

Date of issue: Friday, 18 May 2018

MEETING:	CABINET Councillor Swindlehurst Councillor Hussain Councillor Anderson Councillor Carter Councillor Mann Councillor Nazir Councillor Pantelic Councillor Sadiq	Leader of the Council and Cabinet Member for Regeneration & Strategy Deputy Leader of the Council and Cabinet Member for Transformation & Performance Environment & Leisure Planning & Transport Regulation & Consumer Protection Corporate Finance & Housing Health & Social Care Children & Education
DATE AND TIME:	TUESDAY, 29TH MAY, 2018 AT 6.30 PM	
VENUE:	VENUS SUITE 2, ST MARTINS PLACE, 51 BATH ROAD, SLOUGH, BERKSHIRE, SL1 3UF	
DEMOCRATIC SERVICES OFFICER: (for all enquiries)	NICHOLAS PONTONE 01753 875120	

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.



NIGEL PALLACE
Interim Chief Executive

AGENDA

PART I

Apologies for absence.

1. Declarations of Interest

All Members who believe they have a Disclosable Pecuniary or other Pecuniary or non pecuniary Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 4 paragraph 4.6 of the Councillors' Code of Conduct, leave the meeting while the matter is discussed.

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

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

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|----|---|---------|-----|
| 2. | Cabinet Portfolios and Responsibilities 2018/19 | 1 - 6 | All |
| 3. | Ruling Group Manifesto 2018/19 | 7 - 12 | All |
| 4. | Proposed Acquisition of Town Centre Site, Slough | 13 - 20 | All |
| 5. | 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).

PART II

- | | | | |
|----|--|---------|---------|
| 6. | Proposed Acquisition of Town Centre Site, Slough - Appendix | 21 - 32 | All |
| 7. | Disposal of 32 Chalvey Road East, Chalvey, Slough | 33 - 36 | Chalvey |

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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SLOUGH BOROUGH COUNCIL

REPORT TO: Cabinet **DATE:** 29th May 2018

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

WARD(S): All

PORTFOLIO: Leader of the Council and Cabinet Member for
Regeneration & Strategy

PART I
FOR INFORMATION

CABINET PORTFOLIOS AND RESPONSIBILITIES 2018-19

1. **Purpose of Report**

To advise the Cabinet of portfolios and the Members responsible for them.

2. **Recommendations**

The Cabinet is requested to resolve:

(a) That the Cabinet note portfolios and responsible Lead Members as appointed by the Leader of the Council.

(b) That the appointment of Councillor Sabia Hussain as Deputy Leader of the Council be noted.

3. **Slough Joint Wellbeing Strategy Priorities**

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

4. **Other Implications**

The recommendations within this report meet legal requirements. The proposals have no workforce implications and any financial implications have been reflected within the approved budget. There are no Human Rights Act implications.

The Constitution provides for the Leader of the Council to appoint Cabinet Members and the portfolios they will hold.

5. **Supporting Information**

5.1 The Leader has determined the number of Councillors appointed to the Cabinet and the portfolios they will hold.

5.2 The Leader of the Council has appointed the following Councillors to Cabinet portfolios listed below:

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	Cabinet Member for Environment & Leisure
Councillor Carter	Cabinet Member for Planning & Transport
Councillor Mann	Cabinet Member for Regulation & Consumer Protection
Councillor Nazir	Cabinet Member for Corporate Finance & Housing
Councillor Pantelic	Cabinet Member for Health & Social Care
Councillor Sadiq	Cabinet Member for Children & Education

5.3 The full list of Cabinet portfolios is set out in Appendix A.

6. **Background Papers**

None

Slough Borough Council - Lead Member Responsibilities

Regeneration & Strategy

**Cllr James Swindlehurst
(Leader of the Council)**

- Forward Strategy & Five Year Plan*
- Overall Forward Financial Strategy*
- Asset Management & Corporate Landlord Function
- Asset Disposals
- Inward Investment Strategy
- External Relations (Business)
- Relationship with Heathrow Airport Ltd / Heathrow Expansion Planning
- Local Government Relationships*
- Strategic Planning (Local Plan – overall vision/strategy) & Regional Spatial Planning*
- Human Resources
- External Communications

Transformation & Performance

**Cllr Sabia Hussain
(Deputy Leader of the Council)**

- E-government
- Digital Transformation
- Customer Services
- Legal, Democratic & Member Services
- Benefits & Council Tax
- Relationship with Arvato
- Procurement
- Organisational Transformation (staff development)
- Internal Organisational Aspects of Five Year Plan*
- Performance Management
- Internal (staff) Communications
- Resident Consultation/Involvement/Community Cohesion*
- Local Government Relationships*

Corporate Finance & Housing

Cllr Mohammed Nazir

- Income Received – business rates, council tax & payments
- Corporate Accounts
- Financial Planning*
- Investments
- Audit
- Housing & Tenant Services
- Housing Supply
- Neighbourhoods & Estate Management/Repairs
- Homelessness and Rough Sleeping
- James Elliman Homes and Herschel Homes
- Private Rented Sector Housing

Health & Social Care

Cllr Natasa Pantelic

- Social & Community Care
- Older People's Services
- Adult Safeguarding
- Careline
- Disabilities and Mental Health
- Substance Misuse
- Prevention and Public Health
- Relationships with NHS & Ambulance Service
- Health & Wellbeing Partnerships
- Community Buildings/Facilities*
- Equalities, Social Inclusion & Community Cohesion*
- Cultural activities and faith group involvement

Planning & Transport

Cllr Martin Carter

- Planning & Development Control
- Building Control
- Local Land Charges
- Highway and Transport Infrastructure Planning
- Highways Maintenance & Street Lighting
- Travel Plans
- Parking Facilities and Regulation
- Traffic Management
- Public Transport
- Cycling & Walking Plans/Strategies
- Relationship with Bus and Rail Providers
- Council Fleet*
- Town Centre Enhancements Project*

Children & Education

Cllr Shabnum Sadiq

- Education (including early years education) and SEND services
- School Improvement
- School Places Planning
- Corporate Parenting
- Fostering, Care and Adoption
- Children's Centres*
- Play Strategy*
- Apprenticeships & Careers Services
- Youth Services and Youth Offending
- Lifelong Learning, Library Service, Skills Training
- Children & Young People's Safeguarding
- Relationship with Slough Children's Services Trust

Environment & Leisure

Cllr Robert Anderson

- Leisure and sports facilities
- Parks, open spaces, play areas*
- Allotments
- Grounds Maintenance
- Recycling and Refuse Collection
- Waste Management and Waste Disposal
- Council Fleet (environmental services vehicles)*
- Flood Prevention Strategies (*excl highway flood schemes with planning & transport*)*
- Energy Efficiency
- The Environment, Air Quality and Climate Change

Regulation & Consumer Protection

Cllr Pavitar K Mann

- Consumer Protection
- Enforcement Services
- Trading Standards
- Food Safety
- Licensing Services
- Community Safety
- Crime and Anti-Social Behaviour
- Relationships with the Police and Fire Services
- Emergency Planning / Disaster Resilience
- Registrar's Services
- Coroner
- Cemetery, Crematorium
- Town Centre Enhancements Project*

*Indicates area of shared responsibility

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SLOUGH BOROUGH COUNCIL

REPORT TO: Cabinet **DATE:** 28th May 2018
CONTACT OFFICER: Trevor Langworth, Political Group Officer
(For all enquiries) (01753) 875056
WARD(S): All
PORTFOLIO: All

PART I
NON-KEY DECISION

SLOUGH LABOUR PARTY MANIFESTO PLEDGES 2018/2019

1 **Purpose of Report**

To adopt the Slough Labour Party 2018 manifesto as Council policy for the period until the next Borough elections in May 2019.

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

- a) Cabinet is requested to resolve that the Slough Labour Party 2018 manifesto be formally adopted as Council policy for the period until the next Borough elections in May 2019.
- b) An update report on the progress of implementing the manifesto be presented to Cabinet pre Christmas and a further update toward the end of the 2018/19 financial year.

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

The Slough Joint Wellbeing Strategy (SJWS) is the document that details the priorities agreed for Slough with partner organisations. The SJWS has been developed using a comprehensive evidence base that includes the Joint Strategic Needs Assessment (JSNA).

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

This report and the projects detailed link to the following priorities in the Slough Joint Wellbeing Strategy (SJWS):

- Health
- Regeneration and Environment
- Safer Communities
- Housing

Projects within this work also contribute to the cross cutting themes of the strategy by encouraging civic responsibility and improving the image of the town.

3b Five Year Plan Outcomes

This report and the projects detailed contribute to all the following outcomes from the Five Year Plan:

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

4 Other Implications

(a) Financial

The work will be undertaken using existing budgets for 2018/19 and via any budget adjustments agreed by Council during the year. Pledges which run into the next financial year may be delivered through the 2019/2020 budget process.

In order to progress all pledges additional borrowing capacity may be sought from Full Council via amendments to the 2018/19 capital programme.

(b) Risk Management

Risk	Mitigating action	Opportunities
Legal	None	
Property	None	
Human Rights	None	
Health and Safety	None	
Employment Issues	None	
Equalities Issues	None	
Community Support	None	
Communications	None	
Community Safety	None	
Financial: The current and agreed capital programme may need to be amended by Full Council to meet the financial requirements required to implement the manifesto.	Full Council to vote on and agree budget amendments	
Timetable for delivery: Given this report seeks to set Council policy until the 2019 Borough elections there is the risk that a number of capital	Capital projects to be re-profiled into 2019/2020 capital programme. Affective and timely monitoring of delivery of pledges throughout the year	

projects may not be completed in the current financial year.	should reduce risk of this occurring	
Project Capacity	None	
Other	None	

(c) Human Rights Act and Other Legal Implications

The report does not have any legal or human rights act implications.

(d) Equalities Impact Assessment

This report does not have any equalities implications and there is no identified need for the completion of an EIA.

5 Supporting Information

- 5.1 On May 3rd 2018 a total of 13 Labour candidates were elected to Slough Borough Council, giving the Slough Labour Party 34 seats on Council, thus confirming the Slough Labour Party as the majority and ruling group on Slough Borough Council.
- 5.2 The candidates stood on a manifesto, which can be found in appendix A, committing the Slough Labour Group 57 pledges to be delivered in advance of the 2019 Borough elections.

6 Comments of Other Committees

This report has not been considered by any other committees.

7 Conclusion

This report details the pledges set out by Slough Labour for the May 2018 Borough elections and asks that the Cabinet formally adopt the pledges as Council policy through to the 2019 Borough elections.

8 Appendices Attached

Appendix A - Slough Labour Party 2018 Manifesto

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COMMUNITY FACILITIES AND CUSTOMER CARE

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



OPPORTUNITY AND THE LOCAL ECONOMY

- Introduce a 'Slough Card' to give Slough residents priority and cheaper access to our services and facilities
- Work with employers to expand apprenticeships for local young people
- Support businesses to start, grow and locate in Slough
- 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
- Ensure that Slough benefits from Crossrail and Heathrow's expansion; with new hotel and event facilities, and investment in our transport infrastructure



SLOUGH HIGH STREET AND THE TOWN CENTRE

- Carry out a town survey to gather residents' views on how best to improve the High Street
- Improve the immediate offer in the High Street, with street markets and community events - while longer-term major regeneration is prepared
- 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
- 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'

SLOUGH LABOUR PARTY'S

MANIFESTO PLEDGES FOR THE
BOROUGH COUNCIL ELECTIONS
ON **THURSDAY 3RD MAY 2018**



To find out more visit:

www.sloughlabourgroup.org.uk



HOUSING AND REGENERATION

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



PARKING AND TRANSPORT

- 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
- Increase the number of electric and hybrid vehicles in Slough by offering benefits to residents who switch from diesel and petrol
- Keep our highways and pavements to a good standard, and continue taking action to fill potholes more quickly than surrounding boroughs
- Invest over £2 million in our highway network; resurfacing roads and footpaths, improving pavements and landscaping the environment
- Run a competition with industry and local business to find innovative ways to help people move around the Borough more cheaply and quickly



LEISURE AND OPEN SPACES

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



HEALTH AND SOCIAL CARE

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



CHILDREN AND YOUNG PEOPLE

- Invest over £40 million to expand and improve local schools; delivering adequate places, better sports provision and facilities for Slough children
- Give all school-starters a free book and library card, to help improve literacy
- Work to bring a higher education facility back to Slough
- Increase post-16 skills and job training for young people with disabilities and special educational needs
- Support the great work of Slough’s Youth Parliament and champion the needs of Slough’s Young People
- Create at least 400 new early years places across the Borough
- Keep open all our Borough’s Children’s Centres



THE ENVIRONMENT AND NEIGHBOURHOODS

- Ensure all Slough’s neighbourhoods reach the standard of the best
- Install measures to protect green verges from over-parking
- Step up parking regulation; introducing the next stages of our pavement-parking scheme
- Protect our residents from poor air quality by planning and preparing the launch of a Clean Air Zone across our worst-polluted areas
- Continue our alley-gating programme to help tackle anti-social behaviour
- Take action against fly-tipping by seeking prosecutions against serious and prolific offenders, and wherever cost-effective
- 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
- Spread the benefit of regeneration from central Slough to local neighbourhoods

SLOUGH BOROUGH COUNCIL

REPORT TO: Cabinet **DATE:** 28th May 2018

CONTACT OFFICER: Nigel Pallace, Interim Chief Executive

(For all enquiries) (01753) 875027

WARD(S): All

PORTFOLIO: Leader of Council - Councillor Swindlehurst

PART I **KEY DECISION**

Proposed Acquisition of Strategic Asset

1. Purpose of Report

The centre of Slough is changing, with a number of modern, attractive buildings being delivered in recent years. Slough's town centre stands on the cusp of a profound transformation thanks to the arrival next year of Crossrail (Elizabeth Line), followed by the planned expansion of nearby Heathrow Airport with runway 3, the proposed western rail extension to Heathrow and light rapid transit connections to the airport. The rundown High Street remains in a transitional stage and is struggling to survive, although we anticipate the two covered shopping centres will be completely redeveloped by their new owners.. Slough Borough Council (SBC" or "the Council") has an opportunity to make a real difference to kick-starting early regeneration by relocating its council office and civic headquarters into the heart of the town centre.

This report seeks approval from Cabinet to expedite the regeneration of the town centre and enhance customer services for residents through the purchase of currently available office premises, which are located within close proximity to the High Street

This acquisition would allow the Council to achieve a number of positive benefits in pursuit of various outcomes within the 5 year plan. These include:

- Realising the long-held objective of relocating its headquarters back into the town centre – providing an immediate boost to the daytime/evening economy through increased footfall in and around the High Street; and providing services to residents in a more accessible part of the town for the direct benefit of most service users who need face-to-face access to centrally located services;
- Incentivising a modal shift of council employees who would be more likely to use non car modes of travel to work, thereby helping to reduce traffic levels, reduce air pollution and greenhouse gas emissionsCO₂;
- Delivering smarter, flexible working and updated office IT infrastructure for staff as part of our wider transformation agenda, reducing the amount and cost of desk space utilisation, facilitating more remote working, further reducing travel to work and its consequences, and enabling improved service to customers;

- Delivery of reduced number of commuting journeys and adoption of a greener travel plan through increased use of Electric Vehicles on Council business to improve air quality in the town.
- Releasing St Martins Place for conversion to a mix of social and affordable rented residential accommodation that meets the requirements of the Housing Strategy and makes a step change contribution to dealing with homelessness whilst offering more cost-effective solutions and avoiding the need for expensive temporary housing;
- Stimulating further investment in the regeneration of the town centre by demonstrating very tangibly the council's direct investment in the town centre's future; and
- Enhancing the financial robustness of the Council by acquiring an asset with a significant investment value, which has the potential to indirectly benefit everyone in Slough through releasing resources for improving services and/or reducing costs.

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

Cabinet is resolved to:

- a) Approve the acquisition by the Council of the freehold interest the proposed office as set out in recommendations **2.1, 2.4 and 2.5 of the Part II report.**
- b) Delegate authority to the Interim Chief Executive, in consultation with the s151 Officer and Leader of the Council to approve the final terms of the acquisition.
- c) Agree that the total purchase price and associated costs (including IT infrastructure, fit-out and moving costs) will be funded through the capital programme.
- d) Agree that SMP should be redeveloped to provide a mix of social and affordable housing that makes a material contribution to the Housing Strategy and note that an options appraisal for future use will be presented to Cabinet by October 2018.
- e) Note that a report will be presented to Cabinet by October 2018 to update Cabinet on the feedback from Energy Conservation surveys, including measures to improve energy optimisation and efficiency and the costs associated with these measures..
- f) With reference to section 5.12, note that Asset Management will undertake a performance review of assets and make recommendations to Cabinet by October 2018 regarding the potential to dispose of assets to reduce the Council's borrowing costs.
- g) Note that a report will be presented to Cabinet by October 2018 that provides an update on proposals for fit-out, IT solutions and potential relocation of the Cashiers and Customer Service Centre into Cornwall House.
- h) Note that a report will be presented to Cabinet by October 2018 that will provide recommendations for the adoption of Fleet Challenge Measures, timescale and costs associated with these measures, and their benefits.

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

The delivery of new affordable housing will reduce temporary housing costs whilst providing an income stream which could contribute to the provision of front line services.

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

Relocating SBC’s headquarters to the town centre will increase footfall and spend per head in and around the High Street increasing the viability of the retail offer and the associated employment opportunities. Improving the viability of the town centre should also contribute towards improving the image of the town.

3b. **Five Year Plan Outcomes**

Relocating the SBC head quarters into the town centre and redeveloping St Martins Place as affordable housing will address the Five Year Plan outcomes through the following:

- **Outcome 1** – Contributing towards a viable and active High Street will help Slough children to grow up happy, healthy and successful;
- **Outcome 3** – Contributing towards a viable and active High Street will help encourage people to visit, live or work in Slough;
- **Outcome 4** – The delivery of a mix of affordable homes through the conversion of St Martins Place will directly contribute towards our residents having access to good quality homes; and
- **Outcome 5** - Contributing towards a viable and active High Street will help attract and retain businesses that provide opportunities for our residents.

4 **Other Implications**

a) **Financial**

See section 5 below.

b) **Risk Management**

Risk	Mitigating action	Opportunities
Legal – competing priorities could create delays.	The Council has appointed external solicitors to undertake due diligence and provide comprehensive reports on title, deeds, leases etc as required.	
Legal – Title defects	The Council has undertaken due diligence to ensure that all titles and leases are satisfactory and compliant with the marketing information.	
People & Practice - Changes to working practices do not change at required speed to deliver reduction in floors area – impacting on the ability to meet the financial business case, which is dependent on leasing out space.	Ongoing consultation and corporate buy-in to support required cultural shift.	
Energy – the BREEAM rating assessment report and EPC certificate have yet to be	Request for BREEAM Report and EPC certificate including energy modelling assumptions	Re-Fitting energy conservation measures and optimisation during the fit-out

sourced. The building is significantly larger than SMP and energy costs will also be much higher	Identify through energy surveys and Re-Fit High Level Assessment and Investment Grade Proposals opportunities to improve energy efficiency and reduce energy demand	stage will reduce future investment and retro-fitting costs. Opportunities to consider IT energy saving solutions and staff energy awareness programme will reduce energy costs.
Property - Whilst unlikely, the property could have internal or external defects that will create a long-term financial pressure.	The Council has commissioned a full building survey as part of the due diligence process.	The building has the benefit of construction warranties which will be confirmed during the legal process.
Finance/Property – the proposed new office is greater than the combined space at LMP/SMP and will become a financial drain.	The Council will seek to lease-out space to third party organisations to reduce liability and generate an income stream	The Council plans to reduce from an 8:10 for most staff to 5:10 for all staff desk ratios as part of the Transformation Agenda. This will create additional space to lease, generating additional income
Staff Issues – substantially less car parking than Montem	The space currently enjoyed at Montem would no longer be available from January 2020 – which coincides with the notional date for the Montem site to be redeveloped for housing. The Fleet Challenge Programme focusses on adoption of a ‘business travel hierarchy’ and EV pool fleet to significantly reduce ‘grey fleet’ travel and need to travel to work by car	The new office is located immediately beside the town centre and will provide greater opportunities for staff to use public transport. The Council could also accelerate proposals to increase the fleet of electric cars, which would reduce the number of business car journeys.
Human Rights	No risks identified	
Health and Safety	No risks identified	
Equalities Issues	No risks identified	
Community Support	No risks identified	
Communications	No risks identified	
Community Safely	No risks identified	
Timetable for Delivery - Fit - Out and Installation of IT infrastructure - delays in the programme will result in additional holding costs	Early appointment of fit-out and IT contractors based on agreed specification and budget. Effective SBC project Management to manage programme	
Governance	No risks identified	
Performance –	No risks identified	

c) Human Rights Act and Other Legal Implications

The Council's powers to acquire land are governed by statute. Section 120 of the Local Government Act 1972 permits the Council to acquire by agreement any land whether situated inside or outside its area of operation. It does not matter that the asset is used immediately for the intended purpose and may be used for an

alternative purpose in the interim.

d) Equalities Impact Assessment

Locating council offices in the heart of the town centre close to the rail and bus stations will reduce fear associated with walking to and from the building in the hours of darkness, potentially benefitting staff and woman in particular. Releasing SMP for conversion to affordable housing would make a very positive impact on the outcomes contained in the Housing Strategy and would directly benefit the most disadvantaged groups.

e) Property Implications

See Section 5 below

f) Carbon Management

The Council cabinet approved Carbon Management Plan (2015-2020) vision states “*Slough Borough Council aspires to have a low carbon and energy efficient corporate estate, fleet and workforce to meet with the future economic challenges of local government*”. The principal source of carbon emissions relates to electricity and gas consumption within our corporate estate, street lighting and transport fleet emissions. The Council has a good track record in reducing its CO2 emissions.

The office has an EPC (Energy Performance Certificate) rating B (the modelled energy efficiency rating is ‘good’) and the BREEAM rating for the building is ‘very good’. The modern building should on paper perform better from an energy efficiency viewpoint than St Martins Place which has an DEC (Display Energy Certificate) rating G which is ‘poor’. However, a direct comparison cannot be made between a DEC which is based on actual operational emissions and an EPC which is based on modelled emissions.

The EPC assumptions will need to be thoroughly examined and tested by our energy consultants. It should be noted as the building space is larger than the combined space of SMP and LMP (currently combined circa 79,000 sq.ft.) and the building contains significant glazing, that cooling and heating demands are likely to be higher than our existing offices. As a consequence, the running costs (energy) will also be higher. These additional costs will be picked up in the report to Committee in October 2018 – however it should be stressed that SBC is reducing it’s corporate footprint to 72,123 sq.ft. and will be recharging a share of utility costs via service charges.

The mechanical, ventilation and heating system, lighting, number and location of desks, number and type of printers and telephony system, IT infrastructure will be a key component of carbon emissions. A key issues to consider is that smarter working could reduce the demand for desks and hence energy consumption.

In order to quantify the potential energy demand and CO2 emissions associated with the move to the new town centre office and also to assess the scope for re-fitting the new office with energy conservation measures, including the optimisation of the building as part of the fit out programme; it is proposed to commission the Council’s Re-Fit provider and energy consultant to undertake energy surveys and high level assessments under our legal Re-Fit Framework. Where feasible ECMs measures will be proposed and a detailed Investment Grade Proposal will be developed. It is proposed to report the findings to Cabinet by October 2018.

5 **Supporting Information**

Background

- 5.1 Relocating the Council's headquarters into a town centre location is a key aim within the 5 Year Plan 2018/23. The relocation of staff within easy walking distance to the shops and amenities in the High Street will have an immediate economic development impact. Apart from substantially increasing footfall, the assumption is that relocating close to the High Street will make major contribution to stimulating the daytime and evening economy, creating vibrancy and confidence in the town centre during the transitional period before its major redevelopment by new owners.
- 5.2 From an economic development perspective, there is evidence that the Council's existing investments in the Curve and Bus Station, as well as the proposals for two new hotels, have created confidence from financial institutions and sovereign wealth funds. This confidence was a material consideration for international brands to invest in Slough. Should Cabinet agree to relocate services into the proposed office, the Council will make another significant statement about its confidence in Slough and its assertion about it being one of the best connected locations in south-east England.
- 5.3 The Council is simultaneously working with public sector partners to develop a network of neighbourhood hubs that allow services to be integrated under one roof. Acquiring this asset has the potential to generate One Public Estate outcomes by providing space to co-locate back office services. This would create savings to the public purse and potentially free-up sites for affordable housing.

Location & Description

- 5.4 **Refer to Part II Report, Sections 5.4 – 5.6.**

Current Position – SBC Services

- 5.5 The majority of the Council's services are provided from two main buildings, St Martin's Place ("SMP") & Landmark Place ("LMP"). Including Slough Children's Services Trust, the Council current occupies circa 79,000 sq.ft. across SMP and LMP based on a (circa) 8:10 desk ratio for most staff.
- 5.6 SBC is the freeholder of SMP. The location is secondary, providing 61,000 sq. ft. of refurbished accommodation that includes circa 200t car parking spaces. To reduce operating costs, the majority of the ground floor was leased to Slough Children's Services Trust for 5 years. This lease arrangement expires in 2020 – although for the purposes of this report, the assumption is that the Trust will co-locate with the Council should Cabinet approve the recommendations in this report and will continue to pay the same rent psf for the duration of the lease.

The vast majority of staff car parking for SMP is located on the Montem Leisure Centre, however, this site is optioned to Slough Urban Renewal ("SUR") and will be redeveloped to provide circa 100 new homes. With a site start during 2019/20, the Council needs to be proactive to deal with this impending issue.

- 5.7 The Council occupies the ground floor of LMP (circa 18,500 sq. ft.), with the leases expiring in May 2020. The majority of this space is occupied by Housing Services (mainly General Fund staff), Taxi Licensing, Cashiers Office and Customer Services.

The rent is £425,000 per annum - although this excludes service charge and other operating costs – all of which takes the annual total expenditure to circa £769,400, which will continue to accumulate to expiry.

Financial Summary - Capital

5.8 Refer to Part II Report Sections 5.10 – 5.12

Redevelopment of SMP

- 5.9 Relocating services to the proposed new location provides an opportunity to remodel SMP into a mix of accommodation, including, one and two bedroom flats, and make a major contribution to meeting the objective of the Council's Housing Strategy.
- 5.10 Initial capacity studies have indicated that SMP could be refurbished to provide up to 67 residential apartments, 50 two bed and 17 one bed. In order to meet various forms of housing need, including alleviating homelessness and the use of expensive temporary accommodation and providing homes for key workers, this report assumes that the entire development will be designated for social and affordable housing. The redevelopment of the Montem site, which will be progressed by 2020, combined with the redevelopment of SMP, will form part of a wider regeneration programme for Chalvey and will be the subject of a separate report to Cabinet.
- 5.11 Subject to Cabinet approval, a detailed feasibility study will be commissioned, this study will inform the findings of an options appraisal, which will be reported to Cabinet by October 2018.

Impact on Revenue

5.12 Refer to Part II Report

Car Parking

- 5.13 The office move to the town centre presents both challenges and opportunities, it is clear that a significant reduction in the available staff car parking will require a new sustainable approach to staff travel and also very careful staff communication. 'Grey Fleet' remains a key source of carbon emissions. The Town Centre location does allow for a more sustainable approach given its excellent public transport links. The challenge is that staff will not necessary be provided with a 'free' car parking space. The opportunity is that the move to a new office allows us to reconsider how the Council and staff undertake business travel and to be more sustainable in our approach.
- 5.14 A Fleet Challenge Programme has already been developed and approved by the PMO and CMT in late 2016 and is aimed specifically at substantially reducing 'grey fleet' business travel and mileage claims. A report will be prepared for Cabinet in October outlining proposed fleet challenge recommendations for the new town centre office site and car park.

Customer Service Centre

- 5.15 The Council acquired the freehold interest of Cornwall House, which includes the Royal Bank of Scotland (“RBS”) branch at 55-57 High Street, in 2016/17. Having received the anticipated confirmation that RBS will be closing the branch later this year, the Council will explore the feasibility of relocating the Service Centre and Cashiers into this asset. This proposal will be subject to a separate report to Committee by October 2018.

6 Comments of Other Committees

This report has not been considered by any other Committees.

7 Conclusion

- 7.1 Relocating the Council’s headquarters back into the town centre has been a long - term aspiration for the Council and will send the clearest possible message to current and potential investor’s that we have confidence in Slough as a major destination for commercial-led regeneration.
- 7.2 The proximity of the new office to the train station and bus station make it considerably more convenient for existing and new staff to access the workplace by public transport. This modal shift in car use will make a material contribution to the Council’s Carbon Management Plan.
- 7.3 The proposed redevelopment of SMP into a mix of social and affordable housing will provide up 67 new apartments for rent, which will help to meet growing demand and reduce pressure on the general fund.
- 7.4 The relocation into this town centre location comes with a degree of risk associated with the initial unoccupied space, which introduces budget pressures in financial years 2018/19 and 2019/20, however the expectation is that the building will be fully occupied within three years. Against this background, and taking into account the regenerative, social, financial and economic development benefits as well as the contribution that relocation would make to delivering the 5 Year Plan, the recommendation in this report is for Cabinet to approve the purchase of the proposed office asset.

8 Background Papers

None

AGENDA ITEM 6

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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AGENDA ITEM 7

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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