the executive to publish a notice of the key decisions, and those to be taken in private under Part II of the agenda, at least 28 clear days before the decision can be taken. This notice replaced the legal requirement for a 4-month rolling Forward Plan.

## **5. Supporting Information**

5.1 The Notification of Decisions replaces the Forward Plan. The Notice is updated each month on a rolling basis, and sets out:

- A short description of matters under consideration and when key decisions are expected to be taken over the following three months;
- Who is responsible for taking the decisions and how they can be contacted;
- What relevant reports and background papers are available; and
- Whether it is likely the report will include exempt information which would need to be considered in private in Part II of the agenda.

5.2 The Notice contains matters which the Leader considers will be the subject of a key decision to be taken by the Cabinet, a Committee of the Cabinet, officers, or under joint arrangements in the course of the discharge of an executive function during the period covered by the Plan.

5.3 Key Decisions are defined in Article 14 of the Constitution, as an Executive decision which is likely either:

- to result in the Council incurring expenditure which is, or the making of savings which are, significant, having regard to the Council's budget for the service or function to which the decision relates; or
- to be significant in terms of its effects on communities living or working in an area comprising two or more wards within the Borough.

The Council has decided that any expenditure or savings of £250,000 or more shall be significant for the purposes of a key decision.

5.4 There are provisions for exceptions to the requirement for a key decision to be included in the Notice and these provisions and necessary actions are detailed in paragraphs 15 and 16 of Section 4.2 of the Constitution.

5.5 To avoid duplication of paperwork the Member Panel on the Constitution agreed that the Authority's Notification of Decisions would include both key and non key decisions – and as such the document would form a comprehensive programme of work for the Cabinet. Key decisions are highlighted in bold.

## **6. Appendices Attached**

'A' - Current Notification of Decisions – published 15<sup>th</sup> February 2019

## **7. Background Papers**

None.

# **NOTIFICATION OF DECISIONS**

## **1 MARCH 2019 TO 31 MAY 2019**

Date of Publication: 15<sup>th</sup> February 2019

## **SLOUGH BOROUGH COUNCIL**

### **NOTIFICATION OF DECISIONS**

Slough Borough Council has a decision making process involving an Executive (Cabinet) and a Scrutiny Function.

As part of the process, the Council will publish a Notification of Decisions which sets out the decisions which the Cabinet intends to take over the following 3 months. The Notice includes both Key and non Key decisions. Key decisions are those which are financially significant or have a significant impact on 2 or more Wards in the Town. This Notice supersedes all previous editions.

Whilst the majority of the Cabinet's business at the meetings listed in this document will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of the Cabinet meetings listed in this Notice will/may be held in private because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

Page 276  
This document provides a summary of the reason why a matter is likely to be considered in private / Part II. The full reasons are listed alongside the report on the Council's website.

If you have any queries, or wish to make any representations in relation to the meeting being held in private for the consideration of the Part II items, please email [catherine.meek@slough.gov.uk](mailto:catherine.meek@slough.gov.uk) (no later than 15 calendar days before the meeting date listed).

#### **What will you find in the Notice?**

For each decision, the plan will give:

- The subject of the report.
- Who will make the decision.
- The date on which or the period in which the decision will be made.
- Contact details of the officer preparing the report.
- A list of those documents considered in the preparation of the report (if not published elsewhere).
- The likelihood the report would contain confidential or exempt information.



## **What is a Key Decision?**

An executive decision which is likely either:

- To result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- To be significant in terms of its effects on communities living or working in an area comprising two or more wards within the borough.

## **Who will make the Decision?**

Decisions set out in this Notice will be taken by the Cabinet, unless otherwise specified. All decisions (unless otherwise stated) included in this Notice will be taken on the basis of a written report and will be published on the Council's website before the meeting.

The members of the Cabinet are as follows:

- |   |                         |
|---|-------------------------|
| • Leader of the Council - Regeneration & Strategy | Councillor Swindlehurst |
| • Deputy Leader - Transformation & Performance    | Councillor Hussain      |
| • Environment & Leisure                           | Councillor Anderson     |
| • Planning & Transport                            | Councillor Carter       |
| • Regulation and Consumer Protection              | Councillor Mann         |
| • Corporate Finance & Housing                     | Councillor Nazir        |
| • Health & Social Care                            | Councillor Pantelic     |
| • Children & Education                            | Councillor Sadiq        |

## **Where can you find a copy of the Notification of Decisions?**

The Plan will be updated and republished monthly. A copy can be obtained from Democratic Services at St Martin's Place, 51 Bath Road on weekdays between 9.00 a.m. and 4.45 p.m., from MyCouncil, Landmark Place, High Street, or Tel: (01753) 875120, email: [catherine.meek@slough.gov.uk](mailto:catherine.meek@slough.gov.uk). Copies will be available in the Borough's libraries and a copy will be published on Slough Borough Council's Website.

## **How can you have your say on Cabinet reports?**

Each Report has a contact officer. If you want to comment or make representations, notify the contact officer before the deadline given.

### **What about the Papers considered when the decision is made?**

Reports relied on to make key decisions will be available before the meeting on the Council's website or are available from Democratic Services.

### **Can you attend the meeting at which the decision will be taken?**

Where decisions are made by the Cabinet, the majority of these will be made in open meetings. Some decisions have to be taken in private, where they are exempt or confidential as detailed in the Local Government Act 1972. You will be able to attend the discussions on all other decisions.

### **When will the decision come into force?**

Implementation of decisions will be delayed for 5 working days after Members are notified of the decisions to allow Members to refer the decisions to the Overview and Scrutiny Committee, unless the decision is urgent, in which case it may be implemented immediately.

### **What about key decisions taken by officers?**

Many of the Council's decisions are taken by officers under delegated authority. Key decisions will be listed with those to be taken by the Cabinet. Key and Significant Decisions taken under delegated authority are reported monthly and published on the Council's website.

### **Are there exceptions to the above arrangements?**

There will be occasions when it will not be possible to include a decision/report in this Notice. If a key decision is not in this Notice but cannot be delayed until the next Notice is published, it can still be taken if:

- The Head of Democratic Services has informed the Chair of the Overview and Scrutiny Committee or relevant Scrutiny Panel in writing, of the proposed decision/action. (In the absence of the above, the Mayor and Deputy Mayor will be consulted);
- Copies of the Notice have been made available to the Public; and at least 5 working days have passed since public notice was given.
- If the decision is too urgent to comply with the above requirement, the agreement of the Chair of the Overview and Scrutiny Committee has been obtained that the decision cannot be reasonably deferred.
- If the decision needs to be taken in the private part of a meeting (Part II) and Notice of this has not been published, the Head of Democratic Services will seek permission from the Chair of Overview & Scrutiny, and publish a Notice setting out how representations can be made in relation to the intention to consider the matter in Part II of the agenda. Urgent Notices are published on the Council's [website](#).

## Cabinet - 18th March 2019

Item	Portfolio	Ward	Priority	Contact Officer	Other Committee	Background Documents	New Item	Likely to be Part II
<p><b><u>Performance &amp; Projects Report: Quarter 3, 2018/19</u></b></p> <p>To receive a report on the progress against the Council's performance indicators, priorities and key projects for the period between October to December 2018.</p>	T&P	All	All	Dean Tyler, Service Lead Strategy & Performance Tel: (01753) 875847	O&S	None		
<p><b><u>Statutory Equalities Report (including Gender Pay Gap Report)</u></b></p> <p>To receive the statutory equalities report for the Council and the annual report on the authority's Gender Pay Gap for 2018/19.</p>	H&S, R&S	All	All	Christine Ford, Equality and Diversity Manager Tel: 01753 875069	-	None		
<p><b><u>Local Welfare Provision Policy</u></b></p> <p>To approve the Local Welfare Provision scheme for 2019/20.</p>	F&H	All	All	Neil Wilcox, Director of Finance and Resources (Section 151 Officer) Tel: 01753 875358	-	None		
<p><b><u>Discretionary Housing Payments Policy</u></b></p> <p>To consider the Council's Discretionary Housing Payment Policy for the forthcoming year.</p>	F&H		All	Neil Wilcox, Director of Finance and Resources (Section 151 Officer) Tel: 01753 875358	-	None		

**Portfolio Key** – R&S = Regeneration and Strategy, T&P = Transformation & Performance, E & L = Environment and Leisure, C&E = Children & Education, P & T = Planning & Transport, R & C = Regulation and Consumer Protection, H & S = Health and Social Care, F&H = Corporate Finance & Housing

**Bold** – Key Decision

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<p><b><u>Slough Mass Rapid Transit Phase 2</u></b></p> <p>To consider a report on the progression of Phase 2 of the Slough Mass Rapid Transit scheme eastwards from Slough town centre.</p>	P&T	All	All	Savio DeCruz, Service Lead Major Infrastructure Projects Tel: 01753 875640	-	None		
<p><b><u>Private Rented Property Licensing</u></b></p> <p>Further to the Cabinet decisions of 17<sup>th</sup> September 2018, the receive the response to the consultation, and take any necessary decisions, on the borough wide Additional Licensing Scheme and a Selective Licensing Scheme for the Central and Chalvey wards for private rented sector housing.</p>	F&H	All	All	Amir Salarkia, Interim Housing Regulation Manager Tel: 01753 875540	-	None		
<p><b><u>Governance Arrangements for Heathrow Strategic Planning Group</u></b></p> <p>To consider a report on the principle of setting up a limited company and wider governance arrangements for the Heathrow Strategic Planning Group.</p>	P&T	All	All	Savio DeCruz, Service Lead Major Infrastructure Projects Tel: 01753 875640	-	None		Yes, p3 LGA
<p><b><u>Transport for the South East</u></b></p> <p>To consider a report and take any necessary decisions on the proposed role of Slough Borough Council as a constituent authority in Transport for the South East as it seeks statutory status as the sub-national transport body.</p>	P&T	All	All	Savio DeCruz, Service Lead Major Infrastructure Projects Tel: 01753 875640	-	None	√	

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<u>References from Overview &amp; Scrutiny</u>  <i>To consider any references from the Overview &amp; Scrutiny Committee and Scrutiny Panels.</i>	T&P	All	All	Shabana Kauser, Senior Democratic Services Officer Tel: 01753 787503	-	None		
<u>Notification of Forthcoming Decisions</u>  <i>To endorse the published Notification of Decisions.</i>	R&S	All	All	Catherine Meek, Head of Democratic Services Tel: 01753 875011	-	None		

## Cabinet - 15th April 2019

Item	Portfolio	Ward	Priority	Contact Officer	Other Committee	Background Documents	New Item	Likely to be Part II
<b><u>SBC Transformation Programme</u></b>  To consider the business case for the Council's Transformation Programme setting out how the Five Year Plan outcomes will be delivered; how the Council is organised efficiently to ensure our residents and customers get the best services the authority can afford; and on the future operating model for the Council.	R&S	All	All	Josie Wragg, Chief Executive	-	None	√	Yes, p3 LGA
<b><u>SUR Partnership Business Plan 2019/20</u></b>  To approve the Slough Urban Renewal Partnership Business Plan for 2019/20.	R&S	All	All	Joe Carter, Director of Regeneration Tel: (01753) 875653	-	None		Yes, p3 LGA

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<u>Chalvey Regeneration Strategy - 6-Month Update</u>  To receive the agreed six monthly update on the progress of the Chalvey Regeneration Strategy.	R&S	Chalvey	All	Stephen Gibson, Head of Asset Management Tel: 01753 875852	-	Chalvey Regeneration Update, 19/11/2018 Cabinet		
<u>Contracts in Excess of £250,000 in 2019/20</u>  To approve the commencement of tendering for contracts in excess of £250,000 in 2019/20 and to note any exemptions to competitive tendering.	F&H	All	All	Catherine Meek, Head of Democratic Services Tel: 01753 875011	-	None		
<u>References from Overview &amp; Scrutiny</u> <i>To consider any references from the Overview &amp; Scrutiny Committee and Scrutiny Panels.</i>	T&P	All	All	Shabana Kauser, Senior Democratic Services Officer Tel: 01753 787503	-	None		
<u>Notification of Forthcoming Decisions</u>  <i>To endorse the published Notification of Decisions.</i>	R&S	All	All	Catherine Meek, Head of Democratic Services Tel: 01753 875011	-	None		

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of the Local Government Act 1972.

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